CEMETERY SAFETY RESOURCE KIT

askOHS Training & Consultancy Services

CSH&W SA

ADELAIDE CEMETERIES AUTHORITY

Government of South Australia
SafeWork SA

Introduction

South Australia has approximately 700 recorded cemeteries. This includes Adelaide's major cemeteries and those owned and operated by local or district councils, private operators, churches and parishes[1].

Apart from the major cemetery and crematoria services, the industry generally operates without formal or written procedures. Training and education is also limited, with many tasks performed relying largely on tacit knowledge, experience and observation of peers.

ASKOHS consulted and collaborated with industry representatives to identify key work health and safety (WHS) issues. Limited work health and safety management systems (WHSMS) supporting operators of cemetery and crematory services, together with inadequate risk assessment of the environment and access to gravesites were common safety issues. Shortcomings in these areas also affect the general public, funeral directors, stone masons, volunteers, as well as a range of independent contractors and employees.

Hazardous manual task risks exist in all areas of operation, particularly with the increase in number of bariatric bodies. This is a challenge affecting cemetery workers around the State, as well as stakeholders in the supply chain leading to the arrival of the body prior to burial or cremation.

Most cemeteries have varied work areas, each with individual hazards and risks that need to be managed such as:

- crematoriums – plant, heat and hazardous manual tasks
- cemeteries and memorial gardens – high risk plant, confined spaces, excavations, thermal discomfort, hazardous substances, snakes, ultraviolet (UV) radiation, psychosocial (grief/death)
- workshops – electrical, plant and chemicals
- function rooms – commercial kitchens
- offices – ergonomics.

The *Cemetery Safety Resource Kit* (the kit) offers a range of WHS resources and practical solutions that will help the industry progress health and safety standards and reduce risk to workers.

Reference

1. McDougall and Vines (2005) *Management Plan Guidelines for South Australian Cemeteries*

Innovation Grant Disclaimer

The *Cemetery Safety Resource Kit* aims to address the priority issues identified in consultation with industry representatives and while every effort has been taken in preparing the information it contains, it is not considered to be exhaustive.

Persons conducting a business or undertaking (PCBU) should only use resources from the kit after considering the implications for their own workplace and workers. It may also be necessary to seek further advice from additional sources depending on each PCBU's individual circumstances.

ASKOHS Pty Ltd and any other person or organisation represented on the Steering Committee disclaim any liability to any person in respect to the content of, or any action arising from the use of the *Cemetery Safety Resource Kit*.

There are currently no plans for the print version of the *Cemetery Safety Resource Kit* to be updated as a new print edition.

For further information or updates, contact SafeWork SA on 1300 365 255 or visit www.safework.sa.gov.au

WHS Innovative Practice Grant Program Copyright Statement

Acknowledgments

The wide range of practical WHS resources produced for this kit could not have been developed without the expertise and strong industry commitment from key stakeholders.

ASKOHS has collaborated with Adelaide Cemeteries Authority, Catholic Safety Health and Welfare SA and SafeWork SA to develop the *Cemetery Safety Resource Kit.* The aim of the kit is to assist persons conducting a business or undertaking (PCBU) to:

- improve work health and safety
- eliminate or minimise risk from hazards
- reduce injuries and diseases to workers and others
- assist WHS legislative compliance
- establish WHS management systems (WHSMS).

In particular, ASKOHS wishes to thank the CEO of Adelaide Cemeteries Authority, Mr Robert Pitt for supporting our proposal and application to SafeWork SA for the Innovative Practice Grant for the *Cemetery Safety Resource Kit* and for his support in promoting the concept with the South Australian Cemetery and Crematoria Industry.

We would also like to thank Kathy Grieve, Executive Manager, Catholic Safety Health and Welfare SA, who provided positive reinforcement for the project and provided valuable feedback on the practicality of WHS materials in the kit.

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Contents

Work health and safety legislation in South Australia

WHS legislation

Work health and safety (WHS) legislation in South Australia (SA) operates in three parts:

- Work Health and Safety Act 2012 (SA) (WHS Act)
- Work Health and Safety Regulations 2012 (WHS Regulations)
- Approved Codes of Practice.

WHS legislation in SA also aligns with WHS legislation in New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory and the Commonwealth.

This WHS legislation applies to all persons conducting a business or undertaking (PCBU), operating in the private and public sectors.

WHS Act

The WHS Act provides a framework to protect the health, safety and welfare of all workers and others who might be affected by the work (e.g. the public).

The purpose of the WHS Act is to:

- protect the health and safety of workers and others by eliminating or minimising risks arising from work or workplaces
- ensure effective representation, consultation and cooperation to resolve WHS issues
- encourage unions and employer associations to take a role in WHS
- assist PCBUs and workers to achieve safe and healthy workplaces
- promote WHS information and training
- provide effective compliance and enforcement measures
- deliver continuous WHS improvement
- maintain and strengthen national harmonisation of WHS legislation.

WHS duties

The WHS Act lists mandatory duties and obligations for duty holders including **PCBUs**, **officers** and **workers**. The standard of duty required by each of these duty holders is outlined below:

- PCBU (section 19) …**must ensure, so far as is reasonably practicable**, the health and safety of workers is not put at risk...
- Officer (section 27) …an officer of the PCBU **must exercise due diligence** to ensure PCBU complies with its duty or obligation.
- Worker (section 28)…**must take reasonable care** for their own health and safety, and that his or her acts or omissions do not adversely affect the health and safety of other persons, and cooperate with policy/procedures.

For more information on the duties of duty holders, download the WHS Act and refer to Part 2, sections 17-29.

Offences and penalties

The WHS Act has three categories of criminal offences for breach of health and safety duties. Maximum penalties vary depending on the category of the offence and whether the offender is an individual or a body corporate.

Category 1 – a duty holder, without reasonable excuse, engages in conduct that recklessly exposes a person to a risk of death or serious injury or illness.

Category 2 – a duty holder fails to comply with a health and safety duty that exposes a person to risk of death or serious injury or illness.

Category 3 – a duty holder fails to comply with a health and safety duty.

Volunteer workers and duty of care

Volunteers are not liable for a failure to comply with a health and safety duty, except in their capacity as a worker under section 28, or other person at a workplace under section 29 of the WHS Act.

WHS Regulations

The WHS Regulations list mandatory requirements for PCBUs to ensure compliance with duties and obligations under the WHS Act (e.g. licences for high risk work, confined space work, hazardous chemicals, workplace facilities, health monitoring and keeping records etc.).

Approved Codes of Practice

Approved Codes of Practice (ACOP) provide practical guidance for PCBUs about how to comply with mandatory requirements of the WHS Act and Regulations.

It is recognised that equivalent or better ways of achieving the required WHS outcomes may be possible. As such compliance with ACOP is not mandatory, providing that any other method used delivers an equivalent or higher standard of WHS than suggested by the ACOP (Safe Work Australia, 2016).

However, ACOP are admissible in proceedings as evidence of whether or not a duty under the WHS Act or Regulations has been met.

ACOP can also be referred to by a SafeWork SA inspector when issuing an Improvement Notice or a Prohibition Notice.

ACOP are useful resources and easy to read. They also include references to mandatory requirements (sections) from the WHS Act and Regulations covered by the ACOP. ACOP (that are not Australian Standards) can be downloaded from SafeWork SA's website at www.safework.sa.gov.au. Codes listed as Australian Standards can be borrowed from the SafeWork SA library or purchased online.

Terms used in the WHS Act

Person conducting a business or undertaking (PCBU) – a person conducting a business or undertaking alone or with others, whether or not for profit or gain. A PCBU can be a sole trader or self-employed person operating under a registered business (the PCBU), a municipal council, or statutory authority etc.

Additional information on the meaning of PCBU is available in Safe Work Australia's interpretive guideline on PCBUs at www.safeworkaustralia.gov.au

Duty holder – persons (natural or legal) who owe a work health and safety duty under the WHS Act and includes:

- persons with management or control of a workplace
- persons with management or control of fixtures, fittings or plant at a workplace
- designers of plant, substances or structures
- manufacturers of plant, substances or structures
- importers of plant, substances or structures
- suppliers of plant, substances or structures
- persons who install, construct or commission plant or structures
- officers (refer section 4)
- workers (refer section 7)
- other persons at the workplace.

Health and safety committee (HSC) – a group established under the WHS Act that facilitates cooperation between a PCBU and workers to provide a safe place of work.

Health and safety representative (HSR) – a worker elected by a work group under the WHS Act.

Officer – an officer within the meaning of section 9 of the *Corporations Act 2001* (Cth). An officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities (does not include an elected member of parliament or a municipal council).

An officer can also be an officer of the Crown or a public authority if they are a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking of the Crown or public authority (e.g. CEO of a statutory authority or director of a government department). For more information on officers, please refer to Safe Work Australia's interpretive guideline on officers available at www.safeworkaustralia.gov.au

Plant – includes any machinery, equipment, appliance, container, implement or tool, and any component or anything fitted or connected to these things.

Structure – anything that is constructed, whether fixed or moveable, temporary or permanent and includes buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels). This includes any component or part of a structure.

Chemical or substance – any natural or artificial substance in the form of a solid, liquid, gas or vapour.

Supply – supply and re-supply of a thing provided by way of sale, exchange, lease, hire or hire-purchase arrangement, whether as principal or agent.

Volunteer – a person who acts on a voluntary basis, regardless of whether they receive out-of-pocket expenses.

Volunteer association – a group of volunteers working together for one or more community purposes, whether registered or not, that does not employ anyone to carry out work for the association.

Worker – any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Work group – a group of workers represented by an HSR who in many cases share similar work conditions (e.g. all the electricians in a factory, all people on night shift, all people who work in the loading bay of a retail storage facility).

Workplace – any place where a worker goes or is likely to be while work is carried out for a business or undertaking (cemetery grounds, crematoriums, offices, workshops, vehicles, buildings, work platforms or mobile structures).

Reasonably practicable – what could reasonably be done at a particular time to ensure health and safety measures are in place.

In determining what is reasonably practicable, there is a requirement to weigh up all relevant matters including:

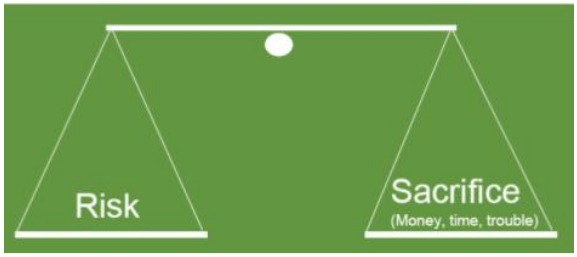
- the likelihood of a hazard or risk occurring (probability of a person being exposed to harm)
- the degree of harm that might result if the hazard or risk occurred (the potential seriousness of injury or harm)
- what the person concerned knows, or ought to reasonably know, about the hazard or risk and ways of eliminating or minimising it

- the availability of suitable ways to eliminate or minimise the hazard or risk
- the cost of eliminating or minimising the hazard or risk.

Costs may only be considered after assessing the extent of the risk and the available ways of eliminating or minimising the risk.

Ordinarily cost will not be the key factor in determining what it is reasonably practicable for a duty holder to do unless it can be shown to be 'grossly disproportionate' to the risk.

If the risk is particularly severe, a PCBU will need to demonstrate that costly safety measures are not reasonably practicable due to their expense and that other less costly measures could also effectively eliminate or minimise the risk.



Further information on what is reasonably practicable is available in Safe Work Australia's interpretive guideline on 'reasonably practicable' www.safeworkaustralia.gov.au

WHS management systems

WHS management systems (WHSMS)

A WHSMS (formerly OHSMS) is a coordinated and systematic approach for managing and measuring an organisation's health and safety performance.

Benefits of a WHSMS

A WHSMS benefits an organisation by:

- helping to create safer work environments
- reducing injuries and injury-related costs
- pre-empting injuries, enabling PCBUs to save money on medical expenses, injured employee's wages, insurance claim excesses, replacement labour and increased workers compensation insurance premiums
- improving business opportunities – many companies have preferential purchasing policies that favour purchasing products or services from companies with a WHSMS
- providing measurable systems that can verify WHS performance
- demonstrating that the organisation is meeting its legal obligations
- enhancing the organisation's reputation.

The PCBU requires a WHSMS that suits the size, complexity and risk of the organisation. It includes a set of policies, procedures and processes required to fulfil legal obligations and to meet organisational aims and objectives.

Implementing a WHSMS to actively manage health and safety demonstrates commitment from the business to provide a safe work environment that supports the reduction of workplace injuries and illness.

Key elements in a WHSMS

Australian/New Zealand Standard *AS/NZS 4801:2001 Occupational health and safety management systems* or the *National Self insurers OHSMS Audit Tool* can be used to measure five key elements to implement and maintain an optimum WHSMS for the organisation:

- commitment
- planning
- implementation
- measurement and evaluation
- review and improvement.

Information provided in this kit can help PCBUs to develop and maintain an effective WHSMS. Minimum recommended requirements include:

- WHS policies and procedures
- WHS consultation (including issue resolution)
- officer due diligence
- hazard risk management (including hazard reporting, risk assessment and control)
- incident reporting and investigation
- emergency management
- worker safety induction
- WHS training.

Quick quiz – WHSMS

(Worksafe, 2015)

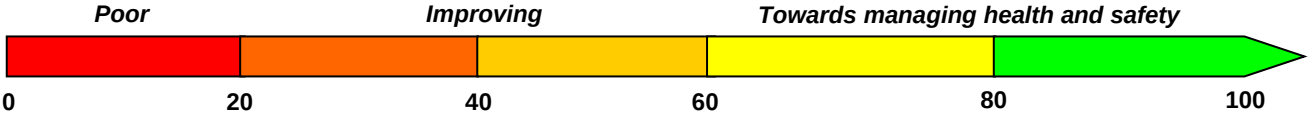
Step 1 – use this quick quiz to conduct a simple check of your business' existing WHSMS against the 20 statements in Table 2 below.
Step 2 – verify your score against categories 0-5 in Table 1.
Step 3 – total your scores and compare this total against the colour bar at bottom of page to rate your business' overall WHSMS.

Table 1

0	Nothing in place to show that this occurs.	**3**	Fair amount of evidence exists but there is still some way to go until everything is in place.
1	Little evidence exists to show this occurs and it is likely to be overlooked on many occasions.	**4**	Significant amount of evidence is in place to demonstrate that this occurs but more could be done to ensure that it will happen on a consistent basis.
2	Some evidence exists that things are in place but there are significant gaps in implementation.	**5**	Significant evidence to demonstrate this occurs and you have confidence that appropriate actions will occur when needed.

Table 2 **Your Score (0 - 5)**

1. We have a formal health and safety policy that sets clear responsibilities, goals and objectives for all areas of our business, all workers (including contractors, labour hire workers, trainees and apprentices), managers and officers.	
2. We have a WHS action plan (listing timeframes and responsibilities) that shows what we are trying to achieve and we have communicated this to all workers (including contractors) and management.	
3. We provide adequate resources to successfully implement our WHS plan.	
4. We review our legal obligations for health and safety and check that we comply with them.	
5. Our workers are consulted on WHS and involved in the identification and resolution of WHS issues.	
6. We have identified all workplace hazards, both physical and psychological e.g. workload, hours of work, etc., through a collaborative process and implemented controls to eliminate or to minimise risk associated with these hazards.	
7. All of our employees, including supervisors and managers, are trained in the health and safety requirements relevant to their position.	
8. We have an induction process that ensures the health and safety of new employees.	
9. We have developed documented work procedures for all hazardous tasks and we monitor and enforce compliance with them.	
10. We have identified possible emergency situations that may occur, and have trained our employees in the procedures to effectively respond to them.	
11. We have appropriate first aid resources (trained first aiders, kits, etc.) that meet the needs of our organisation.	
12. We record any injuries and incidents and investigate the causes to prevent recurrence.	
13. We conduct regular inspections of our workplace to identify hazards and to check hazard control measures work.	
14. We specify our health and safety requirements before purchasing goods or using the services of contractors and verify that these requirements are met.	
15. We have a WHS manual, that includes safe work procedures, and these are known and used by our employees.	
16. We have obtained current Safety Data Sheets for all chemicals we use and make them available in the workplace.	
17. The materials we use are stored safely to minimise hazardous manual tasks and prevent spills or chemical reactions.	
18. We maintain our plant and equipment according to a schedule and we keep maintenance records.	
19. We regularly audit our organisation's WHSMS, review the results and take action to address areas that need improvement.	
20. We have a process to collect, file and retain our health and safety records.	
Now check how your total score compares to the following scale **TOTAL SCORE**	



WHS consultation and issue resolution

What is WHS consultation?

WHS consultation is a two-way process where representatives of the PCBU talk to workers (including employees, contractors and labour hire workers) and provide them with the opportunity to participate in the decision-making process for:

- identifying hazards and assessing risks
- determining ways to eliminate or minimise those risks
- determining the adequacy of facilities for the welfare of workers
- proposing changes that may affect the health or safety of workers
- establishing health and safety procedures.

If workers are represented by an HSR, the PCBU must also consult with that representative.

Legal obligation to consult

WHS consultation is a legal obligation under the WHS Act, requiring a PCBU to consult with workers and other duty holders.

More than one person can have a duty

If more than one person holds a duty over the same WHS matter, each person retains responsibility and must discharge their duty to the extent that they have control or influence over the matter. For example, a PCBU operating a cemetery and the contract firm have a dual duty to ensure they provide adequate facilities (lunchroom, toilets, wash rooms etc.) for workers. In this situation, each of these parties must consult, cooperate and coordinate with each other to ensure they meet this duty.

As well as being a legal requirement, consultation is an essential part of managing health and safety to ensure safer workplaces.

If everyone involved with the work consults, it helps create safer workplaces and assists compliance with WHS legislation.

The **WHS consultation checklist** on the next page provides a self-assessment for determining whether WHS consultation is occurring and the PCBU's level of compliance. The checklist identifies chapters in the Approved Code of Practice which have more information on consultation.

References

SafeWork SA (2001), *Approved Code of Practice – Work health and safety consultation, co-operation and co-ordination*

Work Health and Safety Act 2012 (SA), Part 5, Sections 47-49

WHS consultation checklist

Consultation compliance	Yes/No	Chapter in Code
Do I have one or more consultation arrangements in place after consultation with my workers?		4
Do the consultation arrangements include workers other than my employees such as contractors or labour hire workers who are part of my workforce?		4, 5
Do I use my consultation mechanism when I: • identify hazards and assess risks?		2
• make decisions to control risks?		
• make decisions about welfare facilities?		
• propose changes to the work, including purchasing new or used plant or new substances or materials?		
• develop and review safety policies and procedures?		
When I consult with my workers on these issues do I: • inform them of what I intend to do (e.g. purchase a new piece of equipment)?		3
• share relevant information about the issue with them?		
• give them a reasonable opportunity to respond?		
• discuss any of their safety concerns?		
• take into account the views they express?		
• advise them of my decision and the reasons for it?		
If workers are represented by a health and safety representative, do I: • include the representative in all health and safety consultations?		4
• make myself available for the representative to raise and discuss health and safety matters with me?		
Do I consult other duty holders who share responsibility for a health and safety matter with me? • do I cooperate and coordinate activities with them?		5

Source: *Code of Practice – Work health and safety consultation, co-operation and co-ordination*

Resolution of WHS issues

An ‘issue’ is any concern about health and safety at the workplace that remains unresolved following consultation between affected workers and the PCBU.

Who is involved?

The ‘parties to the issue’ will be involved in resolving the issue. This means:

- the PCBU with whom the issue has been raised
- any other PCBU involved in the issue
- where at least one worker in a work group is affected by the issue, their HSR or the HSR's representative
- where a worker or workers affected by the issue are not in a work group, the worker, or workers, or their representative.

A representative of a party (e.g. a union representative or employer organisation) may, if requested by the party, enter the workplace to attend discussions with a view to resolving the issue.

A PCBU must ensure that their representative **is not** an HSR and is sufficiently competent to act as the PCBU's representative and has the appropriate level of seniority.

Agreed procedures

An 'agreed procedure' is an agreed process or outline of the steps involved in resolving WHS issues in the workplace.

An example of the process for resolving a WHS issue that is not placing the health and safety of workers and others at serious risk from immediate or imminent exposure to an uncontrolled hazard is as follows:

Worker reports a health and safety issue to manager/supervisor – **Resolved**

Not resolved

⇩

Worker informs HSR and they consult with manager/supervisor – **Resolved**

Not resolved

⇩

HSR consults with HSC – **Resolved**

Not resolved

⇩

HSR issues Provisional Improvement Notice – **PCBU resolves issue**

Not resolved

⇩

The HSR can notify SafeWork SA of the non-compliance with the Provisional Improvement Notice and request an inspector attend the workplace, or the PCBU can contact SafeWork SA and request an inspector attend the workplace to help resolve the matter.

The WHS Act encourages PCBUs to agree on issue resolution procedures with their workers. If there are no agreed procedures, the default procedure for issue resolution in the WHS Regulations must be followed. The default procedure includes minimum requirements for any agreed procedures and is contained in WHS Regulation 22.

Agreed procedures must be set out in writing and be communicated to all workers affected by those procedures.

For a procedure to be an 'agreed procedure', it must:

- be agreed. This means that it is consensual and there has been genuine consultation and agreement between the PCBU, the HSRs and workers
- outline a process or steps for resolving issues, not just set out what the outcome would be in specified circumstances
- relate to health and safety issues and not be a procedure that exists solely for other purposes, such as a grievance or complaint procedure, unless such a procedure is agreed to be utilised for health and safety issues.

The agreed procedure must also be consistent with the WHS Act and cannot remove the power of an HSR to issue a Provisional Improvement Notice (PIN) or to exercise any other power that the WHS Act gives them.

What is a default issue resolution procedure?

The WHS Regulations set out the default procedure for issue resolution (Regulation 22).

In attempting to resolve the issue, the default procedure requires the parties to consider:

- the degree and immediacy of the risk to workers or other persons
- the number and location of workers and other persons affected by the issue
- the measures, both temporary and permanent, that must be implemented to resolve the issue
- who will be responsible for implementing the resolution measures.

What if the issue is not resolved?

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask SafeWork SA to appoint an inspector to attend at the workplace to assist in resolving the issue.

Inspectors may exercise any of their compliance powers under the WHS Act, including providing advice, investigating contraventions or issuing an Improvement Notice.

To request an inspector, contact SafeWork SA on 1300 365 255.

What happens after the issue has been resolved?

If the issue is resolved, details of the issue and the resolution must be set out in a written agreement, if required by any party to the issue.

If a written agreement is prepared:

- all parties to the issue must be satisfied that it accurately reflects the resolution
- the agreement must be provided to all people involved with the issue and (if requested) to the HSC at the workplace.

At any stage in the issue resolution process, a worker can still bring the WHS issue to the attention of their HSR.

Reference

This information has been sourced from SafeWork SA and was accurate at date of viewing (13/8/2016).

WHS policies and procedures

Register – sample WHS policies and procedures
General work health and safety policy and procedure
Duty of officers policy and procedure
Work health and safety consultation and issue resolution policy and procedure
Emergency management policy and procedure
Incident investigation and reporting policy and procedure
Work health and safety training policy and procedure
Worker safety induction policy and procedure
Hazard management policy and procedure
Worker policy and procedure acceptance form

General work health and safety policy

Statement of intent

(PCBU/Business Name) recognises the importance of proper management of workplace health and safety issues and is committed to the health, safety and wellbeing of our people and visitors. This includes both the physical and mental aspects of our work. We promote healthy and safe workplaces that enable us all to return home safely each day.

(PCBU/Business Name) sets measurable objectives and targets to continuously improve health and safety performance through the regular review of its systems, with the aim of eliminating all work related hazards and injuries.

It is the responsibility and aim of (*PCBU/Business Name*) to minimise the risk of injury and disease to workers and other persons, by adopting a planned and systematic approach to the management of work health and safety and providing the resources for its successful implementation and continuous improvement.

Our primary duties

(*PCBU/Business Name*) will do all that is reasonably practicable to ensure that the risks to health, safety and wellbeing are eliminated or minimised by providing:

- a work environment without risks to the health and safety of our workers
- open and transparent consultation with our workers on all matters with the potential to affect their health, safety and wellbeing
- safe plant, structures and systems of work
- the safe use, handling, storage and transport of plant, structures and substances
- access to adequate facilities for the welfare of our workers
- access to appropriate information, training, instruction or supervision
- systems for the ongoing monitoring of the health and wellbeing of our workers and the conditions at the workplace.

Work health and safety responsibilities

All persons who work at (*PCBU/Business Name*) have responsibilities for observing work health and safety requirements.

Officers

The (*PCBU/Business Name)* Board and Executive Officers and are responsible for ensuring that we uphold the primary duties required under the South Australian *Work Health and Safety Act 2012*, *Work Health and Safety Regulations 2012* and Approved Codes of Practice. Our officers have a duty to exercise due diligence as far as reasonably practicable to:

- ensure work and workplaces are without risk to health and safety
- manage health, safety and wellbeing issues
- continuously review and evaluate our health, safety and wellbeing in a timely manner to ensure that resources and systems are adequate to comply with the duty of care.

Officers will proactively demonstrate due diligence by taking reasonable steps to:

- acquire and update their knowledge of health and safety matters
- understand the hazards and risks associated with (*PCBU/Business Name)* operations
- ensure that (*PCBU/Business Name)* has, and uses, appropriate resources and processes to eliminate or minimise health and safety risks arising from any work
- ensure that (*PCBU/Business Name)* has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks

- ensure that *(PCBU/Business Name)* has, and uses, processes for complying with duties or obligations under work health and safety legislation.

Workers

Workers include our employees, independent contractors, sub-contractors and their employees, apprentices, work experience students, trainees and volunteers.

While in the workplace, workers are responsible for:

- taking reasonable care for their own health and safety
- taking reasonable care that their acts or omissions do not adversely affect the health and safety of other workers
- complying, so far as the worker is reasonably able, with any reasonable instruction to allow *(PCBU/Business Name)* to comply with work health and safety legislation
- cooperating with any reasonable policies and procedures provided by *(PCBU/Business Name)* relating to health and safety at the workplace.

Visitors

Visitors and others who use *(PCBU/Business Name)* sites are responsible for:

- taking reasonable care for their own health and safety
- taking reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- complying, so far as reasonably able, with any reasonable instruction to allow *(PCBU/Business Name)* to comply with work health and safety legislation.

Leadership and culture

(PCBU/Business Name) promotes excellence in health and safety leadership and a positive culture of safety by:

- encouraging and supporting innovative, healthy and safe work practices
- integrating health, safety and wellbeing into all aspects of our business
- ensuring the work health and safety management system is appropriate, understood and regularly audited
- actively consulting and cooperating with workers, to ensure the best possible health, safety and wellbeing outcomes
- improving health, safety and wellbeing performance
- ensuring our workers have the necessary skills and knowledge to achieve better health, safety and wellbeing outcomes.

A copy of this policy will be provided and explained to each worker, contractor and volunteer and a copy displayed in a prominent position at all *(PCBU/Business Name)* sites.

A breach of this policy may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS policy no.: _____

Issue date: _____

Review date: _____

Work health and safety procedure

(PCBU/Business Name) has overall accountability for work health and safety and those who supervise or direct workers also have a responsibility while workers are carrying out work for the business or undertaking.

Before any person commences in a management or supervisory role within *(PCBU/Business Name)*, they must receive any training that is necessary to ensure the health and safety of any workers, contractors or volunteers for whom they will be directly responsible. Training must include, but is not necessarily restricted to, all relevant *(PCBU/Business Name)* policies and procedures.

Managers/supervisors will be responsible for supervising their area to ensure compliance with the Work Health and Safety Policy and Procedure and be accountable for:

- the health and safety of workers, contractors and volunteers they supervise, and for visitors or any other persons who are in their area of operation
- implementing *(PCBU/Business Name)* work health and safety policies and procedures for which specific roles and responsibilities are assigned and communicated
- day-to-day management of work health and safety issues within their area of responsibility
- demonstrating a commitment to consultation with workers, contractors and volunteers on all issues which may affect their health and safety at work
- encouraging injury and illness reporting, recording and investigating incidents, and implementing effective rehabilitation measures for workers, contractors and volunteers who may suffer work-related injuries and illnesses.

So far as reasonably practicable, *(PCBU/Business Name)* will provide:

- maintenance of a work environment without risk to health and safety
- safe plant, equipment and structures
- safe systems of work
- safe use, handling and storage of plant, structures and substances
- access to adequate facilities for the welfare of workers
- information, training, instruction or supervision necessary to protect all persons from risks to health and safety
- ensure conditions at the workplace are monitored for the purpose of preventing disease, illness or injury to workers.

Before any new worker, contractor or volunteer commences work with *(PCBU/Business Name)*, they must receive an induction in accordance with the *(PCBU/Business Name)* Worker Safety Induction Policy, with regard to any relevant work health and safety training.

All workers, contractors or volunteers who may be affected by the introduction or change to any policy or procedure relating to work health and safety must be trained in that policy or procedure within two weeks of the policy or procedure being changed or introduced. It is the responsibility of the immediate manager/supervisor of the person(s) to be trained to ensure that this training is delivered.

The following relates to training for workers on safe work procedures:

- Before any worker, contractor or volunteer commences for the first time to perform work that is controlled by a *(PCBU/Business Name)* safe work procedure, they must be fully trained in that safe work procedure.
- All workers, contractors or volunteers who may be affected by the introduction or change to a safe work procedure must be trained in that safe work procedure before using that equipment.

- All workers, contractors and volunteers must be retrained in any relevant safe work procedure at least once every twelve months.

(PCBU/Business Name) will actively consult, communicate and cooperate with workers and their representatives in order to ensure the best possible resolution for health and safety issues as per the process in the Work Health and Safety Consultation Policy and Procedure.

At all times, *(PCBU/Business Name)* will aim to implement best practice solutions for health and safety concerns and ensure compliance with all relevant and current South Australian work health and safety legislation.

To demonstrate that *(PCBU/Business Name)* is committed to health and safety, the Work Health and Safety Policy and Procedure will be:

- reviewed annually, in consultation with workers, using established consultative mechanisms
- revised as necessary to keep up-to-date with legislative requirements and organisational changes.

As per the Worker Safety Induction Policy and Procedure, a copy of the Work Health and Safety Policy and Procedure will be provided and explained to each worker, contractor and volunteer and a copy placed in a prominent position at all *(PCBU/Business Name)* worksites.

(PCBU/Business Name) will be responsible for:

- ensuring that any person who makes decisions, or participates in making decisions that affect the whole, or substantial part of *(PCBU/Business Name)* and has the capacity to significantly affect the financial standing of *(PCBU/Business Name)* is aware they are considered an officer and must comply with the obligations of that duty
- ensuring that any person designated as an officer of *(PCBU/Business Name)* exercises due diligence enabling *(PCBU/Business Name)* to take reasonable steps to comply with legal obligations under Section 27 (5) of the *Work Health and Safety Act 2012* (SA).

Officers will be responsible for ensuring *(PCBU/Business Name)* has a system for:

- implementing appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way
- ensuring the provision of adequate information, instruction, training and supervision of all workers, contractors and volunteers
- implementing the Work Health and Safety Policy and Procedure throughout the workplace and that all relevant managers/supervisors, workers, contractors and volunteers are trained in the use of this procedure.

A breach of this procedure may result in disciplinary action.

Signature:_____

Date:_____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature:_____

Date:_____

Chairperson: WHS Committee

WHS procedure no.:_____

Issue date: _____

Review date:_____

Duty of officers policy

Statement of intent

(PCBU/Business Name) is committed to providing a safe workplace for all workers and will strive to eliminate or minimise risk to ensure a safe work environment is maintained so far as is reasonably practicable.

Management commitment is essential to ensure the health and safety of all persons at the workplace and *(PCBU/Business Name)* acknowledges its legal obligation and responsibility for the duty of officers as prescribed in Division 4, Section 27 of the *Work Health and Safety Act 2012* (SA) (the Act).

For the purpose of this policy, the following definitions apply:

- an 'officer' as defined in the Act is a person who makes decisions, or participates in making decisions that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.
- that person(s) is within the meaning of Section 9 of the *Corporations Act 2001* (Cth).

If a person is responsible only for implementing those decisions, they are not considered an officer.

Any officer of *(PCBU/Business Name)* must exercise due diligence to ensure that *(PCBU/Business Name)* has taken reasonable steps to ensure it complies with that duty and legal obligations under the Act.

(PCBU/Business Name) will take reasonable steps to ensure due diligence by ensuring officers:

- acquire and maintain up-to-date knowledge of work health and safety matters
- gain an understanding of the nature of the operations of *(PCBU/Business Name)* and generally of the hazards and risks associated with those operations
- have available, and use, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out
- have appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- have, and implement, processes for complying with any duty or obligations of *(PCBU/Business Name)* under the Act
- verify the provision and use of resources and processes of the above.

A breach of this policy may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS policy no.: _____

Issue date: _____

Review date: _____

Duty of officers procedure

(PCBU/Business Name) will consider person(s) to be an officer if that person:

- makes decisions, or participates in making decisions that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking
- is within the meaning of Section 9 of the *Corporations Act 2001* (Cth).

The duty of the officer shall be included in the position description for officer(s) of the *(PCBU/Business Name)*. Individuals will be notified of the duty and a record kept of the acknowledgement of the position of officer to ascertain commitment to achieve positive safety outcomes and lead the safety agenda.

The officer(s) will ensure that appropriate work health and safety management systems are implemented, taking into consideration the size and nature of activities of the work.

If *(PCBU/Business Name)* has a duty or obligation under the *Work Health and Safety Act 2012* (SA), an officer(s) must exercise due diligence to ensure that *(PCBU/Business Name)* complies with that duty or obligation.

(PCBU/Business Name) will be responsible for:

- ensuring the Duty of Officers Policy and Procedure is implemented and that all relevant officer(s) are trained in this procedure.

Officer(s) will be responsible for:

- ensuring they comply fully with the Duty of Officers Policy and Procedure and document evidence of due diligence
- ensuring *(PCBU/Business Name)* complies with all relevant legislative requirements.

A breach of this procedure may result in disciplinary action being taken.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS procedure no.: _____

Issue date: _____

Review date: _____

Work health and safety consultation and issue resolution policy

Statement of intent

(PCBU/Business Name) is committed to providing a safe workplace for all and aims to ensure a safe work environment is maintained, while minimising the risk to the health and safety of all workers, contractors and visitors in the workplace or anyone who may be affected by *(PCBU/Business Name)* operations. *(PCBU/Business Name)* also recognises that it has legislative obligations under the South Australian *Work Health and Safety Act 2012* and *Work Health and Safety Regulations 2012* in relation to consultation, cooperation and coordination between duty holders and will continue to meet those obligations with a collaborative approach.

As part of this commitment, *(PCBU/Business Name)* will consult when proposing changes that may affect the health or safety of any worker, including contractors, or when identifying hazards and assessing risks to health and safety arising from work to be carried out by *(PCBU/Business Name)*. Additionally, the consultation process will be implemented when making decisions on how to eliminate or minimise any risks identified. The consultative mechanisms are designed to encourage participation of management, workers and visitors to report any hazards, near misses, dangerous occurrences or incidents to allow investigation and control strategies to be implemented.

(PCBU/Business Name) acknowledges that appropriate consultation, representation and participation in regard to work health and safety matters is an important process that assists in ensuring the health and safety of all persons in the workplace.

For the purpose of this policy, the following definitions apply:

'Consultation' is the sharing of work health and safety information between management of *(PCBU/Business Name)* with workers and providing them with an opportunity to respond and contribute to work health and safety issues that affect them and ensure *(PCBU/Business Name)* advises workers of the outcome in a timely manner.

'Cooperation' is implementing arrangements in accordance with any agreements reached during consultation with *(PCBU/Business Name*) and other duty holders. If other duty holders approach *(PCBU/Business Name),* it must not impede communication and respond to reasonable requests from other duty holders to assist them in meeting their duty of care.

'Coordination' is the requirement of *(PCBU/Business Name)* and other duty holders to work together to ensure each person can meet their duty of care effectively together, to manage health and safety and ensure control measures complement each other.

A breach of this policy may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS policy no.: _____

Issue date: _____

Review date: _____

Work health and safety consultation and issue resolution procedure

In consultation with workers, *(PCBU/Business Name)* will implement agreed procedures for issue resolution. An 'agreed procedure' is an agreed process or outline of the steps involved in resolving health and safety issues in the workplace considering the requirements of the *Work Health and Safety Regulations 2012* (SA) (Regulation 22) to agree on issue resolution procedures with their workers.

(PCBU/Business Name) will be responsible for ensuring the Work Health and Safety Consultation and Issue Resolution Policy and Procedure are implemented throughout the workplace and that all relevant members of management are trained in this procedure.

Managers/supervisors will be responsible for ensuring they comply fully with the Work Health and Safety Consultation and Issue Resolution Policy and Procedure and ensuring that a detailed record is kept of the consultation process.

Workers will be responsible for actively participating in the consultative process.

When a work health and safety issue arises, the parties must make reasonable efforts to achieve a timely, final and effective resolution of the issue in accordance with the Work Health and Safety Consultation and Issue Resolution Procedure. This procedure will be provided in writing and communicated to all workers affected by this procedure.

Managers/supervisors must consult with relevant workers:

- when proposing changes that may affect the health or safety of workers
- when identifying hazards and assessing risks to health and safety arising from work to be carried out by *(PCBU/Business Name)*
- when making decisions about ways to eliminate or minimise those risks
- when making decisions about the adequacy of facilities for the welfare of workers
- when considering a change to the workplace or to a workplace process, policy or procedure that may impact upon the health and safety of workers
- before the introduction of any plant, equipment or substance
- before the introduction of a work practice or procedure.

In each of the above circumstances, managers/supervisors must ensure consultation occurs with these parties:

- any health and safety representative that represents a worker or workers who perform the relevant work
- any health and safety committee that represents a worker or workers who perform the relevant work
- where there is neither a health and safety representative nor a health and safety committee representing the worker(s) who perform the relevant work, consultation must take place so far as reasonably practicable with the particular worker(s) who is required to carry out the relevant work
- workers who are members of a registered association/union and are required to carry out relevant work – the association/union must be invited to take part in the consultative process if requested by a health and safety representative who represents one of the association/union members. If there is no health and safety representative, by a member of a registered association/union who is required to carry out the relevant work. If the registered association/union accepts such an invitation, they must be consulted.

Once consultation has occurred, relevant managers/supervisors are to take into account the views of the parties consulted with when arriving at their decision.

Once a decision has been made, any party who disagrees with the decision may choose to follow the process outlined below.

The parties to the issue will be involved in resolving the issue. This means:

- the *(PCBU/Business Name)* representative or a member from an employer organisation if requested
- any other PCBU or their representative(s) who is involved in the issue
- where at least one worker in a work group is affected by the issue, their health and safety representative, a representative for the health and safety representative, or a worker from the workgroup
- where at least one worker who is not in a work group is affected by the issue, the worker(s) or their representative (i.e. an officer of a union).

A representative of a party (e.g. a union representative or employer organisation) may, if requested by the party, enter the workplace to attend discussions with a view to resolving the issue.

(PCBU/Business Name) will ensure that their representative is not a health and safety representative and is sufficiently competent with an appropriate level of seniority to either decide or facilitate decisions to resolve the issue.

As long as one party considers that reasonable efforts have been made, any party to the issue can request SafeWork SA to appoint an inspector to assist at the workplace to resolve the issue if it is unresolved.

At any time during the process and regardless whether a request to SafeWork SA has been made, a worker is still entitled to exercise their right to cease work, a health and safety representative can still issue a Provisional Improvement Notice or a direction to cease work, or contact SafeWork SA at any time to request inspector attendance.

Worker reports a health and safety issue to manager/supervisor – **Resolved**

Not resolved

⇩

Worker informs health and safety representative and they consult with manager/supervisor – **Resolved**

Not resolved

⇩

Health and safety representative consults with health and safety committee – **Resolved**

Not resolved

⇩

Health and safety representative issues Provisional Improvement Notice – **PCBU resolves issue**

Not resolved

⇩

The health and safety representative can notify SafeWork SA of the non-compliance with the Provisional Improvement Notice and request an inspector attend the workplace, or *(PCBU/Business Name)* can contact SafeWork SA and request an inspector attend the workplace to help resolve the matter. SafeWork SA inspector attends the workplace to help resolve health and safety issue and (a) issues an Improvement Notice,

(b) issues a Prohibition Notice, or (c) takes other action prescribed under work health and safety legislation.

A breach of this procedure may result in disciplinary action against any of the parties listed.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS procedure no.: _____

Issue date: _____

Review date: _____

Emergency management policy

Statement of intent

(PCBU/Business Name) recognises that there is the potential for a variety of emergencies situations to occur in the workplace. *(PCBU/Business Name)* aims to ensure the health and safety of all persons in the workplace by implementing appropriate procedures to minimise the risks associated with any potential emergencies that could occur.

To assist with this aim, *(PCBU/Business Name)* will implement emergency action plans to help deal with all reasonably foreseeable emergencies and agrees to consult, cooperate and coordinate where necessary with other duty holders to apply those emergency plans.

Emergency action plans will consider the type of work undertaken, the location and layout of the workplace, the work hours and proximity and capability of local emergency services. These plans will identify situations that require emergency action, evacuation procedures and training requirements.

For the purpose of this policy, an 'emergency' is any event which arises from internal or external sources that may adversely affect the safety of persons in a building or the community generally and requires an immediate response, including, but not limited to fire, medical, personal or bomb threats and chemical spills.

A breach of this policy may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS policy no.: _____

Issue date: _____

Review date: _____

Emergency management procedure

(PCBU/Business Name) will be responsible, in consultation with all relevant parties, for:

- identifying all reasonably foreseeable emergencies that could affect the workplace
- assessing the risks associated with each reasonably foreseeable emergency
- developing an action plan for each emergency that outlines all methods of control that will be utilised to prevent such an emergency and in the event that this is not possible, the controls that will be utilised to minimise the risks associated with the emergency, should it occur. Each action plan will allocate the person(s) responsible for each point on the plan
- ensuring the Emergency Management Policy and Procedure are implemented throughout the workplace and that all relevant managers/supervisors, workers, contractors and volunteers are trained in the use of this procedure.

In addition, *(PCBU/Business Name)* is responsible for ensuring the following requirements are met at the workplace:

- adequate arrangements for the shutdown and evacuation of the workplace in the event of an emergency, the details of which must be kept on display
- a chief warden, supported by a deputy and appropriate number of area wardens, must be appointed and trained to oversee evacuation and in the use of first attack firefighting equipment. The number of area wardens is dependent upon:
    - size and type of workplace
    - number and mobility of workers
    - nature of the hazards at the workplace
- appropriate firefighting facilities must be provided and maintained in accordance with the nature of hazards at the workplace
- portable fire extinguishers must be provided in accordance with the relevant Australian/New Zealand Standards
- if there is a risk that a person could come into contact with a corrosive substance that could cause injury to the skin or eyes, appropriate deluge facilities that are immediately accessible from the place of work must be provided and maintained
- provision of appropriate training in all of the above to all relevant workers, contractors and volunteers.

Managers/supervisors will be responsible for supervising their areas of responsibility to ensure full compliance with the Emergency Management Policy and Procedure.

Workers, contractors and volunteers will be responsible for adhering with the Emergency Management Policy and Procedure at all times.

A breach of this procedure may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS procedure no.: _____

Issue date: _____

Review date: _____

Incident investigation and reporting policy

Statement of intent

(PCBU/Business Name) acknowledges the important role of reporting and investigating incidents in the workplace contribute to ensuring the health and safety of all persons.

Regardless of severity of any workplace incident, *(PCBU/Business Name)* recognises it is essential that all incidents are reported and investigated for the specific purpose of identifying the causal factors and to allow corrective actions to be implemented to prevent any recurrence.

For the purpose of the Incident Investigation and Reporting Policy, the following definitions apply:

'Incident' is any event that caused or could have caused harm (illness, injury or damage) to persons, plant, material or the environment. Incident, therefore, includes an event that caused no harm or damage but had the potential to do so (a 'near miss').

Work related 'notifiable incidents' are defined in Section 35 of the *Work Health and Safety Act 2012* (SA) as:

- any death of a person
- a serious injury or illness of a person, or
- a dangerous incident.

A 'serious injury or illness' is described in Section 36 of the *Work Health and Safety Act 2012* (SA) and a 'dangerous incident' is described in Section 37.

Notifiable incidents may relate to any person, whether an employee, contractor or visitor.

A breach of this policy may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS policy no.: _____

Issue date: _____

Review date: _____

Incident investigation and reporting procedure

Incidents are notifiable if they arise out of the conduct of a business or undertaking and may relate to anyone at a workplace: a worker, contractor or member of the public.

While anyone at a workplace can report a notifiable incident, PCBUs are legally obligated to do so. Failure to report a notifiable incident to SafeWork SA is an offence and penalties apply.

Notification by the PCBU must be done as soon as practicable after becoming aware of the incident and via the fastest means available. In most cases, this is by telephone.

SafeWork SA may request confirmation of incident details in writing within 48 hours of telephone notification.

In the case of any incident at *(PCBU/Business Name)*, the following must be adhered to:

- all incidents, regardless of their severity (including dangerous incidents), must be reported to management as soon as possible via the fastest means available and in writing within 24 hours of the incident occurring
- the manager/supervisor will be responsible for determining if an incident meets the criteria of a 'notifiable incident', and if so, will contact SafeWork SA immediately and report in writing within 24 hours
- the person responsible at the incident site must ensure immediate first aid care and implement measures to isolate the area to preserve evidence and prevent recurrence of the incident
- the incident investigation must be focused on the causal factors, identification of hazards and corrective actions required to prevent recurrence through the elimination or minimisation of risk
- minimisation of risk must be made with reference to the Hazard Management Policy and Procedure in establishing appropriate control measures
- incidents must be reported and investigated using the Incident Report Form
- the incident investigation must be undertaken by the manager/supervisor of the incident workgroup (or delegated to a suitable competent person) in consultation with relevant workers and/or their representatives
- all notifiable incidents must be recorded and those records maintained for a period of at least five years. Injuries, illness and property damage must be recorded on the Incident Report Form.

(PCBU/Business Name) will be responsible for ensuring this Incident Investigation and Reporting Policy and Procedure is disseminated throughout the workplace and that all relevant managers/supervisors, workers, contractors and volunteers are trained in the use of this procedure.

Managers/supervisors will be responsible for ensuring full compliance with the Incident Investigation and Reporting Policy and Procedure.

Workers, contractors and volunteers will be responsible for adhering to the Incident Investigation and Reporting Policy and Procedure at all times.

A breach of this procedure may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS procedure no.: _____

Issue date: _____

Review date: _____

Work health and safety training policy

Statement of intent

(PCBU/Business Name) recognises the importance of work health and safety training in maintaining the health and safety of all persons in the workplace.

(PCBU/Business Name) acknowledges that in keeping its legal obligation to ensure the health and safety of all persons in the workplace, it has the responsibility to provide adequate and appropriate work health and safety-related training to all workers.

The intent of this policy is to ensure that *(PCBU/Business Name)* meets its legislative responsibilities in relation to relevant work health and safety training.

The training outlined in this policy stipulates the minimum requirements and recognises additional specific work health and safety training will be provided by *(PCBU/Business Name)* when those needs are identified by *(PCBU/Business Name)* in consultation with its workers and other stakeholders.

For the purpose of the Work Health and Safety Training Policy, the following definitions apply:

- 'Training' is the proactive education and instruction of a person(s) in matters that relate to work health and safety.
- 'Recognised and approved training' means training recognised and approved by the SafeWork SA Advisory Committee.
- 'Manager/supervisor' is a worker who has direct responsibility for other workers (including other workers, supervisors or members of management) contractors and/or volunteers of *(PCBU/Business Name)*
- 'Health and safety committee' means a health and safety committee formed under the *Work Health and Safety Act 2012* (SA).
- 'Health and safety committee member' means a member of a health and safety committee.
- 'Health and safety representative' means a health and safety representative elected in accordance with the *Work Health and Safety Act 2012* (SA).

A breach of this policy may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS policy no.: _____

Issue date: _____

Review date: _____

Work health and safety training procedure

Before any new worker, contractor or volunteer commences work with (*PCBU/Business Name)* they are required to be inducted in accordance with the (*PCBU/Business Name)* Worker Induction Policy and Procedure regarding any relevant work health and safety training.

All workers, contractors or volunteers who may be affected by the introduction or change to any policy or procedure relating to work health and safety must be trained in that policy or procedure within two weeks of the policy or procedure being changed or introduced. It is the responsibility of the immediate manager/supervisor of the person or persons to be trained to ensure that this training occurs.

The following relates to the training of safe work procedures:

- Prior to any worker, contractor or volunteer of (*PCBU/Business Name)* commencing work for the first time where there is a safe work procedure, they must be fully trained in that safe work procedure.
- If there is a new or change to any safe work procedure, all workers, contractors or volunteers who may be affected must be trained in that safe work procedure before the procedure is changed or introduced.
- All workers, contractors and volunteers must be retrained in any relevant safe work procedure annually.

The following relates to managers/ supervisors:

- Prior to any person commencing work in a management or supervisory role at *(PCBU/Business Name)* they must receive any relevant training that is necessary to ensure the health and safety of any workers, contractors or volunteers for whom they will be directly responsible. Training must include, but is not necessarily limited to, all relevant *(PCBU/Business Name)* policies and procedures.
- Any elected health and safety representative (HSR) of *(PCBU/Business Name)* is entitled to attend approved training as soon as practicable or within three months after a request is made, (without loss of pay or entitlements) as specified under the *Work Health and Safety Act 2012* (SA).
- Health and safety representatives are entitled to attend five days of recognised and approved training in the first year, and
    - three days during the second year of the HSR's term of office
    - two days of training during the third year of the HSR's term of office.
- Health and safety committee members may be entitled to attend training with a recognised and approved training provider as per the *Work Health and Safety Regulations 2012* (SA).
- Any officer(s) of *(PCBU/Business Name*) will be required to demonstrate due diligence as required by the *Work Health and Safety Act 2012* (SA), by keeping up-to-date knowledge of work and safety matters.

A breach of this procedure may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS procedure no.: _____

Issue date: _____

Review date: _____

Worker safety induction policy

Statement of intent

(PCBU/Business Name) is committed to providing a safe workplace for all workers and will strive to eliminate or minimise risk to ensure a safe work environment is maintained so far as is reasonably practicable.

For the purpose of this policy, a 'worker' is any person engaged to carry out work for *(PCBU/Business Name)*.

(PCBU/Business Name) acknowledges that new workers face particular work health and safety risks associated with their new job and environment and every worker must be provided with information, instruction and training necessary before commencing any work to perform their work safely. These provisions must be supported with the necessary supervision to ensure that the work is performed in a safe manner.

In line with its commitment to the health and safety of all persons in the workplace, *(PCBU/Business Name)* will provide all new workers with an adequate and appropriate induction into their new workplace.

For the purpose of this policy, the following definitions apply:

- 'Worker safety induction' is the provision of information designed to orientate and inform a new or transferred worker, contractor or volunteer to a workplace and provide them information concerning hazards and risk control measures in a particular worksite.
- 'New worker' includes any worker who has been newly employed by *(PCBU/Business Name)* including those previously employed by *(PCBU/Business Name)* or a volunteer, who is new to *(PCBU/Business Name)*.

A breach of this policy may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS policy no.: _____

Issue date: _____

Review date: _____

Worker safety induction procedure

Induction training for all new workers is to be conducted by the *(PCBU/Business Name)* supervisor prior to commencement of work at *(PCBU/Business Name)* to ensure that the worker(s) are informed of and adhere to *(PCBU/Business Name)* work health and safety requirements.

The worker safety induction will include the following:

- a copy of the Work Health and Safety Policy and Procedure and an explanation of the intent
- information on the workplace, welfare facilities and environment
- specific training in any relevant safe work procedures
- training in relevant emergency exits, procedures and alarms
- location of firefighting equipment and first aid facilities
- instruction on the procedures for the reporting of any hazards identified and any incidents, injuries or near misses
- a copy and explanation of workers compensation and rehabilitation policy, procedure and processes
- any other information relevant to work health and safety.

Direct supervision is to be provided to all new or inexperienced workers until they can demonstrate competence.

In addition to new workers, the above must be considered and applied to existing workers, contractors or volunteers whenever:

- any worker is assigned work which they have not performed before
- if there is any change in the workplace, work or work practice, in any activity, process, plant or substances, or if new equipment is introduced.

A record of every worker's induction is to be maintained by *(PCBU/Business Name)*.

A breach of this procedure may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS procedure no.: _____

Issue date: _____

Review date: _____

Hazard management policy

Statement of intent

(PCBU/Business name) acknowledges that various hazards exist within the workplace. *(PCBU/Business name)* will implement a hazard management system that will allow hazards to be eliminated, or where this is not possible, allow the risks associated with hazards to be minimised so far as reasonably practicable.

For the purpose of this policy, the following definitions apply:

- 'Hazard' is a specific situation or thing that has the potential to harm a person or damage property.
- 'Risk' is the probability (likelihood) of harm or damage occurring from exposure to a hazard, and the likely consequences of that harm or damage.
- 'Risk assessment' is the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard.
- 'Risk control' is the elimination or minimisation of risk associated with an identified hazard.
- 'Workplace' is any place where a worker, contractor or volunteer works and includes any place where such a person goes while at work.

A breach of this policy may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS policy no.: _____

Issue date: _____

Review date: _____

Hazard management procedure

The following hazard management process will be required to ensure hazards within *(PCBU/Business name)* workplace are eliminated, or where this is not possible, the risks associated with the hazards are minimised so far as reasonably practicable.

Hazard management process

The hazard management process has four steps:

Step 1 – identifying hazards.

Step 2 – assessing risks.

Step 3 – implementing risk controls.

Step 4 – evaluating and performing ongoing reviews.

Each step of the process must be undertaken in appropriate consultation with relevant workers and/or their representatives.

Step 1 – identifying hazards

A list of all workplace hazards is to be maintained in a Hazard Risk Register (refer Attachment 1) at *(PCBU/Business name)* worksites.

The following sources of hazard information may be utilised to identify hazards:

- direct report from workers, contractors and volunteers. All workers, contractors and volunteers are responsible for reporting any identified hazards to management as soon as reasonably practicable
- industry and legislative requirement information
- incident reports
- workplace inspections (to be conducted regularly)
- observation of work tasks and activities
- expert advice
- consultation with staff
- audits.

Appropriate steps must be undertaken to identify any reasonably foreseeable hazards using any one or combination of the above methods under any of the following circumstances:

- before the introduction of any new plant, equipment or substance
- before the introduction of a work practice or procedure
- before changing the workplace, a work or work practice, or an activity or process where doing so may give rise to a risk to heath or safety, or
- when an incident has occurred.

Step 2 – assessing risks

Whenever a hazard is identified, a risk assessment (refer Attachment 2) must be conducted by *(PCBU/Business name)* and entered into the Hazard Risk Register.

A risk assessment should be conducted when:

- it is unclear how a hazard may result in an injury or illness
- the task involves multiple hazards and there is limited understanding how the hazards may interact with each other to create additional or greater risk
- there are changes in the workplace that may affect the current control measures. (A risk assessment is mandatory under the WHS Regulations for high risk activities such as entry into confined spaces, diving work and live electrical work).

A risk assessment is not required in the following situations:

- legislation sets specific control methods that must be complied with
- if a code of practice or other guidance sets out control strategies for a hazard or risk that is applicable and complied with

- if recommended industry standards provide effective controls and suit the circumstances.

Step 3 – implementing risk controls

Whenever the risk assessment indicates that the risk needs to be controlled, controls should be implemented using the hierarchy of control measures (refer Attachment 3) and outlined in Regulation 36 of the *Work Health and Safety Regulations 2012* (SA).

Controls should be considered in the following order of priority:

- Elimination of the hazard is the best form of hazard control, eliminating any risk to health and safety. Elimination should be sought as the first control measure in all cases.

Where this is not possible:

- Substitution with a less hazardous means, which presents less risk (e.g. where a toxic substance is being used, a different substance with lower toxicity that can do the same job should be sought).

Where this is not possible:

- Isolate the hazard from the people by physically separating the source of harm from people by distance or using barriers (e.g. install guard rails around exposed edges and holes in floors. Use remote control systems for machine operation. Ensure chemicals are stored in a fume cabinet).

Where this is not possible:

- Engineering controls should be used. This is based on the 'engineer out' hazard principle and generally involves modification of plant, equipment or processes to minimise risk (e.g. machine guarding, using materials handling equipment or mechanical assistance, or ventilation extraction).

Where this is not possible:

- Administrative controls involve training, safe work procedures, policies/procedures, supervision and rotation of persons undertaking hazardous tasks.

Where this is not possible:

- Personal protective equipment should be provided. Personal protective equipment includes safety boots, safety glasses, hats, overalls, masks, sunscreen and gloves.

See Attachment 3 – hierarchy of control measures.

It is important to note that risk reduction will likely involve a combination of these control measures.

Wherever the risk assessment indicates it is necessary, safe work procedures must be developed to govern the use of plant, equipment and workplace processes. Once controls have been selected, they must be entered into the hazard register, along with due dates for controls to be implemented, as well as the name of the person responsible (refer Attachment 4 – risk control action plan).

Step 4 – evaluating and performing ongoing reviews

After risk control measures have been implemented, a review of the risk control measures is to be completed (refer Attachment 5) to ensure that risk levels have been effectively eliminated or reduced to an acceptable level.

Review of risk control measures must also be completed when:

- there is a change in the system of work associated with the hazard being controlled
- a relevant incident occurs
- a relevant change in legislation occurs

- new information is provided about the hazard and/or associated controls that may impact the health and safety of workers, contractors and volunteers.

(PCBU/Business name) will be responsible for ensuring this hazard management policy and procedure is implemented throughout the workplace and that all relevant managers/supervisors, workers, contractors and volunteers are trained in the use of this procedure.

Managers/supervisors will be responsible for supervising their areas of responsibility to ensure full compliance with this Hazard Management Policy and Procedure.

Workers, contractors and volunteers will be responsible for adhering to this Hazard Management Policy and Procedure at all times.

A breach of this procedure may result in disciplinary action.

Signature: _____

Date: _____

Officer of PCBU e.g. CEO or Director (PCBU/Business Name)

Signature: _____

Date: _____

Chairperson: WHS Committee

WHS procedure no.: _____

Issue date: _____

Review date: _____

Attachment 1 – hazard risk register

Hazard type	Potential risk to health and safety	Existing risk controls	Are existing risk controls adequate?	Risk priority rating	Action to control hazard/risk

Attachment 2 – risk assessment matrix

LIKELIHOOD A death, injury or illness might occur if exposed to hazard?	**CONSEQUENCE**				
	INSIGNIFICANT No injury or illness	**MINOR** Minor injury or illness requiring minimal first aid treatment, no lost time.	**MODERATE** Lost time injury, short term temporary disability of under 1 month.	**MAJOR** Lost time injury of more than 2 weeks, a long term temporary disability or illness	**CATASTROPHIC** Death, permanent physical disability or chronic illness.
Almost Certain Expected to occur in most circumstances	**10**	**12**	**18**	**21**	**25**
Very Likely Could happen regularly	**6**	**11**	**14**	**20**	**24**
Likely Might happen at some time	**3**	**7**	**13**	**19**	**23**
Unlikely Could happen but rarely	**2**	**5**	**9**	**16**	**22**
Very Unlikely Could happen but probably never will	**1**	**4**	**8**	**15**	**17**

18-25 = Priority 1	**Stop unsafe work immediately.** Do not restart until hazard and associated risks to health and safety are controlled (eliminated or significantly minimised).
10-17 = Priority 2	**Act immediately to minimise risk using first-order risk controls (e.g. elimination, substitution, isolation, engineering).** Depending on the risk, if these controls are not immediately available use PPE, safe work procedures, or increase the number of workers. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
6-9 = Priority 3	**Take reasonable steps to minimise the risk until appropriate first-order risk controls (elimination, substitution, isolation, engineering) can be implemented.** Depending on the risk use administrative controls and/or personal protective equipment as interim control measures. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
1-5 = Priority 4	**Take reasonable steps to minimise and monitor the risk.** Implement and maintain existing risk controls until hazard and risks to health and safety can be eliminated or minimised further.

Attachment 3 – hierarchy of control measures

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest, as shown below. This ranking is known as the hierarchy of control measures. The *Work Health and Safety Regulations 2012* (SA) require duty holders to work through this hierarchy to manage risks (*Approved Code of Practice – How to manage work health and safety risks*, SafeWork SA, 2011, p.13).

Hierarchy of control measures	Options to eliminate or minimise risk from hazards
ELIMINATE	Can we: • stop the unsafe work activity exposing workers and/or others to risk from hazard (e.g. stop using hazardous chemicals, stop manual task activity, stop workers entering excavated graves, stop buying noisy plant, stop work in extreme heat, stop violent people entering the workplace)?
SUBSTITUTE	Can we: • use machinery to dig graves? • use safer chemicals? • supply quieter plant?
ISOLATE	Can we: • stop other workers and public entering work areas to reduce risk of injury from hazards (e.g. machinery, chemicals, noise, open graves etc.)?
ENGINEERING	Can we: • install guards on plant • purchase or hire machinery to help do the job (e.g. for digging and back-filling grave) • supply portable shade, air-condition workshops, use stand-up/sit-down desks etc.?
ADMINISTRATIVE	Can we: • provide training for workers? • update safe work procedures (SWPs)? • develop pre-start checklists for hazardous work (e.g. digging and backfilling graves)? • organise health monitoring for workers at risk?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate PPE and clothing for workers?

Attachment 4 – risk control action plan

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Attachment 5 – review risk controls

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

Worker policy and procedure acceptance form

(PCBU/Business Name) requires that the following policies and procedures are read and clearly understood. Once you are satisfied that you understand the requirements of these policies and procedures for you and the organisation, please confirm your understanding and acceptance of these policies and procedures by signing and dating clearly against each policy. Should you require further information or clarification prior to acceptance, please discuss with your manager/supervisor. Please return your signed form to your manager/supervisor within two weeks.

Name of worker: _____

Department/site: _____

Manager/supervisor responsible: _____

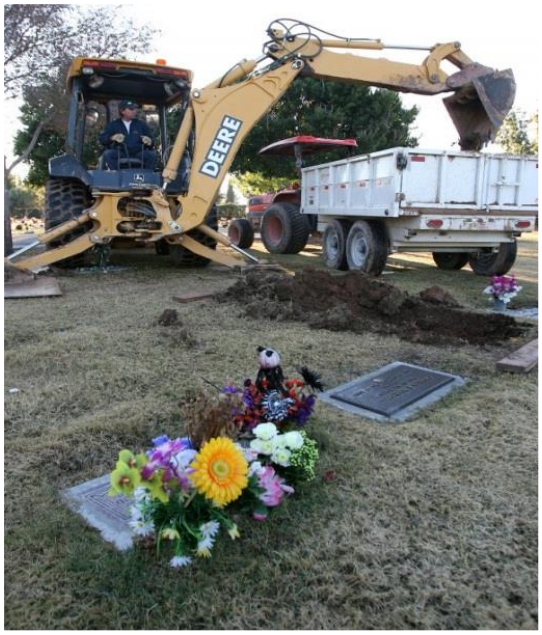
Name of policy/procedure	Manager/supervisor acknowledges worker has been given a copy of the policy/procedure		Worker acknowledges that the policy/procedure has been read, understood and accepted	
	Date	Signature	Date	Signature

Job safety analysis

Job safety analysis

Job safety analysis (JSA) is a process used to identify hazards, potential risks to health and safety, and list risk controls for a particular job in a workplace. The five key elements of a JSA are as follows:

1. Choose the job to be analysed, focus on high risk jobs in cemeteries e.g. operating plant, exhumations, using hazardous chemicals, or hazardous manual tasks. Also review incident reports to identify jobs that have a high number of injury claims.
2. List each step of the job in sequence.
3. Identify and list hazards related to each step of the job (job steps).
4. List potential risks to health and safety from hazards in each step of the job.
5. Identify and list control measures to eliminate or to minimise risks to health and safety in each step of the job.



Consultation with workers and HSRs

Workers and their HSRs must be consulted when conducting a JSA. It is an effective way of encouraging workers to participate in hazard identification, risk assessment and risk control.

Workers involved in this process will are more likely to comply with a JSA and can make an important contribution towards the development and maintenance of safe work procedures.

Training

Workers and HSRs who are involved with the job for which a JSA is being conducted require training on developing JSAs.

Review of JSA

JSAs need to be reviewed at least every two years or when there are changes made to a particular work process, plant or chemicals used in the workplace. JSAs should also be reviewed if new hazards are identified in a particular job.

In addition, records of JSAs need to be retained in hard copy as a backup to computer-based records.

A JSA template is attached, along with a completed sample for reference on how to apply these five steps when conducting a JSA.

Job safety analysis template

JOB SAFETY ANALYSIS (JSA)				
PCBU:		**JSA number*:***	**Conducted by:** *Name/position* *Name/position* *Name/position*	
Job descriptor:		**Date:**	**Review date:**	**Authorised by:**
Job steps		**Hazards**	**Potential risk to health and safety**	**Risk control measures**
1				
2				
3				
4				
5				

Sample completed job safety analysis

JOB SAFETY ANALYSIS (JSA)				
JSA number: 1/16		**PCBU:** SA Cemetery	**JSA conducted by:** Wendy Smyth – Team Leader Fred Green – HSR	
Job descriptor: Using petrol mower to cut cemetery lawns.		**Date:** 2/5/2016	**Review date:** 2/5/2018	**Authorised by:** John Walker – Operations Manager
Job steps		**Hazards**	**Potential risk to health and safety**	**Risk control measures**
1.	Wheel mower from shed to area of cemetery lawn to be cut.	Gravity – wet, slippery, boggy or uneven ground.	Slips, trips, falls.	Do not mow lawns if wet, slippery or boggy. Mow across lawn if using mower on a slope. Wear safety boots with good sole grip.
		UV radiation – sun (UV) exposure.	Sunburn, skin cancer.	Check UV index. Do not cut lawns if UV level is high, reschedule the job. Wear appropriate PPE for outdoor work (refer safe work procedures for this job)
		Heat (>38°C and humidity >40%).	Increased internal body temperature, heat stress or heat stroke.	If outdoor temperature is >38°C and humidity is >40%, reschedule job to cooler part of day. Apply PCBU heat stress action plan (work/rest in an air-conditioned area). Ensure you have sufficient cool drinking water.
2.	Check mower for petrol leaks, check stop/start/speed lever and cable, check oil level.	Chemical – flammable fuel.	Fire.	Inspect mower in a well-ventilated workplace, free from ignition sources. Also ensure easy access to appropriate type fire extinguisher.
	Check cutting blades are not blunted or damaged; check bolts on blades are secure. Check guards and covers are fixed.	Metal shards/burs on cutting blades.	Skin punctures or cuts to hands/fingers.	Do not touch blades with hands use a pair of plyers and scraper to inspect cutting blades. Wear appropriate work safety gloves.
	Check grass catcher is empty and clear any loose or dry debris from around blades or engine with a long screwdriver.	Dust or dirt particles.	Dust/dirt particles in eyes.	Wear appropriate safety glasses.

3.	Inspect lawn area to be mowed and check for loose debris, broken glass, empty syringes and needles. Place debris in an appropriate waste bin. DO NOT HANDLE any syringe, needle or broken glass you find on the lawn (apply risk control measures in safe work procedure. Refer risk controls measures in this JSA).	Syringe and needle. Broken glass, tree branches, wood splinters.	Needle stick injury, infectious disease. Cuts to hands/fingers, eye injuries.	DO NOT touch syringe, needle or broken glass. Use a shovel or long nosed plyers to lift and place into an appropriate waste container. Wear a clear full face shield and appropriate work safety gloves. Use a leaf rake and shovel to lift and put other loose debris into bin or a wheel barrow.
4.	Adjust mower to a safe operating level; check other workers or the public are not in work zone or are at least 3m away. Lower mower height to a safe level. Start-up mower at low speed, increase to a safe operating speed, slowly push mower forward and begin cutting lawn. Watch out for snakes laying or crossing your path when mowing cemetery lawns.	Loose debris from under mower. Noise from mower >85dB(A) Gravity – damp slippery surface. Manual task – pushing pulling, lifting.	Eye injury, cuts/bruising to legs. Damage to hearing. Slips, trips, falls. Strains/sprains to back, shoulders, knees.	Wear eye protection, appropriate protective clothing. Place temporary warning signs or bunting around work zone to warn others not to enter. Wear hearing protection. Do not mow lawn if grass is wet or boggy, as this may cause mower to slip due to poor traction and cause injury. If mowing lawn on a slope, mow across slope. This ensures safe control of mower, helps keep balance and takes pressure off back, shoulders, knees etc.
5.	If long grass or other loose debris catches in blades causing mower to slow or to stall, stop the mower, turn off petrol feed to engine, remove the spark plug lead. Remove grass catcher, using a long screwdriver, gently clear clogged debris away from the mower blades. Connect spark plug lead, turn on petrol feed to engine and continue mowing.	Projectiles shooting out at high speed from under mower when operating. Machinery – high speed cutting blades. Dust or dirt particles from cleaning.	Lacerations, cuts, bruises and eye injuries. Amputation, deep lacerations, bone fractures. Eye injury from dust/dirt.	Place temporary signage or bunting around work zone to warn others not to enter work zone. DO NOT: • leave mower running unattended • put hands or fingers or feet near cutting blades while mower is running. • tilt mower up to check if long grass or debris is caught in cutting blades. • try to clear debris while mower is running. Wear safety glasses.

6.	When finished mowing lawn, push mower to a level area of ground and slowly pull back lever to reduce engine speed and switch off mower. Push down lever at side of mower with your foot to lift height of wheels to a safe level for pushing along ground. Empty and replace the grass catcher, allow mower engine to cool.	Machinery – high speed cutting blades. Dust or dirt particles.	Amputation, deep lacerations, bone fractures. Inhalation of dust particles. Eye injury from dust/dirt.	Switch off and mower and close off petrol feed from tank to engine. Lift height of wheels on mower to make it easier to push along. Wear safety gloves and use a small hand broom or brush to clean debris, dust, oil from mower engine and from around casing. Wear a dust mask. Wear clear wrap-around safety glasses.
7.	After mower engine has cooled, clean loose grass, oil, dust off mower casing and engine. Use a metal scraper or wire brush to clean cutting blades. Check for any damage or loose bolts on cutting blades. If necessary, repair mower or take it to a work shop for repairs. If repairs are not required return mower to a safe storage area. Clean and stow your PPE.	Heat – hot engine parts. Dust and wire brush particles. Metal shards/burs on cutting blades.	Burns to fingers/hand Inhalation of fine dust particles. Eye injuries. Cuts to hand or fingers.	Wear safety gloves. Dust mask. Wear clear wrap-around safety glasses. Wear safety gloves.

Use this JSA to assist writing safe work procedures

Safe work procedures

Safe work procedures

Safe work procedures (SWPs) are directions on how work is to be carried out safely. They identify hazards and clarify what must be done to eliminate or minimise risks. For example, you may need to develop procedures for digging a grave or for using insecticides etc.

SWPs are not required for all tasks

Not all tasks require a written SWP. It may be sufficient to address safety issues verbally when training workers.

To decide whether or not a written procedure is required, consider the severity of injury or disease if a workplace incident was to occur, how often the job is done, and the complexity of the job. In general, written SWPs are required for tasks that are:

- hazardous
- complicated
- frequently performed
- less routine. Workers may need reminders about hazards and how to control the risks.

Some common work activities in cemeteries requiring written SWPs include:

- grave excavation (confined space work)
- exhumations
- manual tasks (lifting coffins)
- operating backhoes, forklifts etc.
- mixing, using and storing chemicals
- using chainsaws, lawnmowers, brush cutters, electrical hand tools etc.
- outdoor work in hot weather and exposure to ultraviolet radiation from the sun.

Training and SWPs

SWPs should be prominently displayed at work locations where jobs are performed or next to the equipment used for these jobs. Team leaders and managers will find SWPs helpful when training workers how to do the job safely.

Personal protective equipment (PPE)

Written SWPs must list any required PPE, when it must be used, and where workers can find it. Certain tasks require the use of more than one type of PPE.

Writing SWPs

Refer to the JSA before writing an SWP for a particular hazardous task. Use the JSA to:

- review and to break down the task into its basic steps
- identify the hazards and potential risks and associated with each step, and ways to eliminate or minimise the risks to workers from these hazards
- write the SWP (list of actions workers must follow to safely perform a task)

A sample SWP is provided, together with a blank template.

Safe work procedure (SWP) template

SAFE WORK PROCEDURE (SWP)	
Photo:	**SWP number:** **Job descriptor:** *Brief description of work procedure*
Place a tick ☑ in the box to identify hazards relating to this work procedure	**Place a tick ☑ in the box to identify potential risks to work health and safety from hazards**
☐ Machinery – moving parts, nip, crush, shearing points. ☐ Noise – emitted from machinery or cutting process. ☐ Vibration – emitted from plant or hand tools. ☐ Heat – from sun, machinery or hot surfaces. ☐ Radiation – ionising (x-rays) or non-ionising (sun). ☐ Chemical – includes fumes, vapours, gases, dust, and flammable or explosive liquids etc. ☐ Manual tasks – bending, twisting, lifting etc. ☐ Gravity – working at height, wet, slippery uneven or unstable or collapsed ground. ☐ Electricity – electrical equipment not tested and/or maintained by a competent person. ☐ Biological – body fluids/tissue, insect, snake/rat bites. ☐ Psychosocial – staff cuts, workload, time constraints, limited work breaks, sleep deprivation, shift work.	☐ Deep cuts, amputations, bone fractures, death. ☐ Acoustic shock, hearing loss or tinnitus. ☐ Restriction of blood to hands/fingers, fluid build-up in joints. ☐ Heat fatigue, heat stroke, skin burns. ☐ UV radiation from the sun (sunburn or skin cancer). ☐ Acute/chronic respiratory illness, minor or serious burns to skin, acute/chronic liver or kidney damage, cancer etc. ☐ Acute/chronic musculoskeletal injury to back/neck/ shoulders. ☐ Death, spinal injuries, bone fracture, ankle/knee sprains. ☐ Electrocution or electric shock. ☐ Infectious disease, illness, death. ☐ Acute/chronic anxiety/depression.
PRE-START CHECK	
Personal protective equipment (PPE) required for this job 	
DURING OPERATION	
AFTER COMPLETING OPERATION	
AUTHORISED BY: **Name:** **Position:**	**Date authorised:** **Start date:**
Version:	**Review date:**

Sample of completed safe work procedures (SWPs)

SAFE WORK PROCEDURE (SWP)

SWP number: 1/016

Job descriptor:
Cutting cemetery lawns using petrol lawnmower. This work activity is conducted by cemetery workers on a weekly basis.

Place a tick ☑ in the box to identify hazards relating to this work procedure	Place a tick ☑ in the box to identify potential risks to work health and safety from hazards
☐ Machinery – moving parts, nip, crush, shearing points.	☐ Deep cuts, amputations, bone fractures, death.
☐ Noise – emitted from machinery or cutting process.	☐ Acoustic shock, hearing loss or tinnitus.
☐ Vibration – emitted from plant or hand tools.	☐ Restriction of blood to hands/fingers, fluid build-up in joints.
☐ Heat – from sun, machinery or hot surfaces.	☐ Heat fatigue, heat stroke, skin burns.
☐ Radiation – ionising (x-rays) or non-ionising (sun).	☐ UV radiation from the sun (sunburn or skin cancer).
☐ Chemical – includes fumes, vapours, gases, dust, and flammable or explosive liquids etc.	☐ Acute/chronic respiratory illness, minor or serious burns to skin, acute/chronic liver or kidney damage, cancer etc.
☐ Manual tasks – bending, twisting, lifting etc.	☐ Acute/chronic musculoskeletal injury to back/neck/shoulders.
☐ Gravity – working at height, wet, slippery uneven or unstable or collapsed ground.	☐ Death, spinal injuries, bone fracture, ankle/knee sprains.
☐ Electricity – electrical equipment not tested and/or maintained by a competent person.	☐ Electrocution or electric shock.
☐ Biological – body fluids/tissue, insect, snake/rat bites.	☐ Infectious disease, illness, death.
☐ Psychosocial – staff cuts, workload, time constraints, limited work breaks, sleep deprivation, shift work.	☐ Acute/chronic anxiety/depression.

PRE-START CHECK

Personal protective equipment (PPE) required for this job

1. Check Bureau of Meteorology UV index 

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2. If the UV level is between 1-5 you must wear PPE and sunscreen:

    - A wide brimmed hats (>8cm brim)
    - UVP long sleeved shirt, trousers
    - Protective gloves
    - Wrap-around sunglasses
    - Clear safety glasses or a clear face shield
    - SPF 30+ sunscreen (applied every 2 hours).

3. Check ambient air temperature and humidity level. If ambient air temperature is between 38°C-39°C and humidity is 39-40%, implement company heat stress action plan which includes procedures for work and rest in an air-conditioned room or shaded area, cancelling outdoor work in extreme hot weather, rescheduling outdoor work to cooler time of day, use of portable shades, provision of cool drinking water, reporting symptoms of heat stress and seeking immediate treatment.

4. Move lawnmower from shed to an open well-ventilated area at least 2m from others (workers/public).

5. Wearing clear wrap-around safety glasses or a full face shield, check mower for petrol leaks, stop/start/speed lever and cable, oil level, cutting blades are not blunted or damaged and bolts on blades are secure. Check guards and covers are fixed. Remove grass catcher and check it is empty. Use a long screwdriver to clear loose or dry debris from around blades or engine to reduce risk of fire.

6. Do not use mower if any parts need to be replaced or repaired. Remove spark plug from mower and attach and tag-out. Repair or replace damaged parts, or deliver to maintenance shop to repair.

7. Wearing clear wrap-around safety glasses or a full face shield, open screw cap of mower petrol tank and check the petrol to ensure it is full. If the tank is low or empty replace lid, go to the flammable storage cabinet and remove container marked 'petrol'.

8. Wearing clear wrap-around safety glasses or a full face shield, check work area for any potential sources of ignition. If all clear, remove lid on mower tank and place it in easy reach, then remove lid of petrol container. Using a funnel or extension spout slowly pour petrol into the mower tank. Do not fill tank past the edge of the screw neck. This will reduce the risk of petrol spillage and splashing into eyes or onto skin or clothing. When full, replace petrol lids for the tank and the petrol container. Return funnel and petrol container to flammable storage cabinet.

DURING OPERATION

1. Wearing appropriate PPE, adjust mower to a safe operating level, push to a clear, dry and level area.

2. Work out an area of lawn you are going to cut (work zone). Inspect area and clear any debris (note: check for snakes or spiders before lifting debris).

3. Do not mow lawn if grass is wet or boggy, as this may cause mower to slip from poor traction or cause injury.

4. If mowing lawn on a slope, mow across the slope as this will ensure safe control of the mower and help you keep your balance.

5. Check catcher and other parts on mower are secure and that other workers or members of the public are not in your work zone (at least 3m from mower). Lower mower level to a safe height and start the mower up at low speed. After a quick check again to ensure others are not in your work zone, increase the speed of mower to a safe level that you can control and slowly push mower forward to cut lawns.

6. When mowing lawn keep a look out for others (workers or members of the public) entering work zone.

7. DO NOT leave mower running unattended when emptying the grass catcher.

8. DO NOT put your hands or fingers or feet near the cutting blades of the mower when it is running.

9. If long grass or other loose debris catch in the blades causing mower to slow or to stall: stop the mower, turn off the petrol feed line to engine of mower, and taking care not to touch any hot engine parts, carefully remove the spark plug lead.

10. Remove catcher, and using a long screwdriver, gently clear clogged grass or debris away from the mower blades. Empty debris caught in blades into a waste bin, then empty catcher, replace spark plug lead and turn on petrol feed line to mower engine. After checking others are not in your work zone, start up the mower and continue mowing lawns.

11. DO NOT refill tank if mower engine is running or hot. Wait until engine cools before re-filling tank.

AFTER COMPLETING OPERATION

1. Push mower to dry, level lawn area, slowly reduce engine speed and switch off.

2. Close off petrol feed line from tank to the mower engine.

3. Empty grass catcher and replace, allow engine to cool.

4. Wear safety gloves/clear safety glasses, use a cloth or small hand broom to clean oil, dust on mower and around engine.

5. Still wearing PPE use a metal scraper to clean cutting blades and check for any damage or loose bolts on cutting blades. 6. Repair or report any damage to mower parts and book into work shop for repair. Record repairs to mower in log book. 7. Return mower to safe and secure storage area/shed. 8. Clean and stow PPE in a dry/safe area.	
AUTHORISED BY: **Position:** Operations Manager **Name:** Jim Flower	**Date authorised:** 4/1/2016 **Start date:** 4/1/2016
Version: 1 – Jan 2016	**Review date:** 4/1/2018

Hazard risk management

Hazard risk management

Hazard risk management is a process used for identifying hazards, assessing risks to health and safety from uncontrolled hazards, determining risk control measures and reviewing risk controls.

Legal duty to manage risk from hazards

The WHS Act and Regulations require PCBUs to manage risks by eliminating or minimising risks to health and safety. A PCBU has a duty to manage risks if they:

- engage workers to undertake work, or if they direct or influence work carried out by workers
- put other workers or the public at risk from the conduct of the business or undertaking (e.g. when using machinery or hazardous chemicals in the cemetery grounds)
- manage or control the workplace, or fixtures, fittings at the workplace (e.g. in crematorium chapels, offices, work sheds etc.)
- install or construct structures at a workplace (e.g. monuments, buildings, pergolas etc.).

Identifying workplace hazards/risks

Identifying workplace hazards and risks in cemeteries can be done by:

- consulting workers
- carrying out workplace inspections
- conducting job safety analysis
- checking hazard and incident reports (refer Attachment 1 – Hazard report form).

Hazards and risks in cemeteries

Hazards that can expose workers and others to risk in cemeteries include:

- working in a confined space (a grave)
- gravity (ground collapse, slips, trips, falls)
- biological (body fluids/tissue, snake venom, insect or rat bites)
- machinery (e.g. backhoe diggers, tractors quad bikes, lawn mowers etc.)
- hazardous manual tasks (digging, lifting, carrying, heavy loads etc.)
- hazardous chemicals (insecticides)
- noise (chainsaws, brush cutters etc.)
- ultra violet radiation from the sun
- heat in extreme hot weather (outdoor cemetery work, hot physical work)
- electricity
- psychosocial (exposure to grief).

Risk assessment

Risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine:

- the level of injury/disease from a hazard
- if existing control measures are effective
- action to control the risks from a hazard
- how urgently the action needs to be taken.

A risk assessment can be as basic as consulting with workers, or it can involve the use of specific risk analysis tools (e.g. heat stress monitors and sound level meters).

When to conduct a risk assessment

Risk assessment should be conducted when:

- there is uncertainty about how a hazard may result in injury/illness
- the work activity involves a number of different hazards and there is a lack of understanding about how these hazards may interact with each other to produce new or greater risks
- there are changes in the workplace, system of work, or plant that may impact on the effectiveness of control measures.

Refer Attachment 2 – risk assessment matrix.

Mandatory risk assessments

Risk assessments are mandatory under the WHS Regulations for high risk activities such as entry into confined spaces (grave excavations) and live electrical work.

Risk assessment are not always required

Risk assessment may not be required in every situation. For example, if mandatory regulations require a hazard or risk to be controlled in a specific way (e.g. shoring to prevent ground collapse when digging a grave, when guards must be fitted on machinery, or for labelling of hazardous chemicals).

Controlling risk from hazards

The most important stage in the hazard/risk management process is implementation of appropriate control measures to eliminate or minimise risks from hazards.

The first step in this hazard/risk process is to consult workers and their HSRs to help decide which risk controls to implement.

The hierarchy of control measures

If the risk assessment indicates that the risk from a particular hazard(s) needs to be controlled, then the controls should be implemented using the hierarchy of control measures in Regulation 36 of the *Work Health and Safety Regulations 2012*).

Refer to Attachment 3 – hierarchy of control measures example.

Review of hazard risk control measures

After risk control measures have been implemented, they must be reviewed to ensure that risk levels have been effectively eliminated or reduced to as low as is reasonably practicable (refer Attachment 4 – risk control action plan example).

Review of hazard and risk control measures (see Attachment 5 – review risk controls) must also be completed when:

- there is a change in the system of work associated with the hazard being controlled
- a relevant incident occurs
- if change in WHS legislation occurs
- new information is provided about the hazard and/or associated controls that may impact on health and safety of workers, contractors and volunteers.

Keeping records

Keeping records of the risk management process demonstrates potential compliance with the WHS Act and Regulations. It also helps when undertaking subsequent risk assessments.

Keeping records of the risk management process has the following benefits:

- allows you to demonstrate how decisions about controlling risks were made
- assists in targeting training at key hazards
- provides a basis for preparing SWPs
- allows you to more easily review risks following any changes to legislation or business activities
- demonstrates to others (regulators, investors, shareholders, customers) that work health and safety risks are being managed.

The detail and extent of recording will depend on the size of your workplace and the potential for major work health and safety issues. It is useful to keep information on:

- the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
- how and when the control measures were implemented, monitored and reviewed, and who you consulted with
- relevant training records
- any plans for changes.

There are specific record-keeping requirements in the WHS Regulations for some hazards, such as hazardous chemicals.

If such hazards have been identified at your workplace, you must keep the relevant records for the time specified. You should ensure that everyone in your workplace is aware of record-keeping requirements, including which records are accessible and where they are kept.

Reference

Safe Work Australia (2011), *Code of practice – How to manage work health and safety risks*.

Attachment 1 – hazard report form

1. Hazard report form to be completed by workers (including contractors and labour hire worker).
2. Hazard report to be given to the Team Leader.
3. Team Leader to consult worker(s) and their HSR to determine risk to health and safety (Attachment 2) and to determine appropriate action to eliminate or to minimise risk from hazard (Attachment 3 and Attachment 4).
4. Team Leader to consult workers and the HSR to review risk controls (Attachment 5)
5. Place record of hazard report and action taken in hazard register.

Note: If the hazard is placing health and safety of workers and/or others at serious risk, stop the unsafe work activity immediately. Do not restart until hazard/risk is controlled (eliminated or risk reduced) to ensure WHS.

Name:	**Date:**	**Work area:**
Team leader:		**Briefly describe hazard, work activity, work environment and/or machinery/equipment used:**
Photo:		
Tick box to identify hazard being reported:		**Circle or highlight risk from hazard reported:**
☐ **Machinery** – moving parts, nip, crush, shearing points.		Deep lacerations, amputations, bone fractures, other?
☐ **Noise** – emitted from machinery or cutting process.		Hearing loss, ringing in the ears, pain in ears, other?
☐ **Vibration** – emitted from plant or hand tools.		Pains in fingers, hands, arm(s), back, fluid build-up, other?
☐ **Heat** – sun, machinery, hot surfaces, poor ventilation etc.		Heat illness, heat stroke, other?
☐ **Cold** – environment, work process, etc.		Shivering, numbness in feet, toes, hands, fingers, other?
☐ **UV radiation** from the sun		Sunburn or skin cancer.
☐ **Chemical** – liquids fumes, vapours, gases, dust, or flammable or explosive liquids etc.		Respiratory infections, skin rash / burns eyes injury, other?
☐ **Manual tasks** – bending, twisting, lifting, seating, desk, design of workstation, work process, etc.		Injury to back, neck, shoulders, knees, hernia, other?
☐ **Gravity** – ground/grave collapse, working at height, wet, slippery, uneven, lose ground, potholes		Serious crush injuries to body, bone fractures, minor sprain to ankles/knees, fatality, other?
☐ **Electricity** – electrical equipment not tested and/or maintained by a competent person.		Electrocution or electrical shock, other?
☐ **Biologica**l – body fluids/tissue, snake, insect, rat bites.		Minor or serious infection, illness, other?
☐ **Psychosocia**l – bullying, exposure to grief, violence heat stress breaks, sleep deprivation, shift work, shift roster.		Stress, depression, other?
☐ **Other** (Please list)		

Attachment 2 – risk assessment matrix

LIKELIHOOD A death, injury or illness might occur if exposed to hazard?	**CONSEQUENCE**				
	INSIGNIFICANT No injury or illness.	**MINOR** Minor injury or illness requiring minimal first aid treatment, no lost time.	**MODERATE** Lost time injury, short term temporary disability of under 1 month.	**MAJOR** Lost time injury of more than 2 weeks, a long term temporary disability or illness.	**CATASTROPHIC** Death, permanent physical disability or chronic illness.
Almost Certain Expected to occur in most circumstances	**10**	**12**	**18**	**21**	**25**
Very Likely Could happen regularly	**6**	**11**	**14**	**20**	**24**
Likely Might happen at some time	**3**	**7**	**13**	**19**	**23**
Unlikely Could happen but rarely	**2**	**5**	**9**	**16**	**22**
Very Unlikely Could happen but probably never will	**1**	**4**	**8**	**15**	**17**

18-25 = Priority 1	**Stop unsafe work immediately.** Do not restart until hazard and associated risks to health and safety are controlled (eliminated or significantly minimised).
10-17 = Priority 2	**Act immediately to minimise risk using first-order risk controls (e.g. elimination, substitution, isolation, engineering).** Depending on the risk, if these controls are not immediately available use PPE, safe work procedures, or increase the number of workers. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
6-9 = Priority 3	**Take reasonable steps to minimise the risk until appropriate first-order risk controls (elimination, substitution, isolation, engineering) can be implemented.** Depending on the risk use administrative controls and/or personal protective equipment as interim control measures. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
1-5 = Priority 4	**Take reasonable steps to minimise and monitor the risk.** Implement and maintain existing risk controls until hazard and risks to health and safety can be eliminated or minimised further.

Attachment 3 – hierarchy of control measures

Hierarchy of control measures	Options to eliminate or minimise risk from hazards
ELIMINATE	Can we: • stop the hazardous manual task?
SUBSTITUTE	Can we: • use machinery for excavating graves instead of using picks and shovels?
ISOLATE	Can we: • stop other workers and public entering the work area when machinery is operating?
ENGINEERING	Can we: • purchase or hire machinery for digging graves?
ADMINISTRATIVE	Can we: • provide training for workers? • update safe work procedures (SWPs)? • use pre-start checklists?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate PPE for workers?

Attachment 4 – risk control action plan

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Attachment 5 – review risk controls

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

Workplace inspection checklists

Grave sites

Cemetery grounds

Crematorium

Workshop

Office

Catering kitchen

Safety inspection checklist – grave sites

Step 1 – consult workers and HSRs to complete this checklist.

Workplace:	**Date:**
	**Team leader:**
	Workers consulted:
	HSRs consulted:

Competent supervision and workers	Yes ✓	No ✖	N/a ✓	Photos	Notes
A competent person supervises digging and backfilling of grave for a burial or exhumation	☐	☐	☐		
Workers digging and backfilling grave for a burial or exhumation are adequately trained	☐	☐	☐		
Workers are prohibited from entering a grave unless approved shoring has been installed in grave	☐	☐	☐		
A trained observer is in close proximity to the grave to provide assistance to workers in the shored grave and has appropriate communication equipment to call for assistance in an emergency	☐	☐	☐		
Persons working in and around the grave wear hard hats	☐	☐	☐		
Site ground conditions	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Have the following ground conditions been considered by a competent person for the proposed grave site:					
• soil type	☐	☐	☐		
• moisture content of soil/rock	☐	☐	☐		
• if cohesive characteristics of soil/rock will deteriorate	☐	☐	☐		
• fault lines and bedding planes	☐	☐	☐		
• water table level	☐	☐	☐		
• possibility of flooding from any water source	☐	☐	☐		
• proximity of underground services	☐	☐	☐		
• leaking from underground services	☐	☐	☐		
• proximity of trees	☐	☐	☐		
• dumped chemicals	☐	☐	☐		
• proximity of other graves	☐	☐	☐		
• proximity of monuments or headstones	☐	☐	☐		
• proximity of buildings and stone walls	☐	☐	☐		
• expected ground pressure (e.g. from spoil pile, plant, people)	☐	☐	☐		

Shoring to prevent ground collapse	Yes ✓	No ✖	N/a ✓	Photos	Notes
Approved grave shoring equipment (e.g. Lite guard heavy duty aluminium shoring equipment) is installed as soon as practicable after excavation to support side walls of grave and to prevent a ground collapse	☐	☐	☐		
A minimum number of approved shoring box sets are installed in accordance with the depth of grave being excavated:					
• 1.5m (minimum 2 box sets)	☐	☐	☐		
• 2.1m (minimum 3 box sets)	☐	☐	☐		
• 2.7m (minimum 6 box sets)	☐	☐	☐		
Are approved steel or aluminium shoring box sets placed in the grave to help prevent a ground collapse at the top lip of grave and to provide safe footing?	☐	☐	☐		
Is backfill material placed around coffin to a level slightly below shoring box sets, and only one or two box sets removed at any time?	☐	☐	☐		
Are closure plates installed at the ends of grave to stop rubble dropping into grave to protect worker digging, backfilling or performing an exhumation?	☐	☐	☐		
Are approved timber boards/planks or aluminium checker plates placed around edges of grave to reduce the risk of a ground collapse from the weight of people working or standing around the grave?	☐	☐	☐		
Is all shoring equipment inspected by a competent person before it is used in grave excavation?	☐	☐	☐		
A competent person conducts daily routine inspections of the grave excavation to ensure the:					
• grave is not being undercut by the excavator bucket	☐	☐	☐		
• shoring supports are not overstressed	☐	☐	☐		
• side and end walls of grave are not sagging under increased weight of the excavator or other earthmoving plant	☐	☐	☐		
• machinery is kept at a safe distance from edge of grave	☐	☐	☐		

Ladders and spoil pile	Yes ✓	No ✖	N/a ✓	Photos	Notes
Access and egress from grave is provided by a properly constructed ladder that extends at least 1m above the top of grave	☐	☐	☐		
Spoil pile is at least 500mm from edge of the excavated grave	☐	☐	☐		
Spoil pile is moved from grave site and kept in a separate area	☐	☐	☐		
Spoil pile is placed on downhill side of excavated grave	☐	☐	☐		
Benching or battering prohibited around grave due to limited space	☐	☐	☐		
Monuments	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Excavation of a grave where a monument, headstone, ledger, other stone or masonry is in position by mechanical plant or by hand is prohibited until it is safe to do so	☐	☐	☐		
A monument, headstone or ledger found to be unsafe is removed in whole, in part, or securely supported by external means at site where grave is to be excavated	☐	☐	☐		
Monuments, headstones or ledgers are moved using earthmoving or other approved lifting equipment that is suitably rated for the load to be lifted	☐	☐	☐		
Monuments, headstones or ledgers are moved using approved slings (e.g. correct type of slings with lifting capacity for the job)	☐	☐	☐		
Loads are only attached to designated lifting points on earth moving or lifting equipment	☐	☐	☐		

Timber planks and boards	Yes ✓	No ✖	N/a ✓	Photos	Notes
Timber planks and boards are carefully selected and checked for splits or other imperfections by a competent worker prior to being used for ground support around a grave	☐	☐	☐		
Timber planks or boards are used to provide a secure position at ground level on each side of the grave for coffin bearers lowering a coffin by hand, or to provide a secure area to place the coffin lowering device	☐	☐	☐		
Timber planks/boards are discarded if split or cracked	☐	☐	☐		
Timber planks used as side boards around grave are all end banded	☐	☐	☐		
Ground water	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Where water is present in the cemetery due to natural ground water or as a result of build-up in old graves, a water pump of adequate capacity is available at the grave site while a worker is in the grave	☐	☐	☐		
Pump has a minimum length suction hose of 6m and a delivery hose of at least 8m in length, and is positioned as far away from the grave as possible	☐	☐	☐		

If you answered NO to one or more of the questions/statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hazard risk register – grave sites

Step 2 – consult workers and HSRs to complete the **hazard risk register** for any risk identified in the inspection checklist above.

Workplace/area inspected: **Date inspected:**

Hazard type	Potential risk to health and safety	Existing risk controls	Are existing risk controls adequate?	Risk priority rating*	Action to control hazard/risk
e.g. Gravity (ground collapse from weight of spoil on side of grave being excavated).	Fatality or serious crush injuries.	None – spoil placed 300mm from side of grave being excavated.	No – spoil too close to side of grave being excavated. Weight of spoil can cause the ground at side of grave to collapse.	Priority 1 (23)	No worker to enter grave during excavation Move spoil away from side of grave being excavated and stack in a safe area.

*See **risk assessment matrix** next page to determine the risk priority rating.

Risk assessment matrix

Step 3 – determine the risk priority rating for hazards listed in the **hazard risk register**.

LIKELIHOOD A death, injury or illness might occur if exposed to hazard?	**CONSEQUENCE**				
	INSIGNIFICANT No injury or illness.	**MINOR** Minor injury or illness requiring minimal first aid treatment, no lost time.	**MODERATE** Lost time injury, short term temporary disability of under 1 month.	**MAJOR** Lost time injury of more than 2 weeks, a long term temporary disability or illness.	**CATASTROPHIC** Death, permanent physical disability or chronic illness.
Almost Certain Expected to occur in most circumstances	10	12	18	21	25
Very Likely Could happen regularly	6	11	14	20	24
Likely Might happen at some time	3	7	13	19	23
Unlikely Could happen but rarely	2	5	9	16	22
Very Unlikely Could happen but probably never will	1	4	8	15	17

18-25 = Priority 1	**Stop unsafe work immediately.** Do not restart until hazard and associated risks to health and safety are controlled (eliminated or significantly minimised).
10-17 = Priority 2	**Act immediately to minimise risk using first-order risk controls (e.g. elimination, substitution, isolation, engineering).** Depending on the risk, if these controls are not immediately available use PPE, safe work procedures, or increase the number of workers. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
6-9 = Priority 3	**Take reasonable steps to minimise the risk until appropriate first-order risk controls (elimination, substitution, isolation, engineering) can be implemented.** Depending on the risk use administrative controls and/or personal protective equipment as interim control measures. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
1-5 = Priority 4	**Take reasonable steps to minimise and monitor the risk.** Implement and maintain existing risk controls until hazard and risks to health and safety can be eliminated or minimised further.

Hierarchy of control measures

Step 4 – consider how you might control the hazards listed in the **hazard risk register**.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest, as shown below. This ranking is known as the hierarchy of control measures. The *Work Health and Safety Regulations 2012* (SA) require duty holders to work through this hierarchy to manage risks (*Approved Code of Practice – How to manage work health and safety risks*, SafeWork SA, 2011, p.13).

Hierarchy of control measures	Options to eliminate or minimise risk from hazards
ELIMINATE	Can we: • eliminate risks to health and safety by prohibiting entry to confined work spaces (e.g. an excavated grave)? • stop providing grave burials?
SUBSTITUTE	Can we: • use aluminium safety lids and decking instead of timber planks or boards? • use aluminium grave shoring instead of timber boards or planks to help prevent risk of grave collapse? • only dig or backfill graves using mechanical diggers?
ISOLATE	Can we: • remove backfill from grave excavation site and store in another work area? • restrict others (workers or public) from entering work area to ensure they are not exposed to risks from hazardous chemicals or dangerous machinery, open graves, and to ensure workers are not at risk from violence?
ENGINEERING	Can we: • purchase machinery/equipment designed to significantly minimise the risk of workplace injuries and diseases e.g. plant designed and rated for lifting, including proper lifting points?
ADMINISTRATIVE	Can we: • conduct job safety analysis (JSAs) for all high risk work and develop and implement safe work procedures (SWPs)? • provide training for workers on SWPs? • ensure operators are fully trained and have up-to-date licences? • conduct ground/soil inspections and safety inspections of monuments?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • supply workers with PPE?

Risk control action plan – grave sites

Step 5 – complete the **risk control action plan** which summarises the actions required to control risks in the **hazard risk register**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls

Step 6 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

Safety inspection checklist – cemetery grounds

Step 1 – consult workers and HSRs to complete this checklist.

Cemetery:	**Date:**
	**Team leader:**
	Workers consulted:
	HSRs consulted:

Carpark and pathways	Yes ✓	No ✖	N/a ✓	Photos	Notes
Does the carpark have clear line-marking to ensure safe traffic movement, parking and pedestrian safety?	☐	☐	☐		
Is there a 10km speed limit in cemetery carpark(s)?	☐	☐	☐		
Are pedestrian walkways in carpark(s) in good condition?	☐	☐	☐		
Are cemetery carparks well-lit?	☐	☐	☐		
Are carpark surfaces in good condition (e.g. no potholes)?	☐	☐	☐		
Are pathways and steps into the office building well-lit?	☐	☐	☐		
Are the edges of steps clearly marked (e.g. painted yellow)?	☐	☐	☐		
Cemetery grounds	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are pathways clearly marked and in good condition?	☐	☐	☐		
Are exit routes from cemetery grounds clearly marked and unobstructed?	☐	☐	☐		
Are pathways free of potholes or tree roots, sprinkler heads, irrigation pipes protruding from cemetery lawns where workers and public may walk?	☐	☐	☐		
Are cemetery grounds, walkways/pathways free of pooling water and flooding in low level areas?	☐	☐	☐		
Pathways are free of trip hazards (e.g. old collapsed monuments, headstones, ledgers, grave covers etc.)	☐	☐	☐		
Has the ground collapsed around old monuments, or graves where workers and public may walk?	☐	☐	☐		
Are old monuments/headstones free from obvious signs of defect (e.g. sloping, significantly undermined/subsided, structural damage?	☐	☐	☐		

Cemetery grounds – structures, trees, bins	Yes ✓	No ✘	N/a ✓	Photos	Notes
Are old cemetery structures (e.g. buildings, walls, fences, pergolas etc.) in good condition and free from risk of collapse?	☐	☐	☐		
Where required, do all ramps and steps have handrails?	☐	☐	☐		
Are handrails on ramps/steps secure and in good condition?	☐	☐	☐		
Are step treads in good condition with a non-slip surface?	☐	☐	☐		
Are large overhead branches of trees safely removed to eliminate risk to workers and the public?	☐	☐	☐		
Are fallen tree branches and shrubs growing over pathways removed?	☐	☐	☐		
Are enough rubbish bins available?	☐	☐	☐		
Are they emptied regularly?	☐	☐	☐		

If you answered NO to one or more of the questions/statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hazard risk register – cemetery grounds

Step 2 – consult workers and HSRs to complete the **hazard risk register** for any risk identified in the inspection checklist above.

Workplace/area inspected: **Date inspected:**

Hazard type	Potential risk to health and safety	Existing risk controls	Are existing risk controls adequate?	Risk priority rating*	Action to control hazard/risk

*See **risk assessment matrix** next page to determine the risk priority rating.

Risk assessment matrix

Step 3 – determine the risk priority rating for hazards listed in the **hazard risk register**.

LIKELIHOOD A death, injury or illness might occur if exposed to hazard?	**CONSEQUENCE**				
	INSIGNIFICANT No injury or illness.	**MINOR** Minor injury or illness requiring minimal first aid treatment, no lost time.	**MODERATE** Lost time injury, short term temporary disability of under 1 month.	**MAJOR** Lost time injury of more than 2 weeks, a long term temporary disability or illness.	**CATASTROPHIC** Death, permanent physical disability or chronic illness.
Almost Certain Expected to occur in most circumstances	10	12	18	21	25
Very Likely Could happen regularly	6	11	14	20	24
Likely Might happen at some time	3	7	13	19	23
Unlikely Could happen but rarely	2	5	9	16	22
Very Unlikely Could happen but probably never will	1	4	8	15	17

18-25 = Priority 1	**Stop unsafe work immediately.** Do not restart until hazard and associated risks to health and safety are controlled (eliminated or significantly minimised).
10-17 = Priority 2	**Act immediately to minimise risk using first-order risk controls (e.g. elimination, substitution, isolation, engineering).** Depending on the risk, if these controls are not immediately available use PPE, safe work procedures, or increase the number of workers. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
6-9 = Priority 3	**Take reasonable steps to minimise the risk until appropriate first-order risk controls (elimination, substitution, isolation, engineering) can be implemented.** Depending on the risk use administrative controls and/or personal protective equipment as interim control measures. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
1-5 = Priority 4	**Take reasonable steps to minimise and monitor the risk.** Implement and maintain existing risk controls until hazard and risks to health and safety can be eliminated or minimised further.

Hierarchy of control measures

Step 4 – consider how you might control the hazards listed in the **hazard risk register**.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest, as shown below. This ranking is known as the hierarchy of control measures. The *Work Health and Safety Regulations 2012* (SA) require duty holders to work through this hierarchy to manage risks (*Approved Code of Practice – How to manage work health and safety risks*, SafeWork SA, 2011, p.13).

Hierarchy of control measures	Options to eliminate or minimise risk from hazards
ELIMINATE	Can we: • eliminate risks to health and safety by removing the hazard and therefore its risk to health and safety (e.g. by removing an old unstable monument or headstone, wall or building or a large overhead tree branch)?
SUBSTITUTE	Can we: • replace the old monument with a new one?
ISOLATE	Can we: • restrict others (workers or public) from entering danger area using temporary construction fencing?
ENGINEERING	Can we: • use engineering processes to stabilise and make the old monument or headstone safe? • use machinery/equipment with appropriate attachments to move lift and to move old monument?
ADMINISTRATIVE	Can we: • develop/implement safe work procedures (SWPs) and provide training for workers. • conduct regular stability inspections of all monuments and headstones?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • supply workers with PPE as a short term measure until we eliminate/minimise risk to workers?

Risk control action plan – cemetery grounds

Step 5 – complete the **risk control action plan** which summarises the actions required to control risks in the **hazard risk register**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls

Step 6 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

Safety inspection checklist – crematorium

Step 1 – consult workers and HSRs to complete this checklist.

Workplace:	**Date:**
	**Team leader:**
	Workers consulted:
	HSRs consulted:

Crematorium – carpark and pathways	Yes ✓	No ✖	N/a ✓	Photos	Notes
Does the crematorium carpark have clear line-marking to ensure safe traffic movement, parking and pedestrian safety?	☐	☐	☐		
Is there a 10km speed limit in crematorium carpark(s)?	☐	☐	☐		
Are carpark surfaces in good condition (e.g. no potholes)?	☐	☐	☐		
Is carpark well-lit?	☐	☐	☐		
Are pathways to crematorium building in good condition?	☐	☐	☐		
Are steps in good condition?	☐	☐	☐		
Are the edges of steps clearly marked?	☐	☐	☐		
Crematorium – work areas	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are work areas in the crematorium well-lit?	☐	☐	☐		
Do floors or ramps have an unbroken and slip resistant surface?	☐	☐	☐		
Are floor walkways or ramp areas free from any obstruction that may cause a person to fall or block trolley path?	☐	☐	☐		
Where necessary, do all ramps and steps have handrails?	☐	☐	☐		
Are handrails secure and in good condition?	☐	☐	☐		
Are step treads in good condition with a non-slip surface?	☐	☐	☐		
Is there a ramp available in areas where the height of floor levels change and trolley access is required, or items are carried regularly?	☐	☐	☐		
Crematorium – manual tasks	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Has a manual task hazard identification and risk assessment been undertaken in consultation with workers (including tasks such as unloading coffin/casket from vehicle and transferring from racks to charger trolley)?	☐	☐	☐		

Have control measures have been implemented and maintained to eliminate or reduce risks associated with manual tasks (e.g. manual task training, instruction, use and maintenance of trolleys)?	☐	☐	☐		
Is the combined weight of the coffin/casket and body known prior to the manual task?	☐	☐	☐		
Are charger trolleys/hoists or lifting equipment mechanically maintained and stored safely, regularly inspected and in good working order?	☐	☐	☐		
Are there adequate procedures and equipment to accept bariatric bodies?	☐	☐	☐		
Crematorium – emergency planning and facilities	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are exit signs visible and illuminated to guide safe egress in the event of an emergency?	☐	☐	☐		
Are emergency procedures accessible and evacuation diagram showing exits and assembly areas displayed?	☐	☐	☐		
Are portable fire extinguishers provided and maintained?	☐	☐	☐		
Are adequate first aid facilities available?	☐	☐	☐		
Are appropriate warning signs provided where required?	☐	☐	☐		
Is there adequate ventilation in the crematorium building?	☐	☐	☐		
Are irritant odours ventilated from the crematorium?	☐	☐	☐		
Is noise in the crematorium adequately controlled?	☐	☐	☐		
Are electrical plugs, sockets and extension leads in good condition, protected from damage and used in a safe manner?	☐	☐	☐		

If you answered NO to one or more of the questions/statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hazard risk register – crematorium

Step 2 – consult workers and HSRs to complete the **hazard risk register** for any risk identified in the inspection checklist above.

Workplace/area inspected: **Date inspected:**

Hazard type	Potential risk to health and safety	Existing risk controls	Are existing risk controls adequate?	Risk priority rating*	Action to control hazard/risk

*See **risk assessment matrix** next page to determine the risk priority rating.

Risk assessment matrix

Step 3 – determine the risk priority rating for hazards listed in the **hazard risk register**.

LIKELIHOOD A death, injury or illness might occur if exposed to hazard?	**CONSEQUENCE**				
	INSIGNIFICANT No injury or illness.	**MINOR** Minor injury or illness requiring minimal first aid treatment, no lost time.	**MODERATE** Lost time injury, short term temporary disability of under 1 month.	**MAJOR** Lost time injury of more than 2 weeks, a long term temporary disability or illness.	**CATASTROPHIC** Death, permanent physical disability or chronic illness.
Almost Certain Expected to occur in most circumstances	10	12	18	21	25
Very Likely Could happen regularly	6	11	14	20	24
Likely Might happen at some time	3	7	13	19	23
Unlikely Could happen but rarely	2	5	9	16	22
Very Unlikely Could happen but probably never will	1	4	8	15	17

18-25 = Priority 1	**Stop unsafe work immediately.** Do not restart until hazard and associated risks to health and safety are controlled (eliminated or significantly minimised).
10-17 = Priority 2	**Act immediately to minimise risk using first-order risk controls (e.g. elimination, substitution, isolation, engineering).** Depending on the risk, if these controls are not immediately available use PPE, safe work procedures, or increase the number of workers. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
6-9 = Priority 3	**Take reasonable steps to minimise the risk until appropriate first-order risk controls (elimination, substitution, isolation, engineering) can be implemented.** Depending on the risk use administrative controls and/or personal protective equipment as interim control measures. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
1-5 = Priority 4	**Take reasonable steps to minimise and monitor the risk.** Implement and maintain existing risk controls until hazard and risks to health and safety can be eliminated or minimised further.

Hierarchy of control measures

Step 4 – consider how you might control the hazards listed in the **hazard risk register**.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest, as shown below. This ranking is known as the hierarchy of control measures. The *Work Health and Safety Regulations 2012* (SA) require duty holders to work through this hierarchy to manage risks (*Approved Code of Practice – How to manage work health and safety risks*, SafeWork SA, 2011, p.13).

Hierarchy of control measures	Options to eliminate or minimise risk from hazards
ELIMINATE	Can we: • eliminate risks to health and safety by removing the hazard/risk (e.g. a manual task)?
SUBSTITUTE	Can we: • substitute hazardous manual tasks in the crematorium with safer processes?
ISOLATE	Can we: • isolate crematorium workers from hot furnaces? • restrict other workers or public from entering the crematorium?
ENGINEERING	Can we: • use lifting equipment? • remove odours from crematorium building using ventilation?
ADMINISTRATIVE	Can we: • develop/implement safe work procedures (SWPs) (e.g. for manual tasks)? • provide training for crematorium workers?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide crematorium workers with PPE as a short-term control measure until we implement appropriate controls that will eliminate or minimise risk from workplace hazards at the source?

Risk control action plan – crematorium

Step 5 – complete the **risk control action plan** which summarises the actions required to control risks in the **hazard risk register**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls

Step 6 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

Safety inspection checklist – workshop

Step 1 – consult workers and HSRs to complete this checklist.

<table>
<tr><td>Workplace:</td><td>Date:</td></tr>
<tr><td rowspan="3">  </td><td>Team leader:</td></tr>
<tr><td>Workers consulted:</td></tr>
<tr><td>HSRs consulted:</td></tr>
</table>

Workshop – carpark and pathways	Yes ✓	No ✖	N/a ✓	Photos	Notes
Does the workshop carpark have clear line-marking to ensure safe traffic movement, parking and pedestrian safety?	☐	☐	☐		
Is there a 10km speed limit in the carpark?	☐	☐	☐		
Are pedestrian walkways in the carpark in good condition?	☐	☐	☐		
Is the work carpark well-lit?	☐	☐	☐		
Is the carpark surface in good condition?	☐	☐	☐		
Are pathways/steps to workshop in good condition?	☐	☐	☐		
Are the edges of steps clearly marked?	☐	☐	☐		
Are pathways/steps into the workshop well-lit?	☐	☐	☐		
Workshop – walkways, workspace, waste	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are pedestrian walkways and traffic areas in the workshop clearly line-marked and signposted?	☐	☐	☐		
Have safety rails been installed in appropriate areas of the workshop to minimise the risk of pedestrians coming into contact with moving vehicles?	☐	☐	☐		
Are walkways/driveways free of obstructions?	☐	☐	☐		
Is the workshop floor level and free of trip hazards?	☐	☐	☐		
Are work areas clearly line marked?	☐	☐	☐		
Is there enough space in the workshop for workers to safely carry out tasks?	☐	☐	☐		
Are all floor openings/pits in the workshop covered or guarded with rails?	☐	☐	☐		
Is there a minimum clearance of 2m at the end of storage racks in the workshop to allow a clear field of vision?	☐	☐	☐		
Are workshop floors kept clear of oil/grease build-up?	☐	☐	☐		
Is the workshop kept clean and tidy?	☐	☐	☐		

Are there enough waste storage bins in the workshop?	☐	☐	☐		
Are workshop bins emptied on a regular basis?	☐	☐	☐		
Workshop – ventilation, air-conditioning, heating	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Is the workshop well-ventilated to ensure a clear flow of fresh air?	☐	☐	☐		
Has insulation been installed in workshop walls and ceiling?	☐	☐	☐		
Is the workshop air-conditioned to reduce radiant temperature during periods of hot weather?	☐	☐	☐		
Is workshop air-conditioning serviced on a regular basis?	☐	☐	☐		
Is heating installed in the workshop?	☐	☐	☐		
Workshop – lighting	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are workshop walkways well-lit?	☐	☐	☐		
Is lighting adequate for the work being carried out?	☐	☐	☐		
Are workshop light fittings secure and clean?	☐	☐	☐		
Workshop – electrical	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Is a residual current device (RCD) installed in switchboard?	☐	☐	☐		
Are portable RCDs and other portable electrical equipment tested and tagged?	☐	☐	☐		
Are electrical leads kept off floor to minimise damage?	☐	☐	☐		
Electrical double-adaptors are not used and power outlets are not overloaded with power boards	☐	☐	☐		
Connectors, plugs, outlet sockets are in safe working order	☐	☐	☐		
Electrical equipment is free from obvious external damage	☐	☐	☐		
The electrical switchboard is kept clear of obstruction to ensure power can be switched off in emergency	☐	☐	☐		

Workshop – emergency facilities, planning	Yes ✓	No ✖	N/a ✓	Photos	Notes
Emergency alarms are installed and can be heard in all workshop areas	☐	☐	☐		
Emergency exit lights are installed in the workshop	☐	☐	☐		
Emergency evacuation plans are posted in the workshop showing emergency exits and assembly points	☐	☐	☐		
Contact names and phone numbers are displayed in the workshop to cover different types of emergencies (fire, chemical spills etc.)	☐	☐	☐		
Workers (including contractors) have received training on the emergency evacuation plan	☐	☐	☐		
Wardens have been appointed and trained	☐	☐	☐		
Fire extinguishers are installed in appropriate locations in workshop and are suitable for different types of fires	☐	☐	☐		
Fire extinguishers have been tested in the last 6 months	☐	☐	☐		
Oily rags are kept in a metal bin and removed daily	☐	☐	☐		
Flammable materials are stored in appropriate containers and storage cabinets	☐	☐	☐		
Workers have been trained to use emergency equipment	☐	☐	☐		
Emergency evacuation exercises are carried out for workshop	☐	☐	☐		
Workshop – first aid	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
There is a fully-stocked first aid kit in the workshop	☐	☐	☐		
The location of the first aid kit is clearly signposted	☐	☐	☐		
There is a trained first aid officer for the workshop	☐	☐	☐		
An emergency eye wash and water deluge shower is installed within easy reach of workers	☐	☐	☐		

Workshop – chemicals	Yes ✓	No ✖	N/a ✓	Photos	Notes
Are hazardous chemicals or products (e.g. toxic, corrosive or flammable liquids) are safely used and/or stored in the workshop?	☐	☐	☐		
Are Safety Data Sheets (SDSs) available for all chemicals used or stored in the workshop?	☐	☐	☐		
There is an up-to-date register of all hazardous substances used or stored in the workshop	☐	☐	☐		
Hazardous chemicals are stored in appropriate containers and properly labelled	☐	☐	☐		
Hazardous chemicals are stored in appropriate cabinets which are correctly labelled	☐	☐	☐		
Are corrosive and flammable chemical containers kept in spillage trays?	☐	☐	☐		
Have workers received training on hazardous chemicals used or stored in the workshop?	☐	☐	☐		
Are chemical fumes, vapours and airborne contaminants safely removed from the workshop using appropriate systems of ventilation?	☐	☐	☐		
Unused chemicals are disposed of in a safe manner	☐	☐	☐		
Appropriate warning signs are in place in the workplace, at entrances and on containers for hazardous chemicals	☐	☐	☐		
Workshop – machinery	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Machine guards are in place and maintained in good condition	☐	☐	☐		
Rotating parts of machines that can entangle clothing or hair are adequately guarded	☐	☐	☐		
Nip points on machines are guarded	☐	☐	☐		
Crush points on machines are guarded	☐	☐	☐		
Shearing points on machines are guarded	☐	☐	☐		

Moving parts of machines that can hit a person are guarded	☐	☐	☐		
Machines that can eject materials are adequately guarded	☐	☐	☐		
Switches, isolators, valves and controls are clearly labelled	☐	☐	☐		
Emergency stops (mushroom shape and red) on machine	☐	☐	☐		
Emergency stop buttons in easy reach of operator	☐	☐	☐		
Conveyor gears, pulley, shaft and nip points are guarded	☐	☐	☐		
Conveyors have drop guards to catch falling material, emergency stop buttons/cables, and suitable access and crossover platforms?	☐	☐	☐		
There is a register for all lifting gear/machinery which shows lifting gear/machinery does not have defective items?	☐	☐	☐		
Safe working load on lifting gear is clearly marked	☐	☐	☐		
There is a register for pressure vessels which provides a record of appropriate inspections/tests conducted by a competent person	☐	☐	☐		
Pressure vessels have pressure relief valves and gauges that are operational, drained and free of moisture	☐	☐	☐		
Lock-out system for machines covers all sources of energy, switches are lockable, tags and locks are available	☐	☐	☐		
Workshop – welding equipment	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Effective fume extraction is used for welding or cutting processes	☐	☐	☐		
Appropriate (AS/NZS) gloves, welding glasses/shields and aprons are available for welding processes	☐	☐	☐		
Welding area has good layout (e.g. space, suitably painted e.g. blackened/non-reflective finish	☐	☐	☐		
Arc-welding bays adequately screened from welding flash	☐	☐	☐		
All electric welding benches are insulated from floor and the operator is insulated from the floor by rubber matting or boards	☐	☐	☐		

Electrical cables and electrodes are in good condition – electrode, earth cables and connections	☐	☐	☐		
Gas cylinders are stored in an upright position and chained to a wall or stand	☐	☐	☐		
Separate storage areas are provided for full and empty gas cylinders	☐	☐	☐		
Gas hoses and hand pieces in good condition – tips and equipment stored appropriately	☐	☐	☐		
Oxyacetylene manifolds located and guarded to protect from damage and flash-back arrestors are fitted to hoses	☐	☐	☐		
Workshop – noise	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Have noise levels in the workshop been assessed by a competent person?	☐	☐	☐		
Are noise levels from plant or work being carried out in the workshop controlled at the source (e.g. isolation/ engineering controls etc.)?	☐	☐	☐		
Is appropriate hearing protection provided and used by workers?	☐	☐	☐		
Workshop – amenities	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
An appropriate-sized lunch room is provided for workshop	☐	☐	☐		
Lunch room kept clean and in a hygienic condition	☐	☐	☐		
A kettle/hot water unit is provided for making tea or coffee	☐	☐	☐		
There is a sink with hot/cold running water	☐	☐	☐		
There a cool water drink fountain in the lunch room	☐	☐	☐		
A microwave is provided for cooking/heating food	☐	☐	☐		
A fridge is provided for staff to store food and drinks	☐	☐	☐		
An appropriate-sized waste bin is provided and emptied daily	☐	☐	☐		
There is a sufficient number of toilets and hand wash basins	☐	☐	☐		

There is adequate toilet paper, handwashing facilities (hot and cold water) soap, rubbish bins and sanitary disposal	☐	☐	☐		
Toilets are clearly marked, have lockable doors, adequate lighting and ventilation	☐	☐	☐		
Showers, washing facilities and toilets are provided and cleaned	☐	☐	☐		
Secure locker room and lockers provided for workers	☐	☐	☐		
Workshop – storage, manual tasks	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Adequate storage is provided in the workshop	☐	☐	☐		
Large and heavy objects stored on lower shelves	☐	☐	☐		
Materials are neatly and safely stacked in workshop	☐	☐	☐		
Storage shelves are not overloaded beyond rated capacity	☐	☐	☐		
Platform stepladders and steps are provided for workers to safely reach materials on higher shelves	☐	☐	☐		
Trollies and lifters are supplied and used to help move loads	☐	☐	☐		

If you answered NO to one or more of the questions/statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hazard risk register – workshop

Step 2 – consult workers and HSRs to complete the **hazard risk register** for any risk identified in the inspection checklist above.

Workplace/area inspected: **Date inspected:**

Hazard type	Potential risk to health and safety	Existing risk controls	Are existing risk controls adequate?	Risk priority rating*	Action to control hazard/risk
e.g. Machinery – high speed metal cutting blade on cold saw	Amputation or deep laceration to fingers and hand.	Warning signs, safety gloves and glasses.	No – warning signs and PPE do not control risk from hazard at its source.	Priority 1	Stopped unsafe work immediately, isolated power, locked out and tagged plant. Organised for contractor to install new guard on cold saw. Developed pre-start checklist with workers and HSR for inspecting cold saw at start of every shift.

*See **risk assessment matrix** next page to determine the risk priority rating.

Risk assessment matrix

Step 3 – determine the risk priority rating for hazards listed in the **hazard risk register**.

LIKELIHOOD A death, injury or illness might occur if exposed to hazard?	**CONSEQUENCE**				
	INSIGNIFICANT No injury or illness.	**MINOR** Minor injury or illness requiring minimal first aid treatment, no lost time.	**MODERATE** Lost time injury, short term temporary disability of under 1 month.	**MAJOR** Lost time injury of more than 2 weeks, a long term temporary disability or illness.	**CATASTROPHIC** Death, permanent physical disability or chronic illness.
Almost Certain Expected to occur in most circumstances	10	12	18	21	25
Very Likely Could happen regularly	6	11	14	20	24
Likely Might happen at some time	3	7	13	19	23
Unlikely Could happen but rarely	2	5	9	16	22
Very Unlikely Could happen but probably never will	1	4	8	15	17

18-25 = Priority 1	**Stop unsafe work immediately.** Do not restart until hazard and associated risks to health and safety are controlled (eliminated or significantly minimised).
10-17 = Priority 2	**Act immediately to minimise risk using first-order risk controls (e.g. elimination, substitution, isolation, engineering).** Depending on the risk, if these controls are not immediately available use PPE, safe work procedures, or increase the number of workers. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
6-9 = Priority 3	**Take reasonable steps to minimise the risk until appropriate first-order risk controls (elimination, substitution, isolation, engineering) can be implemented.** Depending on the risk use administrative controls and/or personal protective equipment as interim control measures. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
1-5 = Priority 4	**Take reasonable steps to minimise and monitor the risk.** Implement and maintain existing risk controls until hazard and risks to health and safety can be eliminated or minimised further.

Hierarchy of control measures

Step 4 – consider how you might control the hazards listed in the **hazard risk register**.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest, as shown below. This ranking is known as the hierarchy of control measures. The *Work Health and Safety Regulations 2012* (SA) require duty holders to work through this hierarchy to manage risks (*Approved Code of Practice – How to manage work health and safety risks*, SafeWork SA, 2011, p.13).

Hierarchy of control measures	Options to eliminate or minimise risk from hazards
ELIMINATE	Can we: • eliminate risks to health and safety by prohibiting entry to confined work spaces? • stop using hazardous chemicals in the workshop? • prohibit certain hazardous manual tasks in the workshop?
SUBSTITUTE	Can we: • use mechanical plant for lifting and moving heavy loads? • replace hazardous chemicals with non-hazardous chemical? • use battery or air powered hand tools instead of electrical powered hand tools?
ISOLATE	Can we: • stop other persons entering the workshop ensure they are not exposed to risk from workshop hazards and to ensure workers are not at risk from aggressive members of the public or clients.
ENGINEERING	Can we: • purchase and install machinery/equipment designed to minimise the risk of workplace injuries and diseases (e.g. suitably guarded, employs noise reduction processes, adjustable and ergonomically designed to reduce the risk of musculoskeletal injuries, to ensure adequate ventilation and the extraction of airborne contaminants)?
ADMINISTRATIVE	Can we: • conduct job safety analysis (JSAs) for all high risk work activities and implement safe work procedures (SWPs)? • provide training for workers?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • supply workers with PPE as a short-term measure until we implement appropriate controls that will eliminate or minimise risk from hazards at the source?

Risk control action plan – workshop

Step 5 – complete the **risk control action plan** which summarises the actions required to control risks in the **hazard risk register**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls

Step 6 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Safe Work Australia (2011), *Approved Code of Practice – How to manage work health and safety risks*
2. Safe Work Australia (2011), *Approved Code of Practice – Managing the work environment and facilities*

Safety inspection checklist – office

Step 1 – consult workers and HSRs to complete this checklist.

<table>
<tr><td>Workplace/Area:</td><td>Date:</td></tr>
<tr><td rowspan="3"></td><td>Team leader:</td></tr>
<tr><td>Workers consulted:</td></tr>
<tr><td>HSRs consulted:</td></tr>
</table>

Office – carpark and pathways	Yes ✓	No ✖	N/a ✓	Photos	Notes
Does office carpark have clear line-marking to ensure safe traffic movement, parking and pedestrian safety?	☐	☐	☐		
Is there a 10km speed limit in the work carpark?	☐	☐	☐		
Are pedestrian walkways in carpark in good condition?	☐	☐	☐		
Is the work carpark well-lit?	☐	☐	☐		
Is the carpark surface in good condition?	☐	☐	☐		
Are pathways/steps to the office in good condition?	☐	☐	☐		
Are the edges of steps clearly marked?	☐	☐	☐		
Are pathways and steps into the office building well-lit?	☐	☐	☐		
Office – walkways, workspace, storage	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are office walkways clear and free of obstructions?	☐	☐	☐		
Office entry and floor surfaces are non-slip	☐	☐	☐		
Carpet surfaces are maintained in good condition	☐	☐	☐		
All objects are safely stored to minimise risk of falling	☐	☐	☐		
Office floors are free of trip hazards	☐	☐	☐		
Filing cabinet drawers are clear of walkways if opened	☐	☐	☐		
Files are evenly stored in cabinets to reduce tipping	☐	☐	☐		
Are book cases/shelves secured with wall brackets?	☐	☐	☐		
Is office furniture maintained in good condition?	☐	☐	☐		
Workspace is appropriate for tasks being carried out in each workstation	☐	☐	☐		

Office – air-conditioning	Yes ✓	No ✖	N/a ✓	Photos	Notes
Is air temperature kept between 20°C and 26°C?	☐	☐	☐		
Does ventilation provide a good mix of fresh air to stop the office being stuffy?	☐	☐	☐		
Are air-conditioning and ventilation systems for the office serviced and maintained on a regular basis?	☐	☐	☐		
Are photocopiers/printers located in a dedicated area with appropriate ventilation?	☐	☐	☐		
Office – lighting	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Is the office well-lit?	☐	☐	☐		
Is lighting suitable for the work being carried out?	☐	☐	☐		
Are fluorescent lights fitted with diffusers to reduce glare?	☐	☐	☐		
Office – electrical	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Is there residual current device (RCD) protection for electrical equipment in the office?	☐	☐	☐		
Is portable electrical equipment (extension leads, heaters, laptops) inspected, tested and tagged?	☐	☐	☐		
Power outlets are not overloaded with double-adapters and power boards	☐	☐	☐		
Connectors, plugs, outlet sockets are in safe working order	☐	☐	☐		
Electrical equipment is free from obvious external damage	☐	☐	☐		
The electrical switchboard is kept clear of obstruction to ensure electrical power can be switched off in an emergency	☐	☐	☐		

Office – emergency facilities and planning	Yes ✓	No ✖	N/a ✓	Photos	Notes
Emergency exits clearly identifiable and easily accessible	☐	☐	☐		
There is an emergency evacuation plan posted in the office showing emergency exits and assembly points	☐	☐	☐		
The office emergency evacuation plan includes procedures for assisting mobility impaired workers	☐	☐	☐		
Workers (including contractors) have received training on the emergency evacuation plan	☐	☐	☐		
Wardens have been appointed for the office	☐	☐	☐		
Wardens have received required training	☐	☐	☐		
Workers have been trained to use emergency equipment	☐	☐	☐		
Mock emergency evacuations are conducted to determine the effectiveness of emergency procedures for the office	☐	☐	☐		
Contact names and phone numbers are displayed in the office to cover different types of emergencies (fire, chemical spills)	☐	☐	☐		
Hard-wired smoke detectors and alarms are installed, checked and tested by a competent person	☐	☐	☐		
Fire extinguishers are installed in appropriate locations and are suitable for different types of fires that might occur in the office	☐	☐	☐		
Fire extinguishers have been tested as required on test tag	☐	☐	☐		

Office – workstations	Yes ✓	No ✖	N/a ✓	Photos	Notes
Monitor height is adjusted so top of screen is at or slightly lower than eye level	☐	☐	☐		
Monitor viewing distance is between 350-750mm	☐	☐	☐		
Monitor and keyboard are placed directly in front of user	☐	☐	☐		
Monitor is positioned to avoid glare from lighting and reflective sun/sky glare	☐	☐	☐		

Keyboard distance allows user to relax shoulders with elbows close to the body	☐	☐	☐		
Keyboard position is flat	☐	☐	☐		
Mouse is placed directly next to the keyboard and at the same level as keyboard	☐	☐	☐		
Telephone headsets are provided for workers as required	☐	☐	☐		
Office chairs are fully adjustable (height, tilt, backrest) and have suitable lumber support	☐	☐	☐		
Chairs have suitable padding	☐	☐	☐		
Chairs have stable five-star base and suitable casters	☐	☐	☐		
Footrests are provided for workers as required	☐	☐	☐		
Workers adjust chairs to ensure arms and forearms are at right angles, with forearms and hands forming straight lines when resting on the keyboard	☐	☐	☐		
Workers' feet are flat on the floor/footrest so knees are bent at right angles and thighs are horizontal to the floor	☐	☐	☐		
Office – noise	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Noise from ringing phones in office is controlled	☐	☐	☐		
Noise from office air-conditioner is controlled	☐	☐	☐		
Photocopiers/printers are located in a separate work area	☐	☐	☐		
Office windows are double-glazed to reduce outside noise	☐	☐	☐		
Office – chemicals	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are hazardous chemicals or products (e.g. toxic, corrosive or flammable liquids) used or stored in the office?	☐	☐	☐		
Safety data sheets available for all chemicals used or stored in the office	☐	☐	☐		
There an up to date register of all hazardous substances used or stored in the office	☐	☐	☐		
Chemical storage areas/containers properly labelled	☐	☐	☐		

Have workers received training about chemicals used or stored in the office?	☐	☐	☐		
Odours from photocopiers/printing are safely ventilated	☐	☐	☐		
Unused chemicals are disposed of in a safe manner	☐	☐	☐		
Office – first aid	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
There is a fully stocked first aid kit in the office	☐	☐	☐		
Is there a trained first aid officer for the office?	☐	☐	☐		
Office – amenities	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
An appropriate-sized lunch room is provided for office staff	☐	☐	☐		
Lunch room is cleaned and kept in a hygienic state	☐	☐	☐		
A kettle/hot water unit is provided for making tea or coffee	☐	☐	☐		
There is a sink with hot/cold running water	☐	☐	☐		
There a cool water fountain in the lunch room	☐	☐	☐		
A microwave is provided for cooking/heating food	☐	☐	☐		
A fridge is provided for staff to store food and drinks	☐	☐	☐		
An appropriate-sized waste bin is provided and emptied daily	☐	☐	☐		
There are sufficient numbers of toilets and hand wash basins	☐	☐	☐		
Toilet facilities provided for workers with disabilities	☐	☐	☐		
There is adequate toilet paper, handwashing facilities (hot and cold water), soap, rubbish bins and sanitary disposal	☐	☐	☐		
Toilets are clearly marked, have lockable doors, adequate lighting and ventilation	☐	☐	☐		
Showers and washing facilities are provided for office staff	☐	☐	☐		
Showers, washing facilities and toilets are cleaned regularly	☐	☐	☐		

Office – storage and manual tasks	Yes ✓	No ✘	N/a ✓	Photos	Notes
Accessible, secure storage is provided for office workers to store personal property	☐	☐	☐		
Appropriate designed store rooms/areas are provided in the office	☐	☐	☐		
Large and heavy objects are stored on lower shelves	☐	☐	☐		
Materials are neatly and safely stacked in store rooms/areas	☐	☐	☐		
Storage shelves are not overloaded beyond rated capacity	☐	☐	☐		
Platform stepladders and steps are provided for workers to safely reach materials on higher shelves	☐	☐	☐		
Store rooms/areas are well-lit	☐	☐	☐		
Trollies and sack trucks are provided for moving loads	☐	☐	☐		

If you answered NO to one or more of the questions/statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hazard risk register – office

Step 2 – consult workers and HSRs to complete the **hazard risk register** for any risk identified in the inspection checklist above.

Workplace/area inspected: **Date inspected:**

Hazard type	Potential risk to health and safety	Existing risk controls	Are existing risk controls adequate?	Risk priority rating*	Action to control hazard/risk
e.g. Hazardous manual task – workstation seating, desk not adjustable and sedentary work.	Static load on back, neck and shoulders can cause acute and chronic injuries. Sedentary work can also restrict blood flow to legs causing varicose veins and also lead to long term cardio vascular illness.	Seating provided.	Workstation seating not being maintained.	Priority 2	All workstation seats to be inspected and repaired. If damaged beyond repair new adjustable seating to be purchased or hired for workstation.
			Workstation desk not adjustable.	Priority 2	Phase out use of old office desks and introduce stand-up/sit-down desks for workstations.

*See **risk assessment matrix** next page to determine the risk priority rating.

Risk assessment matrix

Step 3 – determine the risk priority rating for hazards listed in the **hazard risk register**.

LIKELIHOOD A death, injury or illness might occur if exposed to hazard?	**CONSEQUENCE**				
	INSIGNIFICANT No injury or illness.	**MINOR** Minor injury or illness requiring minimal first aid treatment, no lost time.	**MODERATE** Lost time injury, short term temporary disability of under 1 month.	**MAJOR** Lost time injury of more than 2 weeks, a long term temporary disability or illness.	**CATASTROPHIC** Death, permanent physical disability or chronic illness.
Almost Certain Expected to occur in most circumstances	10	12	18	21	25
Very Likely Could happen regularly	6	11	14	20	24
Likely Might happen at some time	3	7	13	19	23
Unlikely Could happen but rarely	2	5	9	16	22
Very Unlikely Could happen but probably never will	1	4	8	15	17

18-25 = Priority 1	**Stop unsafe work immediately.** Do not restart until hazard and associated risks to health and safety are controlled (eliminated or significantly minimised).
10-17 = Priority 2	**Act immediately to minimise risk using first-order risk controls (e.g. elimination, substitution, isolation, engineering).** Depending on the risk, if these controls are not immediately available use PPE, safe work procedures, or increase the number of workers. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
6-9 = Priority 3	**Take reasonable steps to minimise the risk until appropriate first-order risk controls (elimination, substitution, isolation, engineering) can be implemented.** Depending on the risk use administrative controls and/or personal protective equipment as interim control measures. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
1-5 = Priority 4	**Take reasonable steps to minimise and monitor the risk.** Implement and maintain existing risk controls until hazard and risks to health and safety can be eliminated or minimised further.

Hierarchy of control measures

Step 4 – consider how you might control the hazards listed in the **hazard risk register**.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest, as shown below. This ranking is known as the hierarchy of control measures. The *Work Health and Safety Regulations 2012* (SA) require duty holders to work through this hierarchy to manage risks (*Approved Code of Practice – How to manage work health and safety risks*, SafeWork SA, 2011, p.13).

Hierarchy of control measures	Options to eliminate or minimise risk from hazards
ELIMINATE	Can we: • eliminate risks to health and safety by prohibiting hazardous manual tasks? • prohibit the use of hazardous chemicals?
SUBSTITUTE	Can we: • replace old desks with stand-up/sit-down desks? • replace hazardous chemicals with a non-hazardous chemicals?
ISOLATE	Can we: • restrict others from entering office areas?
ENGINEERING	Can we: • purchase and install office equipment designed to minimise risk (e.g. telephone headsets that employ technology to reduce high pitched whistles/feedback, ergonomically designed workstations, air-conditioning, heating and lighting etc.
ADMINISTRATIVE	Can we: • develop and implement emergency procedures and training for workers etc.?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide staff with appropriate PPE as a short-term measure until we implement suitable control measures to eliminate or minimise risk from hazards at the source?

Risk control action plan – office

Step 5 – complete the **risk control action plan** which summarises the actions required to control risks in the **hazard risk register**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls

Step 6 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Safe Work Australia (2011), *Code of Practice – Managing the work environment and facilities*.
2. Safe Work Australia (2011), *Code of Practice – How to manage work health and safety risks*

Safety inspection checklist – catering kitchen

Step 1 – consult workers and HSRs to complete this checklist.

<table>
<tr><td>Workplace/area:</td><td>Date:</td></tr>
<tr><td rowspan="3">  </td><td>Team leader:</td></tr>
<tr><td>Workers consulted:</td></tr>
<tr><td>HSRs consulted:</td></tr>
</table>

Kitchen – staff carpark, walkways, paths, steps	Yes ✓	No ✖	N/a ✓	Photos	Notes
A secure and well-lit carpark is provided for kitchen staff	☐	☐	☐		
Carpark is clearly line marked for safe parking and to ensure the safe movement of vehicles and pedestrians	☐	☐	☐		
Speed limit signs are posted in the carpark	☐	☐	☐		
Appropriate carpark provided for mobility impaired workers	☐	☐	☐		
Pedestrian walkways in the carpark are in good condition	☐	☐	☐		
Carpark surface is in good condition	☐	☐	☐		
Pathways/steps to kitchen building in good condition	☐	☐	☐		
Edges of steps are clearly marked	☐	☐	☐		
Pathways/steps into the building housing the kitchen well-lit	☐	☐	☐		
Kitchen – floors, workspace, stairways	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Kitchen floor is in good condition (not cracked, uneven, worn or damaged)	☐	☐	☐		
Kitchen floor is free from obstructions (e.g. boxes/bins)	☐	☐	☐		
Kitchen floor surface is slip-resistant	☐	☐	☐		
Slip-resistant mats or grills are installed in appropriate floor areas of kitchen (near sinks, food preparation area, cool room)	☐	☐	☐		
Spills are cleaned up immediately	☐	☐	☐		
Wet floor signs are used when kitchen floors are washed	☐	☐	☐		
Kitchen staff wear enclosed and slip resistant footwear	☐	☐	☐		
There is sufficient workspace for kitchen staff to perform their work safely	☐	☐	☐		
Steps/stairs/ramps are in a safe condition with non-slip surfaces and handrails are provided where needed	☐	☐	☐		
Kitchen walls and ceilings are safe and in good condition	☐	☐	☐		
Doors, windows, locks and latches are in good working order	☐	☐	☐		

Kitchen – fire and emergency evacuation plan	Yes ✓	No ✖	N/a ✓	Photos	Notes
Emergency evacuation plan and evacuation routes are prominently displayed in the kitchen	☐	☐	☐		
Emergency alarms are working and can be heard by staff in the kitchen area	☐	☐	☐		
Doorways, walkways and emergency evacuation exits kept clear and at least 600mm wide	☐	☐	☐		
External exit doors can be opened from the inside without a key and emergency fire door exits are signposted	☐	☐	☐		
Appropriate fire extinguishers are installed in kitchen area	☐	☐	☐		
Fire extinguishers are easily accessible, free of obstructions and are clearly signposted	☐	☐	☐		
Fire extinguishers are tested at least every six months and are of the appropriate type	☐	☐	☐		
Staff been trained in the use of fire extinguishers	☐	☐	☐		
Emergency exit lighting is installed in kitchen	☐	☐	☐		
Fire blankets are provided and checked annually	☐	☐	☐		
Staff have been trained in use of fire blankets	☐	☐	☐		
Fire drills are carried out at least once every six months	☐	☐	☐		
Wardens have been appointed and trained	☐	☐	☐		
Kitchen – ventilation and lighting	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Ventilation in kitchen is good and steam is removed from the area	☐	☐	☐		
Are ventilation systems checked and maintained annually?	☐	☐	☐		
Kitchen is well-lit and suitable for all work carried out					
Lighting suitable for work being carried out in kitchen	☐	☐	☐		
Light fittings are secure and regularly cleaned	☐	☐	☐		

Kitchen – electrical	Yes ✓	No ✖	N/a ✓	Photos	Notes
Electrical equipment is in good condition and tested/tagged by a competent person	☐	☐	☐		
Power boards, power cords and power outlets are a minimum 200mm above any source of water	☐	☐	☐		
Residual current device (RCD) is installed in the main switchboard for kitchen area	☐	☐	☐		
Stoves/cookers have an isolation switch	☐	☐	☐		
Electrical cables/cords are kept clear of walkways etc.	☐	☐	☐		
Kitchen – first aid	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
There is a fully-stocked first aid kit in the kitchen	☐	☐	☐		
The location of first aid kit is clearly signposted	☐	☐	☐		
There is a trained first aider for the kitchen	☐	☐	☐		
An emergency eye wash and deluge shower is installed in the kitchen and in easy reach of workers	☐	☐	☐		
Kitchen – chemicals	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Safety Data Sheets (SDSs) are available for all chemicals used or stored in the kitchen	☐	☐	☐		
There an up-to-date register of all chemicals used or stored in the kitchen	☐	☐	☐		
Chemicals are stored in proper containers and correctly labelled	☐	☐	☐		
Kitchen staff have received training on chemicals	☐	☐	☐		
Appropriate signs are posted in the kitchen warning staff about chemicals	☐	☐	☐		
Unused chemicals are disposed of in a safe manner	☐	☐	☐		
Safe work procedures (SWPs) provided for staff using chemicals	☐	☐	☐		

Kitchen – amenities	Yes ✓	No ✖	N/a ✓	Photos	Notes
A lunch room/area is provided for kitchen staff	☐	☐	☐		
Lunch room is in clean and hygienic condition	☐	☐	☐		
A kettle/hot water unit is provided for making tea or coffee	☐	☐	☐		
There is a sink with hot/cold running water	☐	☐	☐		
There a cool water fountain in the lunch room	☐	☐	☐		
A microwave is provided for cooking/heating food	☐	☐	☐		
A fridge is provided for staff to store food and drinks	☐	☐	☐		
An appropriate-sized waste bin is provided and emptied daily	☐	☐	☐		
There are sufficient numbers of toilets and hand wash basins	☐	☐	☐		
Adequate toilet paper, handwashing facilities (hot and cold water), soap, rubbish bins and sanitary disposal are provided	☐	☐	☐		
Toilets are clearly marked, with lockable doors, adequate lighting, ventilation and cleaned regularly	☐	☐	☐		
Showers, washing facilities and toilets are provided and regularly cleaned	☐	☐	☐		
A secure locker room is provided for kitchen staff	☐	☐	☐		

Kitchen – storage, manual tasks	Yes ✓	No ✖	N/a ✓	Photos	Notes
Kitchen has appropriate storage cupboards and shelving	☐	☐	☐		
Large, heavy products are stored on lower shelves	☐	☐	☐		
Kitchen products and equipment are safely stored	☐	☐	☐		
Kitchen shelving is designed to hold the weight of products and equipment being stored	☐	☐	☐		
Platform steps available to safely reach materials on high shelves	☐	☐	☐		
Store rooms are well-lit	☐	☐	☐		
Trollies are provided for moving heavy loads	☐	☐	☐		

Kitchen – cold room	Yes ✓	No ✖	N/a ✓	Photos	Notes
Cold room door can be opened from inside without a key	☐	☐	☐		
There is lighting and a light switch in the cold room	☐	☐	☐		
Cold room has a gauge to check temperature before entry	☐	☐	☐		
Cold room floor is regularly cleaned to reduce ice build-up and a slip resistant mat is used on floor to stop slips/falls	☐	☐	☐		
Flatbed trollies are supplied for moving foodstuffs from the cold room to the kitchen	☐	☐	☐		
Kitchen – machinery/equipment	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Plant (machinery/equipment) has been inspected by a competent person and moving parts of machinery and equipment is properly guarded	☐	☐	☐		
Appropriate safety signs and SWPs are provided for machinery/equipment used in kitchen	☐	☐	☐		
No machinery/equipment is hazardous due to noise, fumes or other factors	☐	☐	☐		
Manuals are available for operating machinery/equipment used in the kitchen	☐	☐	☐		
A maintenance register is in place for all machinery/ equipment in the kitchen requiring regular maintenance	☐	☐	☐		

Kitchen – waste and waste disposal	Yes ✓	No ✖	N/a ✓	Photos	Notes
Waste food and rubbish is removed from kitchen every day	☐	☐	☐		
Waste is stored in a bin with a tightly fitting lid	☐	☐	☐		
Broken glass and other sharp waste is put in a puncture-proof container or wrapping before disposal into a bin	☐	☐	☐		
Refuse bins/skips are kept at a safe distance from the kitchen and emptied as required by a contractor	☐	☐	☐		
Wheelie bins and trolleys are used for moving waste	☐	☐	☐		

If you answered NO to one or more of the questions/statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hazard risk register – catering kitchen

Step 2 – consult workers and HSRs to complete the **hazard risk register** for any risk identified in the inspection checklist above.

Workplace/area inspected: **Date inspected:**

Hazard type	Potential risk to health and safety	Existing risk controls	Are existing risk controls adequate?	Risk priority rating*	Action to control hazard/risk
e.g. Gravity – kitchen floor smooth and shiny	Risk of slips and falls due to water splashing onto floor from dishes being cleaned in main kitchen sink.	Warning signs to watch out for kitchen spills.	No signs do not control risk (spills) at the source of problem.	Priority 2	Install non-slip mats, or grid mats. Ensure edges are chamfered to reduce risk of tripping.

*See **risk assessment matrix** next page to determine the risk priority rating.

Risk assessment matrix

Step 3 – determine the risk priority rating for hazards listed in the **hazard risk register**.

LIKELIHOOD A death, injury or illness might occur if exposed to hazard?	**CONSEQUENCE**				
	INSIGNIFICANT No injury or illness.	**MINOR** Minor injury or illness requiring minimal first aid treatment, no lost time.	**MODERATE** Lost time injury, short term temporary disability of under 1 month.	**MAJOR** Lost time injury of more than 2 weeks, a long term temporary disability or illness.	**CATASTROPHIC** Death, permanent physical disability or chronic illness.
Almost Certain Expected to occur in most circumstances	10	12	18	21	25
Very Likely Could happen regularly	6	11	14	20	24
Likely Might happen at some time	3	7	13	19	23
Unlikely Could happen but rarely	2	5	9	16	22
Very Unlikely Could happen but probably never will	1	4	8	15	17

18-25 = Priority 1	**Stop unsafe work immediately.** Do not restart until hazard and associated risks to health and safety are controlled (eliminated or significantly minimised).
10-17 = Priority 2	**Act immediately to minimise risk using first-order risk controls (e.g. elimination, substitution, isolation, engineering).** Depending on the risk, if these controls are not immediately available use PPE, safe work procedures, or increase the number of workers. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
6-9 = Priority 3	**Take reasonable steps to minimise the risk until appropriate first-order risk controls (elimination, substitution, isolation, engineering) can be implemented.** Depending on the risk use administrative controls and/or personal protective equipment as interim control measures. Consult workers and HSRs to set dates for implementing first-order risk controls as soon as practicable.
1-5 = Priority 4	**Take reasonable steps to minimise and monitor the risk.** Implement and maintain existing risk controls until hazard and risks to health and safety can be eliminated or minimised further.

Hierarchy of control measures

Step 4 – consider how you might control the hazards listed in the **hazard risk register**.

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest, as shown below. This ranking is known as the hierarchy of control measures. The *Work Health and Safety Regulations 2012* (SA) require duty holders to work through this hierarchy to manage risks (*Approved Code of Practice – How to manage work health and safety risks*, SafeWork SA, 2011, p.13).

Hierarchy of control measures	Options to eliminate or minimise risk from hazards
ELIMINATE	Can we: • eliminate risks to health and safety by prohibiting use of hazardous chemicals in kitchen or large containers weighing >20kg?
SUBSTITUTE	Can we: • replace hazardous chemicals with a safer ones?
ISOLATE	Can we: • restrict others from entering the catering kitchen?
ENGINEERING	Can we: • purchase equipment designed to minimise risk (e.g. meat slicers with guards)? • replace deep kitchen cupboards with large pull out drawers)? • install suitable extraction systems to reduce heat and humidity in the kitchen?
ADMINISTRATIVE	Can we: • develop and implement safe work procedures (SWPs) and training? • conduct regular safety inspections of the kitchen?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide workers with PPE as a short-term measure until we implement appropriate controls that will eliminate or minimise risk at its source?

Risk control action plan – catering kitchen

Step 5 – complete the **risk control action plan** which summarises the actions required to control risks in the **hazard risk register**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls

Step 6 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

Safe Work Australia (2011), *Code of Practice – Managing the work environment and facilities*.

Hazard checklists

Biological

Plant

Hazardous manual tasks

Noise

Ultraviolet radiation

Heat stress

Hazardous chemicals

Electrical

Slips, trips and falls

Mental health

Biological hazards

Biological hazards are organic substances that pose a risk to human health and can include:

- pathogenic micro-organisms (e.g. bacteria, viruses, fungi)
- viruses (e.g. HIV, Hepatitis, Avian influenza)
- toxins (poisons, venom)[1]
- biological vectors or transmitters of disease (human blood or tissue and live animals).[2]

Cemetery workers may be at risk of exposure to infection from contact with human remains and body substances during work processes such as exhumations, or suffer health issues from other biological hazards including snakes, insects, vermin, plants and fungi.[3]

See table for examples of biological hazards, risk and methods of transmission.

Illness can arise from pathogens that have been ingested, inhaled, or have penetrated broken skin.

It is important to identify the sources of exposure to biological hazards, assess the risk or likelihood of health consequences to workers, and take measures to control these risks.

Due to the technical nature of biological hazard exposure, assessment and control, it may be useful to engage the services of an occupational hygienist for specialised advice.

WHS legal requirements and guidance

WHS Regulations

- Regulations 32-38: General risk and workplace management

Approved Code of Practice

- *How to manage work health and safety risks*

WHS guidelines

- *Diseases acquired from animals* (NOHSC, 1989)
- *Australian Department of Health and Ageing Infection Control Guidelines* (DHA, 2010)
- *Guidelines for assessing the risk of exposure to biological contaminants in the workplace* (WorkCover NSW, 2003)

What do I need to do?

Step 1 – identify sources of exposure and risk from biological hazards using the table provided below, with the first line showing an example.

Step 2 – consider what actions can eliminate or minimise risk associated with biological hazards using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for biological hazards.

Examples of biological hazards, risk and methods of transmission

Biological hazard	Likely risk	Likely methods of transmission
Contaminated blood or other body fluids	Infections, diseases, death	• Contaminated body fluid entering the blood stream through broken/ punctured skin, cuts or abrasions. • Contaminated blood or other infected body fluids splashing into the mouth, eyes or nose. • Putting contaminated fingers, hands in mouth/eyes/nose. • Contaminated body fluid/bacteria on personal protective equipment or clothing.
Aerosols (airborne) infectious disease, or contaminated droplets of blood/other body fluids	Infections, diseases, death	• Inhaled when released after opening a coffin or in fluid from an exhumed body.
Live animals – snakes, rats Insects – spiders, mosquitoes	Infections, diseases, acute poisoning or death.	• Venom from snake/spider/mosquito bites • Infectious disease/fever from rat bites/scratches or rat faeces/urine.

Sources of exposure – biological hazards

Step 1 – consult workers and HSRs to complete this checklist.

<table>
<tr><td>Workplace:</td><td>Date:</td></tr>
<tr><td>Work activity:</td><td>Team leader:</td></tr>
<tr><td rowspan="2">  </td><td>Workers consulted:</td></tr>
<tr><td>HSRs consulted:</td></tr>
</table>

Work activity	Are workers at risk of exposure to biological hazards? (Yes/No)	Who is at risk during work activity?	What biological hazards/risks are present?*	Likely method of transmission*	Does risk from biological hazard need to be eliminated or minimised?
Exhumation of body from grave.	Yes	Workers carrying out activity and other nearby workers	Aerosols of infectious material released when opening the body (infection/disease)	Broken skin coming into contact with pathogens.	If yes, go to step 2 – hierarchy of control measures, then step 3 – risk control action plan
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Hierarchy of control measures – biological hazards

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Work activity: _____

Hierarchy of control measures	Options to eliminate or minimise risk from biological hazards
ELIMINATE	Can we: • eliminate risk of exposure to biological hazard e.g. stop cemetery workers using shovels to dig and move soil from grave during exhumation?
SUBSTITUTE	Can we: • remove soil in grave using a small mechanical excavator with a forced-air sealed enclosed cabin?
ISOLATE	Can we: • stop others entering the work area to ensure they are not exposed to risk from biological hazards during an exhumation?
ENGINEERING	Can we: • purchase or hire specialised mechanical equipment to secure and lift coffin out of grave during exhumation?
ADMINISTRATIVE	Can we: • provide cemetery workers at every level with training regarding biological hazards, risks and risk controls? • implement an immunization program for workers, e.g. tetanus immunisation for those who work with soil and dirt (e.g. grave diggers) and immunisation for Hepatitis?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate PPE and training for workers carrying out an exhumations and working in areas at risk?

Risk control action plan – biological hazards

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – biological hazards

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Safety Institute of Australia (2012), *Biological Hazards, Core Body of Knowledge for the Generalist OHS Professional*
2. Safe Work Australia (2011), *National hazard exposure worker surveillance: exposure to biological hazards and the provision of controls against biological hazards in Australian workplaces*
3. Workplace Health and Safety Queensland (2013), *Guide for the funeral industry*
4. Safe Work Australia (2012), *Guidance on the interpretation of workplace exposure standards and airborne contaminants*
5. Safe Work Australia (NOHSC, 1989), *Diseases acquired from animals*
6. Australian Department of Health (formerly Department of Health and Ageing, 2010), *Infection control guidelines*
7. WorkCover NSW (2003), *Guidelines for assessing the risk of exposure to biological contaminants in the workplace*

Plant

Plant can be described as any machinery, equipment, appliance, container, implement and tool, including anything fitted or connected to any of these items. Plant also includes computers, power tools, lifts, cranes, machinery, conveyors, forklifts and vehicles, some of which must be registered with SafeWork SA.

Items such as hammers and screwdrivers are not considered plant if they are totally reliant on manual power – the WHS Regulations do not recognise these items as plant.

There are significant risks for cemetery workers using plant in the workplace. Unsafe plant can result in severe injuries including amputation in moving parts, crushing from mobile plant such as forklifts, electric shock from exposed wires and burns from hot surfaces.

There are also other risks such as falls from plant during operation or maintenance, hearing loss from noisy plant and musculoskeletal disorders from work activities requiring operation of poorly-designed plant.

WHS legal requirements and guidance

WHS Regulations

- Chapter 3 (Regulations 32-38)
- Chapter 5 (Regulations 203-215)

Approved Codes of Practice

- *How to manage work health and safety risks*
- *Managing risks of plant in the workplace*

What do I need to do?

Step 1 – consult workers and HSRs to complete the sources of exposure checklist for plant.

Step 2 – consider what actions can eliminate or minimise risk associated with plant using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for plant.

Sources of exposure checklist – plant

Step 1 – consult workers and HSRs to complete this checklist.

Workplace/area:	**Date:**
	**Team leader:**
	Workers consulted:
	HSRs consulted:

Plant – entanglement or shearing	Yes ✓	No ✖	N/a ✓	Photos	Notes
Guards are installed on plant to stop hair and clothing from becoming entangled in moving parts	☐	☐	☐		
Guards are installed on plant to stop a person coming into contact with moving parts during maintenance, inspection, cleaning or operation of plant	☐	☐	☐		
Guards are installed on plant to stop a person from suffering serious injury from moving parts of plant	☐	☐	☐		
Plant – guarding	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Guarding on plant is designed to ensure that it cannot be easily by-passed by operator	☐	☐	☐		
Guarding is checked by operators prior to operation of plant to ensure it is in place, in safe condition and is working	☐	☐	☐		
Emergency stops are installed and working on plant	☐	☐	☐		
Emergency stops are in easy reach of operator	☐	☐	☐		
Guarding has been installed to stop any part of the body from being crushed by plant	☐	☐	☐		
Guarding is installed to stop people being crushed by material falling off plant	☐	☐	☐		
Guarding is designed to stop people being crushed due to uncontrolled movement of the plant	☐	☐	☐		
Guarding has been installed to ensure people cannot be crushed by the plant rolling over or any parts of plant collapsing	☐	☐	☐		
Guarding has been installed to ensure a person cannot be trapped or crushed between the plant, materials or a fixed structure	☐	☐	☐		

Plant – cutting, stabbing or punching	Yes ✓	No ✖	N/a ✓	Photos	Notes
Guarding has been installed on plant to stop people coming into contact with airborne particles when operating plant	☐	☐	☐		
Plant can be slowed, stopped or immobilised at any time during operation	☐	☐	☐		
Guards are installed to stop people from being injured by disintegrating parts of plant	☐	☐	☐		
Guarding is installed to stop people being injured by any work pieces being ejected during operation of plant	☐	☐	☐		
Guarding is installed to stop people being injured by any uncontrolled or unexpected movement of this plant	☐	☐	☐		
Plant – slips, trips and falls	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Work surfaces on plant are not slippery or uneven	☐	☐	☐		
The work area where plant is operated is clear of obstructions	☐	☐	☐		
A suitable work platform is installed on plant to stop persons falling from height	☐	☐	☐		
Suitable stairs and ladders are installed to stop a person falling from a height while working on plant	☐	☐	☐		
Suitable guard rails and edge protection have been fitted to the plant	☐	☐	☐		

Plant – ergonomics	Yes ✓	No ✖	N/a ✓	Photos	Notes
Seating on plant is appropriately designed	☐	☐	☐		
Controls on this plant are in easy reach of the operator	☐	☐	☐		
Plant is suitably designed to ensure operators are not at risk of injury from repetitive movements	☐	☐	☐		
Plant is suitably designed to ensure operators do not have to use or apply awkward body postures or excessive effort when using the plant	☐	☐	☐		
Operators are encouraged to report tingling or pain in their fingers, hands, neck, shoulders or back from excessive vibration when using plant	☐	☐	☐		
Plant – other risk factors	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Noise emitted by the plant does not exceed the legal standard of 85dB(A)	☐	☐	☐		
Lighting used on this plant is adequate	☐	☐	☐		
No sections of this plant have been defined as a confined space	☐	☐	☐		
Plant is designed for the purpose for which it is being used	☐	☐	☐		
Operators cannot be exposed to any hot or cold parts on this plant	☐	☐	☐		
Operators are not exposed to hazardous chemicals or ionizing radiation when using this plant	☐	☐	☐		

If you answered NO to one or more of the questions/statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hierarchy of control measures – plant

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Work activity: _____

Hierarchy of control measures	Options to eliminate or minimise risk from plant
ELIMINATE	Can we: • withdraw plant from service?
SUBSTITUTE	Can we: • replace this plant with a safer piece of plant?
ISOLATE	Can we: • isolate workers and/or other persons from plant operating in the workplace (e.g. by physically separating pedestrians from traffic using fences or placing noisy plant in soundproof rooms)?
ENGINEERING	Can we: • purchase or retrofit plant to reduce risk from plant: permanent fixed guards, interlocked guards, presence-sensing systems • install emergency stops? • buy quieter plant? • use battery powered plant instead of electrical or petrol powered plant?
ADMINISTRATIVE	Can we: • develop and implement a pre-purchase policy and procedures for plant? • develop a policy and procedures for inspecting and controlling risks from plant? • establish a plant inspection program? • conduct job safety analysis and develop and implement safe work procedures (SWPs) for all plant operations? • provide information and training for workers? (Note: if WHS Regulations list mandatory provisions relating to control of risks at the source, then these controls must be implemented)
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide PPE (earmuffs, respirators, safety glasses etc.) as an interim (second order) risk control until we implement first order risk controls that will eliminate or minimise risks from plant at the source? (Note: if WHS Regulations list mandatory provisions relating to control of risks at the source, then these controls must be implemented)

Risk control action plan – plant

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – plant

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Safe Work Australia (2011), *Approved Code of Practice – How to manage work health and safety risks*
2. Safe Work Australia (2013), *Approved Code of Practice – Managing risks of plant in the workplace*
3. *Work Health and Safety Regulations 2012* (SA), Division 7, Regulations 32-38, 204-208 and 210-215

Hazardous manual tasks

Not all manual tasks are hazardous and it is important to identify those which are, so that they can be managed. By definition, a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture
- exposure to vibration.

These five factors are also known as the characteristics of a hazardous manual task.[1] Cemetery workers may be at risk of musculoskeletal disorders (MSD) such as sprains and strains of muscles, ligaments, tendons and joints most commonly in the back, shoulders and knees. The cause is usually gradual wear and tear of these body structures, with participation in hazardous manual tasks having an additive effect. The tasks may include pushing caskets, filling excavations, prolonged bending in garden maintenance, and using powered equipment.[2]

In any task, additional sources of exposure can increase the risks and therefore contribute to MSD. In this industry it could include the work area design and layout (e.g. distance to push trolleys), work environment (e.g. hot/cold), nature, size, weight, number of persons involved in the task (e.g. size and weight of casket, suitability of handles on casket), systems of work (e.g. how work is organised, shifts, adequate staffing for busy periods).[2]

WHS legal requirements

WHS Regulations

- Chapter 4, Part 2 Hazardous manual tasks

Approved Code of Practice

- *Hazardous manual tasks*
- *How to manage work health and safety risks*

What do I need to do?

Step 1 – consult workers and HSRs to complete the sources of exposure checklist for hazardous manual tasks.

Step 2 – consider what actions can eliminate or minimise risk associated with hazardous manual tasks using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for hazardous manual tasks.

Sources of exposure checklist – hazardous manual tasks

Step 1 – consult workers and HSRs to complete this checklist.

<table>
<tr><td>Workplace:</td><td>Date:</td></tr>
<tr><td>Manual task:</td><td>Team leader:</td></tr>
<tr><td rowspan="2">  </td><td>Workers consulted:</td></tr>
<tr><td>HSRs consulted:</td></tr>
</table>

Manual tasks – movements and postures	Yes ✓	No ✖	N/a ✓	Photos	Notes
Does worker carrying out this manual task have to repeatedly bend forward below waist height?	☐	☐	☐		
Does worker have to frequently bend and twist?	☐	☐	☐		
Does worker have to reach above shoulders?	☐	☐	☐		
Does the worker have to bend and reach forward with arms outstretched more than 20 degrees?	☐	☐	☐		
Is worker forced to use awkward or uncomfortable postures when carrying out this manual task?	☐	☐	☐		
Manual tasks – loads and forces	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Does worker carry out manual task for a prolonged period >2 hours?	☐	☐	☐		
Does worker have to lift a heavy load >20kg?	☐	☐	☐		
Does worker have to apply heavy force when pushing, pulling or holding restraining load?	☐	☐	☐		
Does the worker have to handle difficult loads (e.g. no grips, bulky, sharp edges?	☐	☐	☐		
Are other risk factors relating to load or forces used evident during this manual task?	☐	☐	☐		
Manual tasks – work environment	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Is ground surface loose, uneven, smooth, slippery or wet?	☐	☐	☐		
Is the manual task carried out in restricted space workspace?	☐	☐	☐		
Is the manual task carried out in a hot work environment?	☐	☐	☐		
Is the manual task carried out in a cold work environment?	☐	☐	☐		
Is lighting poor in area where this manual task is carried out?	☐	☐	☐		

Manual tasks – work process	Yes ✓	No ✖	N/a ✓	Photos	Notes
Does this manual task require speed or precision?	☐	☐	☐		
Are more workers needed to help with this manual task?	☐	☐	☐		
Do sudden peaks in workload impact on this manual task?	☐	☐	☐		
Do workers carrying out this manual task work >8 hours during their work shift?	☐	☐	☐		
Are there any other risk factors relating to the work process that might impact on this manual task?	☐	☐	☐		
Manual tasks – worker	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Has worker doing manual task recently returned from extended leave?	☐	☐	☐		
Have workers reported any pain experienced after carrying out this manual task?	☐	☐	☐		
Has any worker suffered a lost time injury from this manual task?	☐	☐	☐		
Do records show that workers carrying out this manual task have not received any training?	☐	☐	☐		
Do workers experience any restrictions to their movement from wearing PPE when carrying out this manual task?	☐	☐	☐		
Manual tasks – storage	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Workshop storage is inadequate	☐	☐	☐		
Large and heavy objects are stored on higher shelves	☐	☐	☐		
Stacking of materials in workshop is unsafe	☐	☐	☐		
Storage shelves are overloaded beyond rated capacity	☐	☐	☐		
Platform stepladders and steps are not provided for workers to safely reach materials on higher shelves	☐	☐	☐		
Trollies, sack trucks and mechanical lifting devices are not being used for moving loads	☐	☐	☐		

If you answered YES to one or more of the questions/statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hierarchy of control measures – hazardous manual tasks

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Hazardous manual task:_____

Hierarchy of control measures	Options to eliminate or minimise risk from hazardous manual tasks
ELIMINATE	Can we: • stop doing this hazardous manual task (e.g. physically digging graves)?
SUBSTITUTE	Can we: • substitute the hazardous manual task with a safer procedure (e.g. use mechanical diggers to dig graves and rated lifting equipment to install/shift monuments and ledgers)?
ISOLATE	Can we: • stop other workers and/or the public from entering areas where hazardous manual tasks are underway?
ENGINEERING	Can we: • purchase plant and equipment that helps reduce risk from particular hazardous manual tasks (e.g. dump trucks for back-filling graves, stand-up/sit-down desks)? • modify the design and layout of the work area? • alter equipment, machinery or way loads are handled?
ADMINISTRATIVE	Can we: • develop and implement a hazardous manual task policy and procedure? • conduct job safety analysis (JSA) and develop and implement safe work procedures (SWPs) for hazardous manual tasks? • provide manual tasks training?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate PPE, e.g. gloves for improved grip, safety footwear?

Risk control action plan – hazardous manual tasks

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – hazardous manual tasks

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Safe Work Australia (2011), *Code of practice – Hazardous manual tasks*
2. SafeWork SA (2014), *Hazardous manual tasks – Code of Practice fact sheet*

Noise

Cemetery workers exposed to loud noise over a prolonged period or in a sudden burst can suffer temporary or permanent hearing loss or tinnitus (ringing, whistling or buzzing in the ears). Noise-induced hearing loss occurs when tiny hair cells in the inner ear are damaged beyond recovery.[1] Loud noise can also impede for workers making it difficult to hear verbal warnings, instructions, or alarms e.g. reverse beepers or horns from forklifts, backhoes and other vehicles.[2]

The legal exposure standard in SA for workplace noise is 85dB(A) for eight hours.[3] Workers and the public can be subjected to noise that exceeds the legal exposure standard from plant used in the cemetery. See table for common sources of noise in cemeteries and the maximum levels and exposure times before hearing damage occurs.[4]

WHS legal requirements

WHS Regulations

- 32-38: General risk and workplace management
- 56-59: Noise.

Approved Codes of Practice

- *How to manage work health and safety risks*
- *Managing noise and preventing hearing loss at work.*

What do I need to do?

Step 1 – consult workers and HSRs to complete the sources of exposure checklist for noise using the table provided below, with the first line showing an example.

Step 2 – consider what actions can eliminate or minimise risks for noise using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for noise in the workplace.

Sources of exposure checklist – noise

Step 1 – consult workers and HSRs to complete this checklist.

<table>
<tr><td>Workplace:</td><td>Date inspected:</td></tr>
<tr><td>Plant inspected:</td><td>Team leader:</td></tr>
<tr><td rowspan="2">  </td><td>Workers consulted:</td></tr>
<tr><td>HSRs consulted:</td></tr>
</table>

Noise Source		Who is exposed to loud noise?	Likely noise level and exposure time before hearing damage occurs*	How long is worker exposed to this noise?	How often is the worker exposed to this noise?	Does risk from noise need to be eliminated or minimised? (Yes/No)
1	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
2	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
3	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
4	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
5	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
6	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
7	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
8	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
9	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.
10	Choose an item.	Choose an item.	Choose an item. Choose an item.	Choose an item.	Choose an item.	Choose an item.

* Refer to Likely Noise Levels and Exposure Times table before hearing damage can occur using certain types of plant. If the plant being used is not listed, check instruction manual or look for stickers on side of plant listing noise emitted during operation.

Likely noise levels and exposure times

Sources of noise in cemetery work	Likely noise level dB(A)	Maximum exposure time before damage to hearing can occur
Petrol push lawnmower – maintaining cemetery lawns	94	1 hour
Petrol brush cutter – clearing grass/weeds	110	3.8 minutes
Petrol chainsaw – trimming trees	115	57 seconds
Petrol leaf blower – cleaning up cemetery grounds	103	7.5 minutes
Front end loader – shifting soil levelling ground	85	8 hours
Tractor	100	15 minutes
Petrol hedge trimmer	103	7.5 minutes

Hierarchy of control measures – noise

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Work activity: _____

Hierarchy of control measures	Options to eliminate or minimise risk from noise
ELIMINATE	Can we: • do this job differently without using noisy plant?
SUBSTITUTE	Can we: • hire or buy quieter plant that does not emit noise above the legal exposure standard?
ISOLATE	Can we: • restrict other workers or the public from entering the work area to ensure they are not exposed to loud noise from activity/plant?
ENGINEERING	Can we: • purchase plant that employs engineering design processes to minimise noise risk (damping, absorption, enclosure and isolation)?
ADMINISTRATIVE	Can we: • develop and implement a policy/procedures to purchase quieter machinery/equipment? • provide training for workers about noise? • review use of PPE as a risk control for noise and implement risk controls designed to eliminate or minimise exposure of workers to noise at its source?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate hearing protection for workers exposed to noise above the legal exposure standard 85dB(A) or peak of 140dB(C)?

Risk control action plan – noise

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – noise

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. United Kingdom, Health and Safety Executive (2015), *Guideline – Noise At Work* (pp.1-10)
2. Australian Safety and Compensation Council (2005), *Work-related noise induced hearing loss in Australia* (pp. 9-12)
3. SafeWork SA (2014), *Code of practice fact sheet: Managing noise and preventing hearing loss at work*
4. Safe Work Australia (2011) *Approved Code of Practice – Managing noise and preventing hearing loss at work* (pp. 7-10)

Ultraviolet radiation

Overexposure to ultraviolet radiation (UVR) from the sun has been well established as the major cause of skin cancer in Australia. Cemetery workers who are undertaking activities outdoors and exposed to UVR for most or part of the day, are at risk of developing skin cancer or conjunctivitis and cataracts in their eyes.[1]

The risk of developing skin cancer is increased for workers who have experienced cumulative exposure to UVR from the sun during their lifetime and the number of severe sunburns they have suffered during childhood.[2]

UVR is divided into four categories UV-A and UV-B, UV-C and vacuum UV. However UV-A and UV-B have been identified as the main cause of sunburn, skin ageing, eye damage, melanoma and other skin cancers.[1] Temperature does not affect UVR levels and UVR can still be high on cold days if the sky is clear or if there is thin cloud cover.[4]

UVR is at its greatest intensity when the sun is at its highest in summer, between 10.00am and 2.00pm (peak intensity – 12.00pm), and during daylight saving between 11.00am and 3.00pm (peak intensity – 1.00pm).[3] The UV index table provides a simple explanation of UV levels from the sun that can expose outdoor workers to risk.[2]

Other factors that contribute to the risk of workers contracting skin cancer and suffering other adverse health effects from UVR include geographical location of the workplace, reflective surfaces e.g. concrete, steel, water. Time workers are exposed to UVR, photosensitivity (arising from ingestion, inhalation or skin contact with certain chemicals, plants and certain medications), skin type and eye colour are all relevant factors.[1]

Legal requirements

WHS Regulations

Chapter 3:

- 32-38 General risk and workplace management
- 41(1-3) Duty to provide and maintain adequate and accessible facilities
- 42 (1-3) Duty to provide first aid

Approved Codes of Practice

- How to manage work health and safety risks
- Managing the work environment and facilities
- First aid in the workplace

What do I need to do?

Step 1 – select sources of UVR using the table provided.

Step 2 – consider what actions can eliminate or minimise risk of UVR using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for UVR.

UV index

Categories	UV Index
Low	UV Index of 1–2
Moderate	UV Index of 3–5
High	UV Index of 6–7
Very High	UV Index of 8–10
Extreme	UV Index of 11 and above

UVR intensity

UVR Intensity (Summer)	UVR Intensity (Daylight saving)
UVR is at its greatest intensity when the sun is at its highest in summer, between 10.00am and 2.00pm (peak intensity-12.00pm)	Highest UVR intensity during daylight saving is between 11.00am and 3.00pm (peak intensity-1.00pm)

Reference

Safe Work Australia (2013), *Guide on exposure to solar ultraviolet radiation (UVR)*

Sources of exposure checklist – UVR

Step 1 – consult workers and HSRs to complete this checklist.

<table>
<tr><td>Workplace:</td><td>Date:</td></tr>
<tr><td>Work activity:</td><td>Team leader:</td></tr>
<tr><td rowspan="2">  </td><td>Workers consulted:</td></tr>
<tr><td>HSRs consulted:</td></tr>
</table>

Sources of risk – UVR	Place a tick ☑ in the box
Are workers doing this job outdoors and in full sun?	☐
Is this job being done at a time of the day when Ultra Violet Radiation (UVR) from the sun is high to extreme? (Refer UVR intensity table and UV index table)	☐
Are workers doing this job exposed to UVR from the sun for the majority of days in a working week?	☐
Are workers doing this job exposed to surfaces that reflect UVR from sun (e.g. metal, concrete, bitumen)?	☐
Have any workers doing this job reported they have suffered sunburn?	☐
Have any workers doing this job reported skin cancers?	☐
Wearing PPE to protect workers against UVR from the sun is not promoted	☐
Workers have not received training about health risks from UVR	☐

If you ticked a box ☑ next to one or more of the questions/statements in this checklist, you have identified a source of risk. Go to step 2

Hierarchy of control measures – UVR

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Work activity: _____

Hierarchy of control measures	Options to eliminate or minimise risk from UVR
ELIMINATE	Can we: • stop workers carrying out work during times of the day when UV intensity levels are high?
SUBSTITUTE	Can we: • reschedule outdoor work to early or later parts of the day? • substitute outdoor work for inside work?
ISOLATE	Can we: • isolate outdoor cemetery workers doing certain types of jobs from UVR exposure by supplying them with portable shades?
ENGINEERING	Can we: • purchase or hire plant (tractors, ride-on mowers) with shade protection or with enclosed cabs and tinted glass to reduce UVR from sun?
ADMINISTRATIVE	Can we: • develop and implement a UVR risk control action plan for workers at high risk of UVR exposure.
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate PPE and clothing that is UVP rated for workers at risk from UVR exposure?

Risk control action plan – UVR

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – UVR

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Australian safety and compensation council (2008), *Guidance note for the protection of workers from ultraviolet radiation in sunlight*
2. Australian radiation protection and nuclear safety agency (2015), *Fact sheet – sun exposure and health*
3. Safe Work Australia (2013), *Guide on exposure to solar ultraviolet radiation (UVR)*
4. Cancer council Australia (2016), viewed 10/4/2016:
    - *Cancer prevention*
    - *Sun protection*
    - *Sun protection sport and recreation*
    - *Sun protection information for sporting groups*
    - *How ultraviolet radiation causes skin cancer*

Heat stress

The body's temperature is relatively constant at 37°C.[1] Two main heat sources can influence a rise in core body temperature for cemetery workers – the work environment (e.g. outside work, temperature and humidity, a confined space, working in a hot cab operating an excavator, or work in a hot workshop, kitchen or crematorium) and internal muscle activity from demanding physical work (e.g. pick and shovel work, lifting, carrying heavy loads etc.).[2]

The body gets rid of excess heat by pumping blood to the surface of the skin away from internal organs and heat is emitted. It also produces sweat and when sweat evaporates, it takes heat with it. However, high humidity can prevent sweat from evaporating, causing heat stress. An increase in body temperature above 38°C depletes water and electrolytes and this causes the brain to overheat and the body's natural cooling system to shut down. If this occurs, a person will experience heat stroke, which is a heat-related medical emergency that can cause death or permanent disability without urgent treatment.[3]

Other types of heat-related illnesses include:

Heat exhaustion – body temperature >38°C, fatigue, nausea, rapid breathing. Workers most prone to heat exhaustion include older workers with high blood pressure and those who are on medication and working in hot environments.

Fainting – sweating, fluid loss, no acclimatisation for workers to heat.

Heat cramps – loss of electrolytes from heavy sweating, muscle spasms.

Heat rash – hot/humid environment, blocked sweat glands, skin rash.

WHS legal requirements and guidance

WHS Regulations

- 32-38 General risk and workplace management
- 40 (e-f) Duty in relation to general workplace facilities
- 41 (1-3) Duty to provide and maintain adequate and accessible facilities
- 42 (1-3) Duty to provide first aid
- 43 (1-4) Duty to prepare, maintain and implement emergency plan

Approved Codes of Practice

- *How to manage work health and safety risks*
- *Managing the work environment and facilities*
- *First aid in the workplace*

Guidance material

- Working in hot conditions (SafeWork SA, 2015)

What do I need to do?

Step 1 – select sources of exposure for heat stress using the table provided, with the first line showing an example.

Step 2 – consider what actions can eliminate or minimise risk of heat stress using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for heat stress.

Sources of exposure – heat stress

Step 1 – consult workers and HSRs to complete this checklist.

Workplace:	**Date:**
Work activity: Choose an item.	**Team leader:**
	**Workers consulted:**
	HSRs consulted:

Sources of exposure	Risk source
What is the level of physical workload for this job?	Choose an item.
Is this work activity done outdoors or indoors?	Choose an item.
Is this work activity carried out in full sun or in part shade?	Choose an item.
What is the air temperature in this workplace?	Choose an item.
What is the level of air movement in this workplace?	Choose an item.
What is the relative humidity level in this workplace?	Choose an item.
What is the main source of radiant heat in this workplace?	Choose an item.
How long are workers on this job exposed to heat?	Choose an item.
How often is this work activity carried out in the heat?	Choose an item.
What type of clothing is worn by workers on job?	Choose an item.
What type of personal protective equipment is worn by workers doing this job?	Choose an item.
Are workers doing this job acclimatised to heat?	Choose an item.
Are workers supplied with cool drinking water?	Choose an item.
Have workers received training about heat stress?	Choose an item.
Did you identify one or more sources of exposure for heat stress?	**Choose an item.**

Hierarchy of control measures – heat stress

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Work activity: _____

Hierarchy of control measures	Options to eliminate or minimise risk from heat stress
ELIMINATE	Can we: • stop workers carrying out heavy work activities during periods of extreme hot weather (e.g. when ambient temperature is 38°C or temperature is 33°C and humidity is >50% – feels like 41°C)?
SUBSTITUTE	Can we: • substitute heavy physical work with light work during periods of extreme hot weather? • reschedule digging/back-filling of graves and other demanding physical work to a cooler time of day (e.g. early morning)? • buy or hire plant that does not expose workers to radiant heat sources (e.g. battery powered mobile plant/tools)?
ISOLATE	Can we: • provide portable shades for outdoor work and shade frames for tractors and ride-on mowers? • reduce time workers are exposed to heat?
ENGINEERING	Can we: • install air-conditioning and insulation in work sheds? • buy plant with enclosed air-conditioned cabins? • provide fans?
ADMINISTRATIVE	Can we: • develop and implement a heat stress policy and action plan that includes rest periods for workers during periods of extreme hot weather? • provide training for workers about heat stress?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate PPE for workers to reduce risk from exposure to heat?

Risk control action plan – heat stress

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – heat stress

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Mathews, J. (1985), *Health and safety at work – heat and cold*, Pluto Press, Sydney and London
2. Occupational Health and Safety Council of Ontario (2007), *Heat stress awareness guide*
3. Occupational Safety and Health Administration, Glenn E. Lamson CIH (2012), *Heat stress defining evaluating and preventing*, United States Department of Labor
4. Safe Work Australia (2011), *Code of Practice: Managing the work environment and facilities*
5. Safe Work Australia (2011), *Code of Practice: How to manage work health and safety risks*
6. Safe Work Australia (2015), *Code of Practice: First aid in the workplace*
7. *Work Health and Safety Regulations 2012* (SA)

Hazardous chemicals

Hazardous chemicals are substances, mixtures and particles used in the workplace that can be a health or physicochemical hazard if not handled or stored correctly.

Health hazards such as skin irritants, carcinogens or respiratory sensitisers can have an adverse effect on a worker's health. This can arise from direct contact or exposure to the chemical through inhalation, absorption or ingestion. Hazardous chemicals can enter the body via the eyes, skin, nose or mouth. Exposure outcomes can be acute (e.g. eye and throat) irritation or chronic (e.g. allergic contact dermatitis). Health issues resulting from exposure to hazardous chemicals include dermatitis, asthma and cancer.

Physicochemical hazards generally result from the physical or chemical properties, like flammability, corrosiveness, oxidising agents or their explosive potential.[1]

Cemetery workers may be exposed to a wide range of products containing hazardous chemicals including dust produced from the cremation process, gardening pesticides, cleaning agents and respirable dust (e.g. silica) from monumental masonry.[2]

A worker can determine whether a product is a hazardous chemical by reading the label or the Safety Data Sheet (SDS). It is the PCBU's responsibility to obtain the SDS which provides information about the ingredients, potential health effects, the safe use, first aid, and storage of the hazardous chemical.[2] The PCBU must ensure a hazardous chemical register is compiled and kept up-to-date and initiate health monitoring for workers where required.[3]

WHS legal requirements

WHS Regulations

- Chapter 3 (Regulations 32-38 and 43-53)
- Chapter 7 (Regulations 337-340, 341-345 and 346-378)

Approved Code of Practice

- Managing risks of hazardous chemicals in the workplace
- Labelling of workplace hazardous chemicals
- Preparation for safety data sheets for hazardous chemicals
- First aid

What do I need to do?

Step 1 – consult workers and HSRs to complete the sources of exposure checklist for hazardous chemicals.

Step 2 – consider what actions can eliminate or minimise risk associated with hazardous chemicals using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for hazardous chemicals.

Sources of exposure checklist – hazardous chemicals

Step 1 – consult workers and HSRs to complete this checklist.

Workplace:	**Date:**
	**Team leader:**
	Workers consulted:
	HSRs consulted:

Hazardous chemicals – safety data sheets (SDSs) and hazardous chemical register	Yes ✓	No ✖	N/a ✓	Photos	Notes
Are original SDSs for this hazardous chemical kept in the workplace?	☐	☐	☐		
Are SDSs less than five years old and do they include appropriate information to classify chemical as a hazardous substance?	☐	☐	☐		
If classified a hazardous chemical, has a risk assessment been conducted for this chemical?	☐	☐	☐		
Is there a register of hazardous chemicals in the workplace?	☐	☐	☐		
Do the SDSs list acute health effects to workers using this hazardous chemical?	☐	☐	☐		
Do the SDS list the chronic effects to a workers health from long term exposure to this chemical?	☐	☐	☐		
Hazardous chemicals – acute/chronic health risks	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are there controls to ensure that hazardous chemical cannot enter the blood system and cause acute damage or chronic disease (cancer, leukaemia)?	☐	☐	☐		
Are there controls to ensure that hazardous chemical cannot be inhaled into the lungs and cause illness or disease?	☐	☐	☐		
Are there controls to ensure that hazardous chemical cannot be absorbed into the skin and cause itching, a rash, blistering or sensitisation to skin?	☐	☐	☐		
Are there controls to ensure that a worker cannot accidently swallow the hazardous chemical (e.g. if they use hands or fingers to wipe their lips/mouth)?	☐	☐	☐		
Have workers using hazardous chemicals received appropriate training (e.g. about health risks and controls)?	☐	☐	☐		
Are appropriate safe work procedures (SWPs) provided for using hazardous chemical?	☐	☐	☐		
Is health monitoring provided for workers using hazardous chemicals?	☐	☐	☐		

Hazardous chemicals – storage and labelling	Yes ✓	No ✖	N/a ✓	Photos	Notes
Are containers for hazardous chemical properly labelled?	☐	☐	☐		
Are there easy-to-read warning signs in areas storing hazardous chemicals?	☐	☐	☐		
Are hazardous chemicals kept in a safe storage facility?	☐	☐	☐		
Has consideration been given to the risk of storing hazardous chemicals with dangerous goods?	☐	☐	☐		
Hazardous chemicals – emergency facilities	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Are emergency facilities provided and maintained in the workplace for dealing with hazardous chemicals?	☐	☐	☐		
Are procedures in place for hazardous chemical spills?	☐	☐	☐		
Hazardous chemicals – PPE and training	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Is appropriate PPE provided for workers using hazardous chemicals?	☐	☐	☐		
Is training provided for workers using PPE?	☐	☐	☐		
Do workers wear PPE when using hazardous chemicals?	☐	☐	☐		

If you answered NO to one or more of the questions in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hierarchy of control measures – hazardous chemicals

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Work activity: _____

Hierarchy of control measures	Options to eliminate or minimise risk from hazardous chemicals
ELIMINATE	Can we: • stop using hazardous chemicals?
SUBSTITUTE	Can we: • substitute hazardous chemicals with safer chemicals? • change the work procedure (e.g. insect control for plants instead of using insecticides)?
ISOLATE	Can we: • stop other workers and the public entering areas where hazardous chemicals are being used?
ENGINEERING	Can we: • purchase chemical application equipment that reduces atomisation of chemicals (e.g. changing nozzle parameters or droplet size or spray patterns)
ADMINISTRATIVE	Can we: • review the use of hazardous substances and plan to eliminate use of hazardous chemicals in the workplace? • develop and implement a policy and procedures for use, storage and safe disposal of hazardous chemicals in the meantime?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate PPE and clothing for workers at risk using hazardous chemicals?

Risk control action plan – hazardous chemicals

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – hazardous chemicals

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. SafeWork SA (2012), *Approved Code of Practice – Managing risks of hazardous chemicals in the workplace*
2. Workplace Health and Safety Queensland (2013), *Guide for the funeral industry*
3. Northern Territory Government (2007), *Guidelines for the safe use of pesticides in non-agricultural workplaces*

Electrical hazards

Electrical energy is an invisible and unforgiving hazard that can strike cemetery workers without warning. Outdoor cemetery work where electrical tools/leads can be exposed to conditions such as heat, corrosive chemicals, water or damp ground are likely to expose cemetery workers to risks from electrical hazards.

Momentary contact with electricity can have serious consequences including death by electrocution, damage to the heart, or burns to the skin or internal tissue and entrance/exit wounds. Electric shock from faulty electrical equipment (e.g. connected by a plug and socket or as part of an electrical installation) can lead to other injuries or illnesses such as sudden cardiac arrest, weak, erratic pulse, breathing difficulties, unconsciousness, nausea, vomiting or resultant falls from heights. Faulty electrical equipment can also cause fire or explosion.

Electrical equipment is any apparatus, cable, conductor, fitting insulator, material or wire used for controlling, generating, supplying, transforming or transmitting at a voltage greater than extra low voltage. Alternatively, it is equipment that can be operated by electricity at a voltage greater than extra-low voltage, or is part of an electrical installation in an atmospheric area presenting a risk to health and safety from fire or explosion. No part of a motor vehicle is considered electrical equipment. In catering areas, electrical appliances are at risk of damage from water, steam, gas flames, hot surfaces and physical forces.

To prevent the risk of electrocution, the use of residual current devices is recommended. Residual current devices (RCDs), also known as safety switches, provide protection from the most common cause of electrocution – a shock from electricity passing through the body to the earth. RCDs are designed to immediately stop the supply of electricity when earth leakage is detected, offering high levels of protection from electric shock. RCDs also provide some protection against electrical fires.

All mobile electrical equipment should be regularly tested by a competent person to ensure it is safe to use. A competent person is a licensed or registered electrician (whichever applies), or in some jurisdictions, a licensed electrical inspector, or a person who has successfully completed a structured training course and deemed competent in using a pass-fail type portable appliance tester and visual inspection of electrical equipment (WHS Regulations).

WHS legal requirements

WHS Regulations

- Chapter 3 - Part 1 (Regulations 34-38)
- Chapter 4 - Part 7 (Regulations 144-166).

Approved Code of Practice

- *Managing electrical risks in the workplace.*

What do I need to do?

Step 1 – consult workers and HSRs to complete the sources of exposure checklist for electrical hazards.

Step 2 – consider what actions can eliminate or minimise risk associated with electricity using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for electrical hazards.

Sources of exposure checklist – electrical hazards

Step 1 – consult workers and HSRs to complete this checklist.

Workplace:	**Date:**
	**Team leader:**
	Workers consulted:
	HSRs consulted:

Electrical equipment – inspected, correctly rated and used	Yes ✓	No ✖	N/a ✓	Photos	Notes
Portable electrical equipment used for this work activity (e.g. (extension leads, drills etc.) is inspected before use to ensure it is working and not damaged	☐	☐	☐		
Portable electrical equipment is correctly rated for use in this work environment and for this activity	☐	☐	☐		
Extension leads for this work activity are not fully extended when being used	☐	☐	☐		
Workers are trained to safely use, check (and if necessary) isolate, lockout, tag and report problems with electrical equipment	☐	☐	☐		
Workers are provided with appropriate tools and PPE when using electrical equipment	☐	☐	☐		
Workers are required to report incidents of electrical shock to their team leader and to the first aid officer	☐	☐	☐		
Electrical equipment – extension leads, power outlets and boards	**Yes ✓**	**No ✖**	**N/a ✓**	**Photos**	**Notes**
Extension leads for this work activity are kept off the ground in workplaces that expose it to a risk of damage	☐	☐	☐		
Power points and switches in this work environment are securely attached, in good condition and protected from risk of damage	☐	☐	☐		
Electrical power boards are correctly rated for use with electrical equipment in the workplace	☐	☐	☐		
Power outlets and power boards are correctly rated for use with high wattage appliances (e.g. portable heaters)	☐	☐	☐		
Double-adapters are prohibited in the workplace and are not used to connect electrical equipment (extension leads) to a power outlet	☐	☐	☐		

If you answer **NO** to one or more of the statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Hierarchy of control measures – electrical hazards

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Work activity: _____

Hierarchy of control measures	Options to eliminate or minimise risk from electrical hazards
ELIMINATE	Can we: • do the work without using electrical equipment? • turn off electrical power?
SUBSTITUTE	Can we: • substitute electrical tools with battery-powered hand tools or air tools?
ISOLATE	Can we: • prevent workers accessing main electrical switch board? • isolate and lock-out electrical energy at the source in an emergency?
ENGINEERING	Can we: • install air-operated tools in the workshop? • install additional non-portable residual current devices (RCDs) to reduce the risk of electrocution or electric shock?
ADMINISTRATIVE	Can we: • implement a pre-purchase policy to buy low voltage battery-powered electrical equipment? • provide training for workers regarding electrical hazards? • develop and implement safe work procedures (SWPs) for electrical equipment? • implement a program for testing electrical equipment?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • supply workers with suitable PPE to reduce risk to workers using or testing electrical equipment?

Risk control action plan – electrical hazards

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – electrical hazards

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Safe Work Australia (2015), *Code of Practice – Managing electrical risks in the workplace*
2. Comcare Australia (2016), *Electrical risks*, viewed 21 September 2016 from https://www.comcare.gov.au/preventing/hazards/physical_hazards/electrical_risks
3. *Work Health and Safety Regulations 2012* (SA), Chapters 3 and 7.
4. Safe Work Australia (2011), *Code of Practice – How to manage work health and safety risks*

Slips, trips and falls

Cemetery workers are at risk of slips, trips and falls in a variety of areas. Slips, trips and falls result in thousands of workplace injuries every year. The most common are musculoskeletal injuries, cuts, bruises, fractures and dislocations, though more serious injuries can also occur.

Slips occur when a person's foot loses traction with the ground surface due to walking or stepping on slippery surfaces such as highly polished marble surfaces on grave monuments or wet slippery grass.

Trips can occur when a worker unexpectedly catches their foot on an object or surface. Generally, people trip on low obstacles that are not easily noticed such as uneven pavers or paths, tree roots, pop-up sprinklers, edges in flooring, torn or loose carpets, electrical leads or other obstacles arising in workplaces from poor housekeeping.

Falls can result from a slip or trip but many falls occur from low heights such as stairs and curbs or where work is carried out from a ladder, roof or when unloading vehicles/trailers. Cemetery workers must be particularly mindful that falls that can happen at ground level e.g. from open graves, stepping on weak concrete grave lids that collapse or potholes.

Factors leading to slips, trips and falls

Environment – working in an environment with wet grass, slopes, heights, is outdoors in the rain, or a kitchen/office with smooth polished or linoleum floors.

Condition of ground, floor or other work surface – loose gravel or soil/mud underfoot, uneven pavers, soft ground, highly polished or heavily carpeted floors, damp/wet ground, smooth marble or concrete around edges/on top of graves.

Accessibility to work area – obstacles restricting easy access and egress to work areas e.g. collapsed headstones, grave monuments, space between graves, no pathways, broken tree branches or shrubs, confined or poor workplace layout, cleaning equipment or trolleys in aisles etc.

Open graves – risk of workers or members of the public falling into the grave.

Working at height – working from a ladder/steps trimming trees, on top of vehicle unloading materials or cleaning gutters.

Objects protruding from ground – sprinkler heads, water taps, roots of trees, fallen headstones etc.

Areas prone to a build-up or water, moss, frost or ice – water, moss, frost or ice can build up on pathways, steps, cemetery lawns or on concrete/marble edges or lids of graves.

Ladders or work platforms with smooth or slippery surfaces – ladders, steps or work platforms may not have non-slip coverings or rubber feet.

PPE – workers should be supplied with non-slip shoes/boots and gloves.

WHS legal requirements

WHS Regulations

- 32-38 General risk and workplace management
- 42 (1-3) Duty to provide first aid

Approved Codes of Practice

- *How to manage work health and safety risks*
- *Managing the work environment and facilities*
- *Managing the risk of falls at workplaces*
- *First aid in the workplace*

What do I need to do?

Step 1 – consult workers and HSRs to complete the sources of exposure checklist for slips, trips and falls.

Step 2 – consider what actions can eliminate or minimise risk associated with slips, trips and falls using the hierarchy of control measures.

Step 3 – develop a risk control action plan.

Step 4 – review risk controls for slips, trips and falls.

Sources of exposure checklist – slips, trips and falls

Step 1 – consult workers and HSRs to complete this checklist.

Workplace:	**Date:**
Work activity: Choose an item.	**Team leader:**
	**Workers consulted:**
	HSRs consulted:

Slips, trips and falls – work environment	Sources of exposure	Can risk be eliminated or minimised?		
		Yes	No	N/a
What type of environment will workers be exposed to when carrying out this work activity?	Choose an item.	☐	☐	☐
What condition is the ground/floor surface in?	Choose an item.	☐	☐	☐
Is the work environment where the job is being done easily accessible?	Choose an item.	☐	☐	☐
Is this work area clear of obstacles?	Choose an item.	☐	☐	☐
Are there open graves or other openings in this workplace?	Choose an item.	☐	☐	☐
Do workers have to work from height?	Choose an item.	☐	☐	☐
Are there any potholes or objects protruding from the ground?	Choose an item.	☐	☐	☐
Is the work area prone to build-up of water, moss, or frost/ice in winter?	Choose an item.	☐	☐	☐
Do ladders, steps or other work platforms have slippery or smooth surfaces?	Choose an item.	☐	☐	☐
Are workers supplied with slip-resistant safety boots and gloves?	Choose an item.	☐	☐	☐

(If YES go to Step 2 – If NO go to Step 4)

Hierarchy of control measures – slips, trips and falls

Step 2 – consider how you might control the hazards listed in the **sources of exposure checklist**.

Work activity: _____

Hierarchy of control measures	Options to eliminate or minimise risk from slips, trips and falls
ELIMINATE	Can we: • prohibit jobs requiring people to work at height? • stop using ladders for work at height?
SUBSTITUTE	Can we: • do the job from ground level? • replace ladders with platform steps?
ISOLATE	Can we: • stop other workers or the public from entering areas with open graves or where work is being undertaken at height?
ENGINEERING	Can we: • use grave covers? • purchase or hire elevated work platforms for jobs that require working at height? • install work platforms on rooftops? • install air-conditioning units at ground level?
ADMINISTRATIVE	Can we: • develop or amend existing safe work procedures (SWPs) to include requirements to stop workers carrying out work at height? • provide training for workers re working at height?
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Can we: • provide appropriate PPE (e.g. fall arrest harnesses if on roof, slip-resistant footwear and gloves for improved grip)?

Risk control action plan – slips, trips and falls

Step 3 – complete the **risk control action plan** which summarises the actions required to control risks in the **sources of exposure checklist**.

Hierarchy of control measures	Risk control	Due date	Person responsible	Action completed Yes/No	Review date
ELIMINATE					
SUBSTITUTE					
ISOLATE					
ENGINEERING					
ADMINISTRATIVE					
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

Review risk controls – slips, trips and falls

Step 4 – review risk controls in the **risk control action plan** to ensure they have been implemented and are working.

☐	**Consult** affected workers and their HSR
☐	**Inspect** workplace/area
☐	**Observe** work activity
☐	**Check** injury records and incident reports
☐	**Check** WHS Regulations and/or Approved Codes of Practice: • to ensure hazard/risk controls have been implemented, are maintained by PCBU and being used by workers • to ensure existing risk controls are adequate (e.g. eliminate or minimise risk – WHS Regulations 35-37) • to ensure risk controls have been updated and implemented when a new hazard/risk has been identified or changes are proposed for a workplace, system of work, or plant used in the workplace • when designing training and providing information for workers using risk controls.

References

1. Safe Work Australia (2011), *Approved Code of Practice – First aid in the workplace*
2. Safe Work Australia (2011), *Approved Code of Practice – How to manage work health and safety risks*
3. Safe Work Australia (2011), *Approved Code of Practice – Managing the work environment and facilities*
4. Safe Work Australia (2015), *Approved Code of Practice – Managing the risk of falls at workplaces*
5. *Work Health and Safety Regulations 2012* (SA) – Chapter 4, Part 4 (Regulations 78-80).

Mental health in the workplace

At any given time, one in five Australian employees is likely to be living with a mental health condition.

Untreated depression and anxiety costs employers around $10.9 billion every year, largely through reduced productivity, absenteeism and workers compensation claims.[1]

Analysis by PricewaterhouseCoopers shows that businesses will, on average, achieve a positive return on investment of $2.30 for every $1 spent creating a mentally healthy workplace.[1] Furthermore, employers have a legal responsibility to provide a safe working environment for all employees.

The majority of job roles and working environments have stressors or risk factors for mental health. Employers have a legal responsibility to reduce these risks so far as is 'reasonably practicable' for their workplace.[2]

Workers in the Cemetery and Crematoria Industry can experience a range of workplace stressors including:

- emotionally demanding work (e.g. dealing with bereaved people, distressing fatalities such as homicide or suicide events, community disasters, events involving young children)
- high work demands (e.g. time pressure, working long hours, overtime, shift work)
- poor support from supervisor or co-workers
- low levels of control over how they meet work demands
- poorly managed relationships (such as conflict and workplace bullying)
- organisational injustice
- lack of role clarity
- low levels of recognition and reward
- poorly managed change.

Continuous exposure to these stressors may negatively affect work performance and efficiency, worker morale, personal and work relationships, and concentration levels. It may also lead to an increase in levels of physical and/or psychological illnesses, absenteeism, presenteeism and sick leave.[3]

Mentally healthy workplaces benefit everyone – employees, managers, business owners and organisational leaders. Everyone has a role to play, both in looking after their own mental health and creating a mentally healthy workplace.

In considering the range of control measures to be implemented in the workplace, mentally healthy workplaces are characterised by the following:

Positive workplace culture: relates to a workplace where everyone is encouraged and supported, and employees feel good about being at work**.**

Stress and other risks to mental health are managed. It is a management responsibility to monitor anxiety and depression contributors such as stress, heavy workloads, unrealistic deadlines, poor communication, and uncertainty.

People with mental health conditions are supported. Helping employees to stay at or return to work has clear benefits for the individual and the business.

Zero-tolerance approach to discrimination. As well as being a legal requirement, protecting employees from discrimination encourages a diverse workforce and ensures everyone gets a fair go.[1]

Where workers are exposed to distressing or potentially traumatic events, offer psychological first aid in which workers are supported and their immediate needs met and monitored over time. Psychological first aid includes provision of information, comfort, emotional and instrumental support to those

seeking help. Psychological first aid should be tailored to the worker's needs. Many organisations have employee assistance programs (EAP) that employees can access as required, which can be beneficial in supporting mental health in the workplace.

It is important to note that mental health is a highly complex area and professional intervention should be considered and sought for identified issues.

A suggested list of contacts is provided below:

- National Mental Health Commission www.mentalhealthcommission.gov.au/
- Safe Work Australia www.safeworkaustralia.gov.au/
- Beyond Blue www.beyondblue.org.au/
- Mental Health Australia http://mhaustralia.org/
- Black Dog Institute http://www.blackdoginstitute.org.au/

References

1. Headsup (2014), *State of Workplace Mental Health in Australia*
2. *Work Health and Safety Act 2012* (SA)
3. Workplace Health and Safety Queensland (2004), *Guide for the funeral industry*

WHS training needs analysis

WHS training needs analysis

WHS training needs analysis looks at all aspects of work, including the work environment, the actual jobs people do and the skills and knowledge of each person in the workplace. Once this information is gathered, a training plan can be prepared for any training that is required. The PCBU should conduct a WHS training analysis for people at every level in the organisation.

Rationale for WHS training

When workers are provided with WHS training, it makes them more aware of their responsibilities under WHS legislation and provides skills for dealing with uncontrolled hazards that can put health and safety at risk.

Section 19(3)(f) of the WHS Act requires a PCBU to provide information, training and instruction, that is necessary to protect all persons from risks to their health and safety arising from work carried out on behalf of the business or undertaking.

WHS Regulation 39 (2) requires the PCBU provide information, training and instruction to a worker that is adequate and that takes into account:

- type of work being done
- risks associated with this work
- control measures needed to eliminate or to minimise risks to work health and safety.

What to do

Step 1 – look at the organisational structure.

Step 2 – select WHS training needs table for each group in the organisation (refer to following examples).

Step 3 – consult workers and HSRs and conduct a survey of the WHS training needs of people at every level in the organisation.

Step 4 – analyse feedback from survey to identify WHS training needs and collate (see summary of WHS training needs table).

Step 5 – consult workers and HSRs and develop a WHS training plan (see WHS training plan table).

WHS plan

A WHS training plan should include:

- names and positions of persons requiring WHS training
- type of WHS training to be conducted,
- when and where training is to be conducted
- name of company delivering training and cost.

Review and revise the WHS training plan at least once a year.

Training records

PCBUs must keep records of any training provided when the work involves a risk to health or safety. Retain records for five years.

These records should list the person's name, date of birth, position, training provided, name of training provider or trainer, competencies achieved and course evaluation data.

Keep records and copies of licenses and renewal dates, certificates, formal qualifications, and dates of refresher training required by workers.

WHS training needs analysis – CEO, Executive Management and Board of Directors (officers)

Position		Chief Executive Officer	Board of Directors	Chief Finance Officer	Executive Manager Cemetery Operations
Training required	**Name**				
	WHS legislation				
	Due diligence				
	Duty of care				
	WHS management systems				
	Hazard management				
	Incident notification and investigation				
	Consultation and issue resolution				
	Emergency planning and procedures				
	Manual tasks				
	WHS planning				
	WHS policies and procedures				
	Budgeting for WHS				
	Rehabilitation and return to work				

LEGEND:
✓ = Essential
D = Useful for dealing WHS issues in my workplace
C = Completed this training within last 2 years.
N/A = Not Applicable

WHS training needs analysis – business support

	Position	Payroll and Finance Officer	Human Resources Officer	Cemetery Records Coordinator	Records Officer
Training required	**Name**				
	WHS induction				
	Safe work procedures				
	WHS legislation				
	WHS management systems				
	Hazard management				
	Incident notification				
	Consultation and issue resolution				
	Emergency procedures and planning				
	Hazardous chemicals				
	Manual tasks				
	Electrical hazards/risks				
	Workplace fatigue				
	Workplace violence/bullying				
	First aid				
	Warden training				
	Other				

LEGEND:
✓ = Essential
D = Useful for dealing WHS issues in my workplace
C = Completed this training within last 2 years.
N/A = Not Applicable

WHS training needs analysis – customer strategy and communications

	Position	ICT Manager	Team Leader Marketing and Communications	Marketing and Communications staff	Client Services	Memorial Officers
Training required	**Name**					
	WHS induction					
	Safe work procedures					
	WHS legislation					
	WHS management systems					
	Hazard management					
	Incident notification					
	Consultation and issue resolution					
	Emergency procedures and planning					
	Hazardous chemicals					
	Manual tasks					
	Electrical hazards/risks					
	Workplace fatigue					
	Workplace violence/bullying					
	First aid					
	Warden training					
	Other					

LEGEND:
✓ = Essential
D = Useful for dealing WHS issues in my workplace
C = Completed this training within last 2 years.
N/A = Not Applicable

WHS training needs analysis – cemeteries and crematorium

	Position	Team Leader Chapel – Lounge	Chapel – Lounge Attendants	Team Leader Crematorium	Crematorium operators	Team Leader Cemeteries	Grave digger	Horticultural Workers
Training required	**Name**							
	Forklift licence							
	WHS induction							
	Safe work procedures							
	WHS legislation							
	WHS for managers/ supervisors							
	WHS management systems							
	Hazard/ risk assessment and controls							
	Incident investigation							
	Consultation and issue resolution							
	Emergency procedures							
	Hazardous substances							
	Personal protective equipment							
	Manual tasks							
	Working at heights							
	Working in confined spaces							
	Traffic management							
	Noise							
	Electrical hazards/risks							
	Heat stress							
	Biological hazards/risks							
	Workplace fatigue							
	Workplace violence/bullying							
	First aid							
	Warden training							
	WHS policies and procedures							
	Health and wellbeing							
	Other							

Summary of WHS training needs

WHS Training	Directors	Executive Managers	Business Support	Customer Strategy and Comms	Team Leaders	Chapel and Crematorium Attendants	Crematorium Operators	Grave Diggers	Maintenance Workers	Horticulture Workers	Total
Forklift training											
WHS induction											
Safe work procedures											
WHS legislation											
Officers and due diligence											
WHS for managers and supervisors											
WHS management systems											
Hazard/ risk assessment and controls											
Incident notification and investigation											
Consultation and issue resolution											
Emergency planning											
Hazardous substances											
Personal protective equipment											
Manual tasks											
Working at heights											
Work in confined spaces											

WHS training plan

Name	Position	Workplace	WHS Training	Duration	Start/Finish Date(s)	Training Provider	Training Venue	Cost
Wendy Smyth	Horticulturalist	Cemetery	Hazardous Chemicals	1 day	1/3/2017	ASKOHS	Enfield Cemetery	$185.00

Incident notification and investigation

Incident notification by PCBU

Incident notification is a legal requirement and also plays an important role in preventing similar workplace incidents.

Reporting an incident

To report an incident, contact SafeWork SA by calling 1800 777 209 – this line operates 24/7 and on-call inspectors are available after hours.

South Australia's work health and safety laws require PCBUs to immediately notify SafeWork SA of any serious injuries or illnesses, dangerous incidents or deaths that occur at work immediately after becoming aware that it has occurred.

Incidents are notifiable if they arise out of the conduct of a business or undertaking and may relate to anyone at a workplace: a worker, contractor or member of the public.

While anyone at a workplace can report a notifiable incident, PCBUs are legally obligated to do so. Failure to report a notifiable incident to SafeWork SA is an offence and penalties apply. Safe Work Australia's Incident Notification Fact Sheet provides more information about mandatory reporting requirements plus examples. Notification by the PCBU must be done as soon as practicable after having become aware of the incident and via the fastest means available. In most cases, this is by telephone.

SafeWork SA can request confirmation of incident details in writing within 48 hours of your telephone notification.

You can notify SafeWork SA in writing by email or fax using the Notifiable Incident Report Form.

Please do not use this form to report immediately life threatening issues or a death. If you any questions about a work-related incident, contact the SafeWork SA Help Centre on 1300 365 255.

Notifiable workplace Incidents

A workplace incident must be notified to SafeWork SA if they fall into the meaning of a 'notifiable incident' under Section 35 of the WHS Act:

- the death of a person, or
- a serious injury or illness of a person, or
- a dangerous incident.

The death of a person

SafeWork SA investigates the cause of each workplace fatality by obtaining sufficient information to classify the death as either a notifiable fatality, a non-notifiable fatality (e.g. a death that is not work-related), or a non-jurisdictional fatality (e.g. a road traffic death travelling between home and work.

A serious injury or illness of a person

A serious injury or illness of a person includes:

- immediate treatment as an in-patient in hospital for any duration, even if the stay is not overnight or longer
- immediate treatment for:
    - amputation of any body part
    - serious head, eye or burn injury
    - de-gloving or scalping
    - spinal injury
    - loss of bodily function
    - serious lacerations
    - medical treatment within 48 hours of exposure to a substance.

The following prescribed serious illnesses must be reported:

- any infection where the work is a significant contributing factor or is reliably attributable to:
    - working with micro-organisms
    - providing treatment or care to a person
    - contact with human blood or body substances
    - handling or contact with animals, or animal hides, skins, wool, hair, carcasses or waste products

- occupational zoonosis contracted in the course of work involving handling or contact with animals, or animal hides, skins, wool, hair, carcasses or waste products, including:
    - Q fever
    - Anthrax
    - Leptospirosis
    - Brucellosis
    - Hendra Virus
    - Avian Influenza
    - Psittacosis.

A dangerous incident

A dangerous incident is one that exposes (or imminently exposes) someone to a serious health or safety risk including:

- uncontrolled escape, spillage or leakage of a substance
- uncontrolled implosion, explosion or fire
- uncontrolled escape of gas, steam or a pressurised substance
- electric shock
- fall or release from a height of any plant, substance or the like
- collapse, overturning, failure or malfunction of, or damage to, any plant that requires authorisation for use in accordance with the WHS Regulations
- collapse or partial collapse of a structure
- collapse or failure of an excavation or any shoring supporting an excavation
- inrush of water, mud or gas in workings, an underground excavation or tunnel
- interruption of the main system of ventilation in an underground excavation or tunnel
- unplanned loss of control of heavy earthmoving machinery, including brake or steering failure, at a mine.

PCBU to secure incident site

The person with management or control of a workplace must, so far as is reasonably practicable, preserve the incident site until an inspector arrives at the site, or directs otherwise.

The site includes any plant, substance, structure or thing associated with the notifiable incident.

A number of prescribed reasons enable the person with management or control of a workplace to disturb an incident site to:

- assist an injured person
- remove a deceased person
- make the site safe or to minimise the risk of a further notifiable incident
- facilitate a police investigation
- follow a direction from a SafeWork SA inspector that the scene may be disturbed.

Where a workplace incident or injury has occurred, the PCBU must investigate it to establish all of the factors involved and determine the appropriate action(s) to prevent a recurrence. By collecting incident information and analysing it within a risk management process to identify and control risks, everyone can learn from it and improve safety practice.

Action following an incident

First aid and medical attention

As a first priority, ensure that any person who has sustained an injury has received appropriate first aid or medical attention.

Secure the incident scene

Make the incident area safe and keep people not providing immediate and urgent assistance away from it.

The scene of an incident should remain undisturbed until all of the facts are collected.

Check with a SafeWork SA inspector before removing anything from the scene for further examination and analysis.

If there has been a death or serious injury, the site should not be altered in any way without the permission of a SafeWork SA inspector or police officer.

Cooperate with emergency services personnel, SafeWork SA inspectors and specialists taking evidence or measurements.

Incident notification by PCBU

The WHS Act requires PCBUs to notify SafeWork SA of fatalities, serious injuries and illnesses, as well as dangerous incidents that arise, as soon as they become aware of the incident.

This is a legal obligation. All serious work-related injuries and incidents must be reported to SafeWork SA by telephoning 1800 777 209 (statewide – 24 hours). In some circumstances, SafeWork SA may ask for confirmation of details to be provided in writing within 48 hours.

If you are unsure whether or not to report any work related injuries or incidents to SafeWork SA, contact the SafeWork SA Help Centre on 1300 365 255. SafeWork SA may also conduct an investigation of any incident.

The PCBU and incident investigation

It is important that you learn as much as you can about why an incident occurred so that you can prevent similar incidents in the future.

By collecting information about the incident and analysing it, and following a risk management process to identify and control risks, everyone can learn from the incident and improve workplace safety.

Under the WHS Act, a PCBU must ensure, so far as is reasonably practicable, that workers are safe from injury and risks while at work. This requires safe systems of work to be in place. If a workplace incident or injury does occur, the PCBU must investigate to determine the cause and to prevent it from happening again, rather than apportioning blame.

The function of an investigation is to establish all the factors involved in the incident and determine appropriate action(s) to prevent a recurrence.

Record physical evidence first

Physical evidence may be subject to rapid change or obliteration and should therefore be the first information recorded.

Collect and photograph information such as:

- location of the injured worker(s) at the time of the incident
- equipment in use at the time
- substances in use at the time
- safety devices or controls used at the time
- position of appropriate guards
- position of controls for any machinery involved
- damage to equipment
- state of housekeeping in the area
- environmental conditions e.g. weather, lighting, noise levels, temperature.

Take notes of the scene

Photographs, sketches and diagrams may also be useful. Careful study of these later may reveal conditions or contributing factors initially missed.

Take notes about:

1. Events leading up to the incident

- systems of work being used
- instructions given, any variations from instructions
- workplace conditions e.g. lighting, housekeeping, floor surfaces, stair treads, handrails, temperature
- exact location of the incident
- any materials being used or handled
- type of transport or equipment being used
- any information at all which may provide clues about contributory factors.

2. The incident itself

- state of the system and the actions that occurred at the moment of the incident
- person(s) directly involved and those involved at a distance
- tools, equipment, materials and fixtures directly involved.

3. What happened after the incident

- injuries/damage which directly resulted
- events leading to consequential injury or damage
- persons involved, including those who rendered first aid
- any problems dealing with injuries or damage.

Gather the procedures and safety requirements for the area and tasks being performed.

Compile a maintenance history of any plant or equipment involved.

Review all potentially useful information about the workplace, equipment and procedures, including designs, specifications, drawings, and information from manufacturers and suppliers.

Interviews

Personally interview everyone involved, including the injured worker(s) if possible, witnesses, nearby workers and anyone in the area at the time. Conduct interviews as soon as possible after the incident. Interview each person separately.

Put them at ease and approach the interview in a non-threatening and non-judgmental manner.

Explain that the purpose of the investigation is to prevent a recurrence and identify underlying causes.

Ask each person to describe what they saw and heard leading up to and at the time of the incident.

Let the person talk without interrupting them.

Ask open ended and probing questions to fill in the details e.g. “Could you expand on this process?” or “Can you tell me about the operation of the equipment?”.

Confirm that your understanding of the person’s account is accurate.

End the interview on a positive note, thanking them for the information provided. Ask them to let you know if they recall anything further that may assist.

Reporting and follow-up

Analyse the investigation details gathered and write a report that can be acted upon to control the identified risks and hazards.

Other information to record

1. PCBU and workplace

- PCBU name
- industry of PCBU
- PCBU location
- identification of workplace location where incident occurred
- number of workers
- number of hours worked.

2. Person(s) involved in the incident

- personal characteristics
- name of injured worker
- gender
- date of birth
- preferred language
- basis of employment
- shift arrangements
- full-time/part-time, permanency of employment
- employment arrangements job characteristics
- occupation experience in task
- proportion of shift worked.

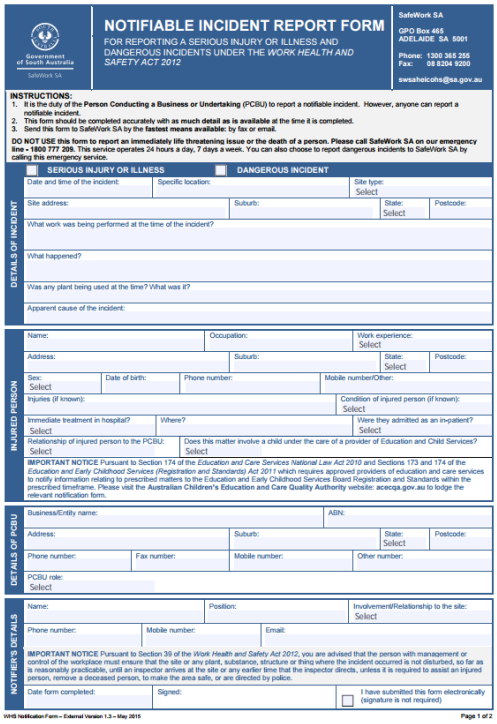
3. Incident details

- date of incident or report of disease
- time of incident
- training provided
- description of incident
- cause of incident.

4. Outcome of injury or disease

- nature of injury or disease
- bodily location or injury or disease
- preventative action proposed and taken
- rehabilitation status
- time lost from work.

The Notifiable Incident Report Form is available from SafeWork SA's website.



NOTIFIABLE INCIDENT REPORT FORM

FOR REPORTING A SERIOUS INJURY OR ILLNESS AND DANGEROUS INCIDENTS UNDER THE *WORK HEALTH AND SAFETY ACT 2012*

Government of South Australia — SafeWork SA

SafeWork SA
GPO Box 465
ADELAIDE SA 5001
Phone: 1300 365 255
Fax: 08 8204 9200
swsahelcohs@sa.gov.au

INSTRUCTIONS:
1. It is the duty of the **Person Conducting a Business or Undertaking** (PCBU) to report a notifiable incident. However, anyone can report a notifiable incident.
2. This form should be completed accurately with **as much detail as is available** at the time it is completed.
3. Send this form to SafeWork SA by the **fastest means available:** by fax or email.

DO NOT USE this form to report an immediately life threatening issue or the death of a person. Please call SafeWork SA on our emergency line - 1800 777 209. This service operates 24 hours a day, 7 days a week. You can also choose to report dangerous incidents to SafeWork SA by calling this emergency service.

DETAILS OF INCIDENT

☐ SERIOUS INJURY OR ILLNESS ☐ DANGEROUS INCIDENT

Date and time of the incident: | Specific location: | Site type: Select

Site address: | Suburb: | State: Select | Postcode:

What work was being performed at the time of the incident?

What happened?

Was any plant being used at the time? What was it?

Apparent cause of the incident:

INJURED PERSON

Name: | Occupation: | Work experience: Select

Address: | Suburb: | State: Select | Postcode:

Sex: Select | Date of birth: | Phone number: | Mobile number/Other:

Injuries (if known): | Condition of injured person (if known): Select

Immediate treatment in hospital? Select | Where? | Were they admitted as an in-patient? Select

Relationship of injured person to the PCBU: Select | Does this matter involve a child under the care of a provider of Education and Child Services? Select

IMPORTANT NOTICE Pursuant to Section 174 of the *Education and Care Services National Law Act 2010* and Sections 173 and 174 of the *Education and Early Childhood Services (Registration and Standards) Act 2011* which requires approved providers of education and care services to notify information relating to prescribed matters to the Education and Early Childhood Services Board Registration and Standards within the prescribed timeframe. Please visit the **Australian Children's Education and Care Quality Authority** website: **acecqa.gov.au** to lodge the relevant notification form.

DETAILS OF PCBU

Business/Entity name: | ABN:

Address: | Suburb: | State: Select | Postcode:

Phone number: | Fax number: | Mobile number: | Other number:

PCBU role: Select

NOTIFIER'S DETAILS

Name: | Position: | Involvement/Relationship to the site: Select

Phone number: | Mobile number: | Email:

IMPORTANT NOTICE Pursuant to Section 39 of the *Work Health and Safety Act 2012*, you are advised that the person with management or control of the workplace must ensure that the site or any plant, substance, structure or thing where the incident occurred is not disturbed, so far as is reasonably practicable, until an inspector arrives at the site or any earlier time that the inspector directs, unless it is required to assist an injured person, remove a deceased person, to make the area safe, or are directed by police.

Date form completed: | Signed: | ☐ I have submitted this form electronically (signature is not required)

WHS Notification Form – External Version 1.3 – May 2015 — Page 1 of 2

Reference

This information has been sourced from the SafeWork SA website and was accurate at date of viewing (11/8/2016).

Emergency planning

Emergency planning

Emergencies can happen at any time in any workplace including cemeteries, so planning is essential to reduce the risk to lives, property and the environment. Every workplace must have specifically developed arrangements to protect people from a range of potential incidents.

WHS legislative requirements

Regulation 43 of the *Work Health and Safety Regulations 2012* (SA) requires the PCBU to prepare an emergency plan for the workplace, ensuring procedures are available with effective response and evacuation instructions for all emergencies.

Developing an Emergency Plan

An Emergency Planning Committee (EPC) should ensure an emergency plan is developed that will identify potential emergency events that may occur. Once identified the EPC must implement control measures for a safe evacuation.

The emergency plan should outline what all workers and visitors should do in the event of different types of emergencies such as medical, fire, bomb threats, chemical spills, personal threat, or natural disasters.

There should also be guidelines for the notification of emergency services, medical treatment and coordination of all persons at the workplace.

The main objectives of emergency planning are to ensure that written instructions for potential incidents are prepared, implemented and coordinated.

It is a requirement that everyone in the workplace be familiar with evacuation procedures, escape routes and assembly areas. Emergency procedures and equipment must be tested regularly with information, instruction and training provided to designated emergency response wardens in the organisation.

If a building is multi-tenanted it will require communication, cooperation and coordination with all occupants to create a detailed emergency plan for clear evacuation procedures.

To be successful, all emergency planning and procedures should be integrated into the WHSMS.

References

- SafeWork SA (2011), Code of Practice – Managing the Work Environment and Facilities
- Work Health and Safety Regulations 2012 (SA), Regulation 43

Emergency planning checklist

Step 1 – consult workers and HSRs to complete this checklist.

<table>
<tr><td>Workplace:</td><td>Date:</td></tr>
<tr><td rowspan="3"> 
</td><td>Team leader:</td></tr>
<tr><td>Workers consulted:</td></tr>
<tr><td>HSRs consulted:</td></tr>
</table>

Emergency planning checklist	Yes ✓	No ✖	N/a ✓	Photos	Notes
Is there a written emergency plan covering relevant emergencies, arrangements, systems, strategies and emergency procedures?	☐	☐	☐		
Is the plan accessible to all workers?	☐	☐	☐		
Are evacuation procedures clear and prominently displayed?	☐	☐	☐		
Is there a diagram showing the location of exits, current location (i.e. 'you are here') in relation to the exits, clearly and prominently displayed in each area?	☐	☐	☐		
Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points?	☐	☐	☐		
Are emergency exits clearly marked with illuminated exit signs, in working order and clear from obstructions?	☐	☐	☐		
Are workers, managers/supervisors instructed and trained in the emergency procedures?	☐	☐	☐		
Are there designated wardens and are they trained for specific roles (i.e. chief/area warden)?	☐	☐	☐		
Is there an up-to-date contact list of wardens?	☐	☐	☐		
Are emergency contact details relevant to the types of possible threats (e.g. fire, police, poison information centre) displayed at the workplace in an easily accessible location?	☐	☐	☐		
Are emergency contact details updated regularly?	☐	☐	☐		
Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency?	☐	☐	☐		
Are there procedures for assisting persons with a disability?	☐	☐	☐		
Is fire prevention and control equipment provided?	☐	☐	☐		
Are workers trained to use emergency equipment (e.g. fire extinguishers, chemical spill kits, etc.)?	☐	☐	☐		
Is fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers)?	☐	☐	☐		

Does the workplace have first aid facilities and emergency equipment to deal with the types of emergencies that may arise?	☐	☐	☐		
Is equipment easily accessible in an emergency?	☐	☐	☐		
Are emergency evacuation drills regularly undertaken to assess the effectiveness of the emergency plan?	☐	☐	☐		
Is there a process to induct new staff, contractors and visitors in the evacuation procedures?	☐	☐	☐		
Is someone responsible for reviewing the emergency plan and informing staff of any revisions?	☐	☐	☐		

If you answer **NO** to one or more of the statements in this inspection checklist, you have identified a risk factor that can increase the likelihood of workers being exposed to an uncontrolled hazard and suffering injury or illness. Go to step 2.

Emergency planning action plan

Step 2 – complete the **action plan** which summarises the actions required for emergency planning.

Action	Due date	Person(s) responsible	Action completed Yes/No	Review date

Record Keeping

Record keeping

The PCBU is required to keep and maintain all health and safety records and statistics on file (e.g. on a computer data base and/or in hard copy).

Examples of documentation include training activities, first aid treatments, and incident investigations. Records and statistics can help:

- identify trends for unsafe conditions or work practices so steps can be taken to correct these potential hazards
- provide material for education and training
- provide documentation in case SafeWork SA requests it, or if an incident occurs, to provide proof that all reasonably practicable measures to prevent the incident were taken.

Maintain records and statistics for the following:

- records of consultation regarding WHS matters with workers (including contractors and labour hire workers) and HSRs
- records of consultation with other PCBUs
- WHS induction (new workers)
- WHS training needs analysis
- WHS training plan
- WHS information and training and qualifications of persons at every level in the organisation
- WHS inspections
- job safety analysis (JSAs)
- written safe work procedures (SWPs)
- plant inspections
- hazard reports
- hazard registers
- incident investigation reports
- incident notification forms
- records of tool box meetings
- minutes of health and safety committee meetings
- records of health monitoring
- records of workplace monitoring including noise levels, chemicals, workplace temperatures etc.
- 'action items' have been carried out
- first aid assessments can help determine first aid requirements for the workplace
- first aid records can provide injury statistics
- WHSMS audit report
- WHSMS action plan.

WHS statistics

Statistics should also be kept by the PCBU regarding the number of incidents and injuries each year, number of workdays lost each year and annual cost of workplace injuries/diseases.

Privacy laws and employee records

The *Commonwealth Privacy Act 1988* deals with employee records of public sector and private sector employees differently.

Handling of an individual's personal information by a private sector employer is exempt from the Privacy Act if it is directly related to that individual's employee record or current or former employment relationship. This means that records falling within the exemption do not have to be managed within the rules of the legislation.

However, Commonwealth privacy laws do apply to employees' personal information if the information is used for something that is not directly related to the employment relationship between the employer and the employee.

Employers should think carefully about how they use any personal information that they have about their employees and if in doubt, or as a matter of good practice, treat that information in accordance with the privacy standards set out in the 13 Australian Privacy Principles established by the Privacy Act.