VIRIDIS

Viridis E³ *Greening the built environment*

WHS Policy

NOTE:
Full WH&S Policy and Procedure Manual is provided to all Viridis staff as part of induction and ongoing training.

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It is the responsibility of the Manual Owner to maintain currency of documents herein and check for legislative updates.

V1 Original: February 2012
Next Review: April 2012

The 6 Steps to Achieving WHS Excellence & Industry Best Practice

1. Policy & Programmes

- A WHS Policy is a statement of the Organisation's commitment to the health and safety of employees
- A WHS Programme is a plan of how to achieve the goals in the Policy Statement, and this would include the following procedures & resources in this manual.

2. Consultation

- Set up a mechanism for consultation with employees. For example, meetings, WHS Committees

3. Training & Induction

- Establish a training and induction plan for all employees, develop an employee manual (Booklet) containing your Policy Statement, expectations of staff with regard to WHS.

4. Risk Identification & Assessment

- Hazards are safety risks which must be detected, and then evaluated for their significance.
- This should be ongoing.

5. Risk Control

- Hazards (safety risks), once detected and evaluated, should be controlled

6. Promote, Maintain & Improve the WHS Programme

- Regular reviews must be undertaken with the aim of continual improvement

LEGAL & LEGISLATIVE REQUIREMENTS

Purpose
The purpose of this document is to identify Viridis's legislative requirements pursuant to the Work Health & Safety Act 2011, the Work Health & Safety Regulation 2011, and the applicable Codes of Practice and Australian Standards.

Scope
This document sets out all relevant legislation that applies to the different functions of Viridis's business and undertakings. AS4801 was used as the framework for this safety system in conjunction with relevant regulations, codes and standards.

Legislative Obligations

Obligations of persons in control of workplaces (employers, manager / supervisor)

A person in control of a workplace has the following obligations—

a) to ensure the risk of injury or illness from a workplace is minimised for persons coming onto the workplace to work;
b) to ensure the risk of injury or illness from any plant or substance provided by the person for the performance of work by someone other than the person's workers is minimised when used properly;
c) to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.

Obligations of workers and other persons at a workplace

A worker or anyone else at a workplace has the following obligations at a workplace—

a) to comply with the instructions given for workplace health and safety at the workplace by the employer at the workplace and any principal contractor for construction work at the workplace;
b) for a worker—to use personal protective equipment if the equipment is provided by the worker's employer and the worker is properly instructed in its use;
c) not to wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace;
d) not to wilfully place at risk the workplace health and safety of any person at the workplace;
e) not to wilfully injure himself or herself.

Principal contractors, Clients and others such as Manufacturers of Plant also have obligations and these can be found in the Work Health & Safety Act 2011.

OBJECTIVES & TARGETS

Purpose

The purpose of this document is to identify Viridis's safety and environmental objectives and targets pursuant to the Workplace Health & Safety Act, the Workplace Health & Safety Regulations, and the applicable codes and standards.

Scope

Viridis will set specific measurable objectives and targets in which they aim to meet annually to ensure continual improvement & effectiveness of the system.

Annual WHS Management Plan

A WHS Management Plan will be created & reviewed annually and must detail the following:

- Specific details on the activities & performance objectives to be undertaken during the year and the persons responsible
- Measurable outcomes (Key Performance Indictors)
- Set timeframes,
- Dedicated resources

The success of the safety system depends on the commitment from all levels within Viridis. The overall aim is to provide the safest work environment through elimination or control of risks. Improving safety outcomes is the focus and requires personal effort and resources by Viridis.

The following business functions must be included in the Annual WHS Management Plan:

- Production/Service Processes
- General Management
- Administration
- Marketing
- Accounting/Finance
- Human Resources
- Research & Development/Information Systems

The Need for Risk Management

Nearly every business in Australia is subject to the Work Health and Safety Legislation.

The Legislation for Health and Safety imposes strict obligations to implement Risk Management measures and therefore Risk Management is compulsory.

A failure to implement Risk Management measures in your business is an offence against the Legislation that can have serious consequences.

Apart from this legal obligation, consumers demand high quality goods and services delivered in a safe manner and the challenge for Industry is to deliver positive safety outcomes in an ever-changing and technologically innovative marketplace.

Meeting this challenge requires a pro-active approach to Risk Management and organisations that manage risks effectively will be best placed to realise or exceed their business and safety objectives.

In this way, organisations can satisfy the expectations of their customers.

A business that **successfully** manages risk is more likely to perform in a way that will maximise the achievement of both short and long term objectives of both a safety nature and otherwise.

A business that adopts a **rigorous approach** to Risk Management will assess the operating environment, identify and assess risks, design and implement strategies for managing risk and monitor and report on outcomes and provide adequate instruction, training and supervision.

In this way, you will not only meet customers' expectations and realise or exceed their objectives, but also meet your obligations imposed by law.

This Manual of Policies and Procedures forms the basis of a system that Viridis will adopt to implement appropriate Risk Management strategies and achieve industry best practice standards of excellence.

The Benefits of Addressing Health & Safety

- ☑ Reduced number of injuries
- ☑ Reduced workplace disruptions
- ☑ Compliance with legislation
- ☑ Improved productivity
- ☑ Improved competitiveness
- ☑ Improved morale
- ☑ **Reduced costs including:-**
    - Workers Compensation claims
    - Replacement or repair of equipment
    - Replacement labour
    - Lost time by other workers
    - Loss of production
    - Administrative costs
    - Legal and associated costs
    - Penalties, heavy fines for breaches of legislation

Viridis supports the following:

- ☑ All injuries can be prevented
- ☑ Working safely is a condition of employment
- ☑ Employee involvement is essential
- ☑ Management is accountable for safety
- ☑ All operating exposures can be safeguarded
- ☑ Training employees to work safely is essential

MANAGEMENT COMMITMENT

As outlined in our Work Health & Safety Policy, Viridis is committed to ensuring that all employees are safe from injury and risks to their health whilst at work. This commitment must be accepted and undertaken by Management and communicated to staff.

Primary responsibility lies with the ***PCBU***. The PCBU is primarily responsible for the health and safety of all employees, contractors and visitors. This responsibility is to be ranked equally with all other operational considerations.

The ***PCBU*** will set the highest practicable standards in meeting Viridis legislative obligations under the relative Health and Safety Legislation by providing:

- a safe and healthy work environment;
- a safe system of work;
- safe plant and substances;
- provide adequate facilities for the welfare of workers;
- information, training, instruction and supervision as is necessary to ensure that these objectives are met; **and**
- an effective means of communication and consultation with employees on health and safety issues.

Viridis recognises that a pro-active approach is the most effective means of preventing workplace injuries and illness. However, this approach will be dependent upon the following factors:

- All employees and contractors being involved and committed to improving safety within the workplace.
- All managers being made responsible and accountable for the health and safety of all staff under their control.
- All managers consulting effectively with employees on all matters affecting health and safety.
- All managers will be assigned responsibilities for providing the required procedures that will achieve the aims and objectives set out in this document.
- The provision of adequate training, instruction and supervision of all employees to assist them in meeting their safety responsibilities.
- Employees meeting their obligations under the relative Health and Safety Legislation by working in a manner so as not to injure themselves or others; following directives for health & safety and wearing Personal Protective Equipment (PPE) as required.

Viridis acknowledges responsibility for the health and safety of all employees, contractors and visitors and will provide adequate resources to meet the legislative requirements and the aims and objectives outlined in this document.

The ***PCBU*** will ensure that there is an adequate structure to implement these policies and that all levels of management are given the responsibilities necessary to ensure its success. The ***PCBU*** will hold all levels of management accountable for work health and safety matters.

The primary responsibility of all managers and supervisors will lie in controlling hazards through the process of identification, assessment, control, evaluation and monitoring. These responsibilities will be best achieved through consultation with employees, thus facilitating involvement and co-operation.

Viridis Duty

Viridis understands that Duties under the WHS Act 2011 are not transferable to another person. A person may have more than one duty by virtue of being in more than one class of duty holder. If more than one person has a duty for the same matter each person retains responsibility for that matter and must discharge their duty to the extent to which they have the capacity to influence and control the matter.

Viridis will ensure that on work sites it is conducted in such a way to eliminate risks to health and safety so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety, Viridis will minimise the risks to health and safety so far as is reasonably practicable. The definition of the term *reasonably practicable* is as per the *WHS Act 2011 s18*.

Person Conducting a Business or Undertaking - PCBU

The PCBU will ensure that so far as is reasonably practicable the health and safety of the workers employed, contracted or those influenced by works being carried out.

The PCBU as far as is reasonably practicable will provide;

- A safe work environment
- Maintenance of plant and structures
- Systems to monitor, record and review works
- Safe storage for plant and substances
- Adequate facilities for the welfare of workers
- Provide workers with PPE
- Facilitate the election within 14 days of a Health and Safety Representative (HSR) being requested and provide training and facilities for the HSR to meet the legislative requirements of the position
- Information, training and supervision of workers
- Monitoring of health conditions to prevent injury or illness

Duty of Supervisors

Supervisors appointed by the PCBU will exercise due diligence to ensure that the works carried out under their control comply with Legislative requirements and the systems adopted by the PCBU.

Supervisors will have and keep up to date their knowledge and understanding of Work health and safety matters. Supervisors will have an understanding of the nature of the works being conducted and the associated hazards and risks associated with performing the works.

Supervisors will ensure that there are available for use and uses the resources and systems to eliminate or minimise the hazards and risks associated with conducting works.

Supervisors will conduct regular inspections and report back to the PCBU using the forms and checklists set out in this WHSMP. Risks or hazards identified whilst conducting inspections or during the performing of tasks will be assessed and work processes will be reviewed to eliminate or minimise the risk or hazard before works will be allowed to continue. All incidents will be reported directly to the PCBU and the relevant authorities as required.

Supervisors will consult with workers, ensure training, give instruction with regards to health and safety and ensure the HSR receive their entitlements and training.

Supervisors will ensure that a work schedule is in place to coordinate the works being conducted and that all high risk works are done with a SWMS in place that will be monitored and reviewed.

Health and Safety Representative (HSR)

When a HSR has been elected in accordance with the Health and Safety regulations they will have the follow duties and responsibilities to workers safety within the workplace.

- To represent the work group on WHS matters
- Monitor the WHS actions of the PCBU
- Investigate complaints from the work group with regards to WHS issues
- Nominate a Deputy HSR to assist with the duties and responsibilities
- Inspect the workplace at any time after giving reasonable notice to the PCBU
- Inspect the workplace immediately if there is an incident or serious risk
- Accompany an inspector during an inspection
- Accompany or represent a work group member where requested by the worker
- Request the establishment of a Health and Safety Committee
- Direct a work group to cease unsafe work and in some cases issue a Provisional Improvement Notice (PIN)

All Workers and Sub Contractors

It is the responsibility of all workers and sub contractors employed by Viridis to:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Legislation; and
- Co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- The worker must, so far as the worker is reasonably able, use
- or wear the equipment in accordance with any information,
- training or reasonable instruction
- The worker must not intentionally misuse or damage equipment or PPE issued.
- The worker must inform the PCBU of any damage to, defect in or need to clean or decontaminate any of the equipment or PPE of which the worker becomes aware.
- Sub contractors will provide a WHSMP and SWMS for high risk works to the PCBU or appointed Officer prior to commencement of works.
- All workers and sub contractors will attend inductions.

Visitors and other persons at the workplace

A visitor or other person at a workplace must;

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do
- not adversely affect the health and safety of other persons; and
- Will comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with the Legislation.

POLICY STATEMENTS

Purpose

For all activities undertaken by Viridis, the safety of employees and the community is paramount. The policy statements are intended to provide safe operating policies specific to Viridis and supplement the procedures and practices to ensure we achieve a safe workplace.

Scope

Viridis policies cover risk management for both standard operations and for new or unique processes. The policies have been developed in conformance with relevant legislation as well as nationally recognised safety standards & procedures.

Amendments & Reviews

Viridis's Safety Management System, as well as relevant legislation, is dynamic so all policies, procedures and work methods will require annual review to ensure the systems are current & relevant.

Communication

Communication is a key element of success of the Safety Management System. Copies of the policies shall be posted and distributed to all staff members & contractors on a regular basis. These policies are a reminder of the importance of safety in the workplace.

HEALTH & SAFETY POLICY STATEMENT

Viridis will comply with the Work Health and Safety legislation and make every reasonably practical effort to ensure that employees, contractors, visitors and other persons are safe from injury and risk to health whilst in the work environment.

To this end the requirements of AS/NZS 4801 will be met in order to ensure the implementation of effective Health & Safety Management actions in a systematic manner to optimise outcomes and foster sustained WHS improvement.

Viridis regards Health & Safety as an absolute priority and a core business value.

To achieve this Policy, Management will:

- Provide appropriate equipment and materials and maintain a safe working environment.
- Create safe systems of work and provide all necessary training.
- Establish measurable safety objectives and targets to ensure continual improvement aimed at elimination of work related injury or illness and the elimination or control of hazards and the risks which flow from them.
- Establish, implement and maintain procedures for controlling all relevant safety documents and data as required by AS/NZS 4801.
- Ensure all accidents or incidents (including near misses) are promptly reported to the appropriate person and authorities where necessary and competently investigated to identify control measures which will then be implemented.
- Implement, maintain and communicate this and other safety documents to all employees and interested parties.
- Regularly engage in consultation with employees, managers, contractors, suppliers, visitors and others with regard to this Policy and its aims and objectives.
- Periodically review this and all other safety documents to ensure they remain appropriate to the nature and scale of Viridis risks and relevant to the organisation.
- Establish and maintain appropriate Workplace Health and Safety consultancies to provide regular external auditing as required by AS/NZS 4801.

We will comply with all Safety legislation, the Workers Compensation and Rehabilitation legislation and approved Australian Standards / Codes of Practice with a view to achieving Industry best practice in Work Health & Safety management.

We will develop, implement, monitor and review an appropriate WHS Management Plan in order to strive for WHS excellence.

This Policy encapsulates the key objective of our Health & Safety Management System:

For management and staff to work in partnership to identify, assess and control risks to the health and safety of all persons engaged in the activities of Viridis.

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Proprietor
Viridis
February 2012

POL-009 HAZARDOUS MANUAL TASKS POLICY

Some manual tasks are hazardous and may cause musculoskeletal disorders. These are the most common workplace injuries across Australia.

A musculoskeletal disorder (MSD), as defined in the WHS Regulation means, *an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time*.

MSD may include conditions such as:

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands and feet
- nerve injuries or compression (e.g. carpal tunnel syndrome)
- muscular and vascular disorders as a result of hand-arm vibration
- soft tissue hernias
- chronic pain.

MSD occur in two ways:

- gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by repeated or continuous use of the same body parts, including static body positions
- sudden damage caused by strenuous activity, or unexpected movements such as when loads being handled move or change position suddenly.

Injuries can also occur due to a combination of these mechanisms, for example, body tissue that has been weakened by cumulative damage may be vulnerable to sudden injury by lower forces.

A hazardous manual task, as defined in the WHS Regulation, means 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.

Viridis will ensure the following:

- The plant, equipment and containers used at the workplace are designed, constructed and maintained to be without risk to health and safety when manually handled.
- The work systems involving manual handling carried out at the workplace are designed with consultation to be without risk to health and safety for the purposes of manual handling.
- The working environment of the workplace is designed with consultation to allow the safe performance of manual handling tasks.
- Appropriate training is provided to employees, whose duties involve manual handling tasks, including training in safe manual handling techniques.
- Mechanical aids and materials handling equipment will be provided where manual handling is required.

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Proprietor
Viridis
Date: February 2012
Review Date: April 2012

POL-011 PERSONAL PROTECTIVE CLOTHING & EQUIPMENT (PPE) POLICY

The Health & Safety legislation defines personal protective equipment (PPE) to include any clothing, equipment and substance designed to be worn by a person to protect the person from risks of injury or illness.

Such equipment may include as required, gloves, eye protectors (goggles, face shields), overalls, aprons, spats; steel toe-capped shoes or boots, hearing protectors (ear muffs), safety harnesses, safety helmets and breathing apparatus.

Responsibilities of Viridis:

- Viridis will take all feasible steps to ensure that if PPE is required, the equipment is provided and maintained in a manner that minimises the risk to the health and safety of a relevant person.

- If a hazard that relates to an item of plant at work, or a system of work associated with the item of plant, is identified and assessed to be a risk that must be minimised, Viridis will ensure that a relevant person who is likely to be exposed to the risk, and a person supervising that person, are, if relevant, appropriately trained in relation to the use, fitting, maintenance, testing and storing of PPE.

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Proprietor
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POL-012 PURCHASING POLICY

An integral part of the WHS Management System is Viridis commits to safe purchasing practices and procedures. Viridis will demonstrate this commitment by ensuring that prior to the initial purchase of any plant, equipment, substance or material, the PCBU or designated responsible person shall:

- Ensure that the item fully complies with the relevant Australian Standard/s and other legislative requirements.
- Ensure that all information and training required for the safe use of the equipment is available from the supplier or any other appropriate source.
- Identify training requirements for any new plant, equipment, substance or material in consultation with the supplier; and
- Report these requirements to the relevant manager and the Safety Officer, who must ensure that the appropriate training is delivered, ***prior*** to the use of the plant, equipment, substance or material.
- Wherever practical, include in the contract of purchase the provision of training in the safe use of the item.
- Ensure that a copy of the Safety Data Sheet (SDS) is obtained from the supplier for each hazardous substances supplied to the site prior to receiving the goods. The supplier of the hazardous substance has an obligation to provide a copy of the SDS, a copy of which ***must*** be displayed wherever the hazardous substance is used and stored.
- Obtain enough information about a product or service prior to purchase to allow for a desk top Risk Assessment to be completed in accordance with the Purchasing Procedure.

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Proprietor
Viridis
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PRO-001 MANAGING RISKS TO HEALTH AND SAFETY PROCEDURE

Viridis will comply with the *Work Health & Safety Act 2011,* Work Health & Safety Regulation *2011*, relevant Codes of Practice and Australian Standards for the management of risks and hazards in the workplace.

Viridis will identify and manage risks and hazards by;

- **identify hazards** – find out what could cause harm
- **assess risks if necessary** – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- **control risks** – implement the most effective control measure that is reasonably practicable in the circumstances, and
- **review** control measures to ensure they are working as planned.

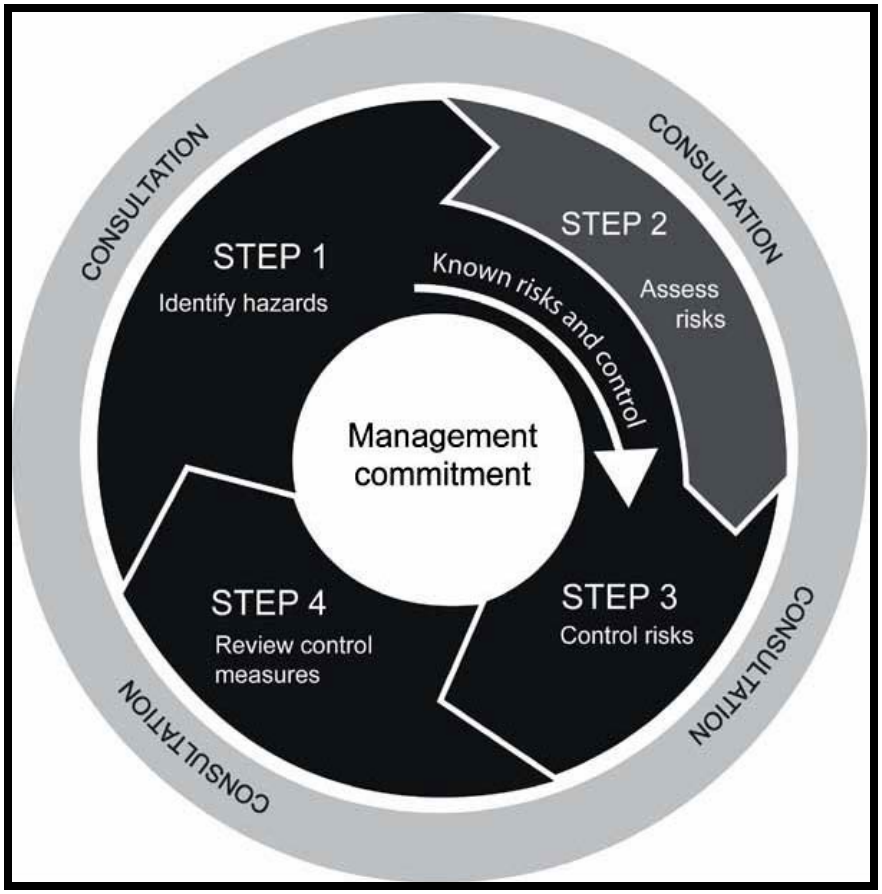

Figure 1: The risk management process

1.0 Hierarchy of Controls

Viridis will use the *Code of Practice How to Manage Work Health and Safety Risks s4.1The hierarchy of risk control* when implementing any risk control measures starting at level 1 and if not possible uses a combination of the remaining control methods:

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown in Figure 2. This ranking is known as the hierarchy of risk control. The WHS Regulation requires duty holders to work through this hierarchy when managing risk under the WHS Regulation.

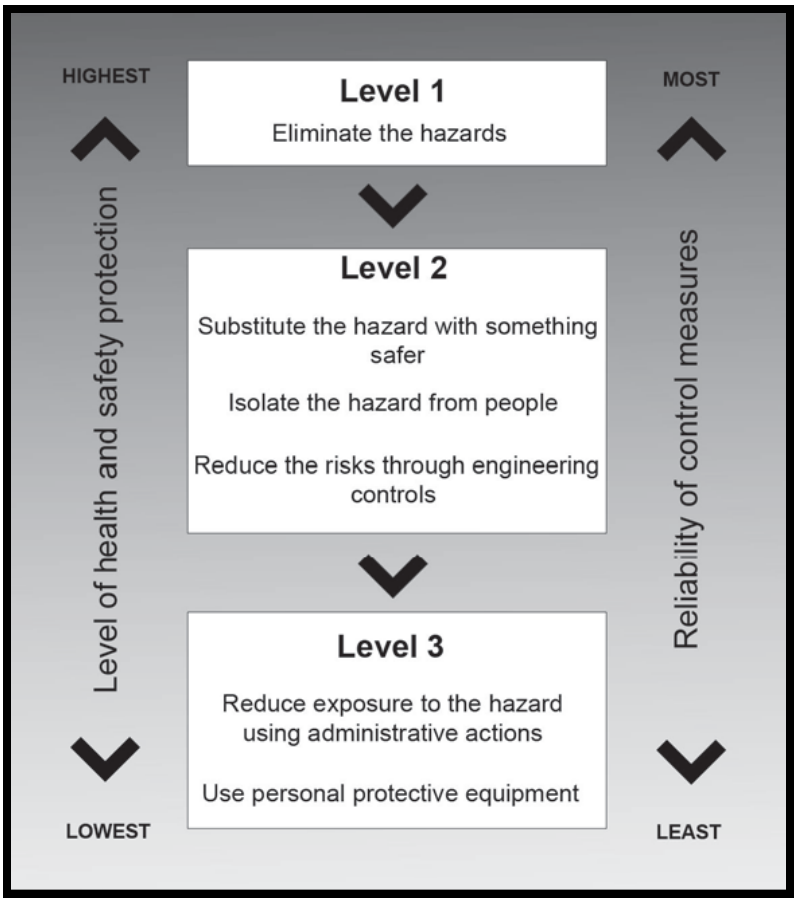

Figure 2: The hierarchy of risk control

Viridis will always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you should minimise the risk by working through the other alternatives in the hierarchy.

Level 1 control measures

The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard in the workplace. For example, you can eliminate the risk of a fall from height by doing the work at ground level.

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage of a product, process or place used for work. In these early phases there is greater scope to design out hazards or incorporate risk control measures that are compatible with the original design and functional requirements. For example, a noisy machine could be designed and built to produce as little noise as possible which is more effective than providing workers with personal hearing protectors.

You can also eliminate risks by removing the hazard completely, for example, by removing trip hazards on the floor or disposing unwanted chemicals.

It may not be possible to eliminate a hazard if doing so means that you cannot make the end product or deliver the service. If you cannot eliminate the hazard, then eliminate as many of the risks associated with the hazard as possible.

Level 2 control measures

If it is not reasonably practicable to eliminate the hazards and associated risks, you should minimise the risks using one or more of the following approaches:

- **Substitute** the hazard with something safer

For instance, replace solvent based paints with water based ones.

- **Isolate** the hazard from people

This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery, store chemicals in a fume cabinet.

- Use **engineering** controls

An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads, place guards around moving parts of machinery, install residual current devices (electrical safety switches), set work rates on a production line to reduce fatigue.

Level 3 control measures

These control measures do not control the hazard at the source. They rely on human behaviour and supervision, and used on their own, tend to be least effective in minimising risks. Two approaches to reduce risk in this way are:

- Use **administrative** controls

Administrative controls are work methods or procedures that are designed to minimise exposure to a hazard. For instance, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task, and use signs to warn people of a hazard.

- Use personal protective equipment (**PPE**)

Examples of PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

Administrative controls and PPE should only be used:

- when there are no other practical control measures available (as a last resort)
- as an interim measure until a more effective way of controlling the risk can be used, or
- to supplement higher level control measures (as a back-up).

2.0 Review of Control Measures

Viridis will review and, as necessary revise control measures implemented under the *Work Health & Safety Regulation 2011* and relevant Codes of Practice so as to maintain, so far as reasonably practicable, a work environment that is without risks to health and safety.

As part of the review process regular inspections will be conducted and recorded for reporting to all relevant persons

Viridis will review and as necessary revise a control measure if;

- the control measure does not control the risk it was implemented to control so far as reasonably practicable when;
  - the results of monitoring indicate the measure does not control the risk
  - a notifiable incident occurs because of the risk
- before a change at the workplace that is likely to give rise to a new or different risk to health and safety
- a new relevant hazard is identified
- through consultation that a review is necessary
- the HSR or workers requests a review
- the work environment changes and the controls in place may no longer be applicable to the risk or hazard

3.0 Workplace Security

Viridis will ensure so far as reasonably practicable that the workplace is secured from unauthorised access. Where unauthorised access to the workplace cannot be prevented hazards within the workplace will, so far as reasonably practicable, are isolated.

PRO-016 HAZARDOUS SUBSTANCES PROCEDURE

Purpose

The Purpose of this Procedure is to discuss hazardous substances, Chemicals, hazardous Substances and the role of Safety Data Sheets in the workplace.

Scope

This Procedure covers substances that could cause harm.

Definitions

SDS (Safety Data Sheet) is an Information sheet provided by the manufacturer about a substance.

Hazardous Substance - Hazardous Substances are designated as such and classified by the NOHSC: 1008(2004) and the work Health and Safety Regulation 2011 chapter 7.

Dangerous Goods - are listed in The Dangerous Goods Safety Management Act 2001/Regulations 2001 (for QLD).

Introduction

Hazardous substances in the workplace are substances that may put people at risk of injury or illness. A wide variety of man-made and natural substances are used in the workplace including petrochemicals, solvents, acids, pesticides and herbicides, as well as common cleaners, detergents, and paint. These substances can put people at risk if they are used incorrectly.

Risk levels can vary according to the substance. Some substances may cause irritation, allergic reactions or sensitivities and some may be flammable, corrosive or explosive. In extreme cases, some substances can cause sickness and even death. Hazardous substances may put users at risk months or years after the initial exposure. For example, persons exposed to asbestos decades ago are now tragically suffering from this exposure.

Chemicals, poisons and hazardous substances must be stored, handled and used safely to avoid serious injuries, illnesses or fatalities. Chemicals and substances used in the workplace need not be dangerous if used correctly & safely. With proper training and information, safety precautions can be taken.

Employers have an obligation to provide a safe workplace and safe systems of work. Workers also have a responsibility under law to take reasonable care for their own safety and the safety of others, wear Personal Protective Equipment (PPE) and report unsafe situations to Management.

1.0 Identification of Hazardous Substances or Dangerous Goods

Hazardous Substances

Reference can be made to the package label and then to publications such as the NOHSC: 1008(2004). However it is often difficult to determine the chemical contents from the label. A simple way of identifying a potential hazardous substance is to look for a warning phrase; e.g. *"Poison S6; Keep out of reach of children"*
"Flammable liquid- keep away from naked flame"

Dangerous Goods

"The Australian Code for Transport of Dangerous Goods by Road & Rail" is the minimum standard. This classification does not necessarily mean that goods are "dangerous" if used correctly and certain precautions are taken. Dangerous goods are easily identified by a small diamond shape on the container/package that includes a number and a statement of what it is.

For example:

Summary

If the product has a warning phrase or a Dangerous Goods diamond this will generally indicate the substance is a "hazardous substance" and that a Material Safety Data Sheet is required to be held.

Once a hazard has been identified, the risk of injury or harm should be determined and an assessment made as to whether it is practical to reduce or remove that hazard. (Refer to Procedure *Risk Assessment*).

A form is included in this Manual (FORM 16) to assist in the Risk Assessment Process. You will also require an SDS for the product.

2.0 Safety Data Sheets (SDS)

2.1 Obtaining an SDS

Manufacturers, importers and suppliers of hazardous substances are required by law to provide a SDS if they are asked for it. The product(s) of those that refuse or are unable to supply an SDS should not be used.

An SDS must be obtained and held for all hazardous substances.

It is best practice to obtain an SDS and to conduct a risk assessment on the use of the substance ***before*** ordering that substance.

2.2 Contents of an SDS

SDS formats or layouts vary but they all include the following:

- The full name of the product. UN Number and Hazchem No. – this is important information for Emergency Service Personnel
- It's physical characteristics (e.g. colour, smell etc)
- Ingredients (where the chemical content is a mixture- the proportions of chemicals)
- Effects of exposure ("acute" means short-term – usually less than 24 hours)
- Fire & explosion data
- Routes of exposure – inhalation, skin contact etc
- Emergency and First Aid Information
- Protection Required e.g. glasses, PVC gloves etc
- Action to take in a "spill" situation

Packaging of the product may also include some of this important information, such as a caution or warning phase, and the "UN No. or "Hazchem No." and there may also be information about First Aid treatment etc. In certain cases labels may be small and may not contain all the relevant safety information. For this reason, it is important to always obtain an SDS for all products used.

2.3 Risk Assessment using the SDS

On receipt of the SDS a ***risk assessment must be conducted*** to determine if there are any possible dangers in using the substance for the purpose intended.

This risk assessment must be documented – Use FORM 16.

Safety ***control measures*** must be implemented to eliminate/reduce risks, e.g.: wearing gloves, overalls and a face shield while handling a chemical. Perhaps there is a less hazardous substance that will do the job- this is also a control measure (substitution). Some control measures are usually given in the SDS.

2.4 Availability of SDS

The law requires that a SDS is readily available to all persons using the hazardous substance(s). Businesses are required to maintain a register of hazardous substances held. This requirement can be satisfied by holding a central file labelled 'Hazardous Substances Register' which establishes an index (in alphabetical order) of the SDS held and estimates of usual quantities held (FORM 17). This register must be made available to all persons in the workplace.

Additional copies should be made available for use wherever the substance is stored and/or used. A plastic sleeve or laminating is generally required to protect the 'working' copy.

2.5 SDS in Emergencies

In the event of a contamination or an emergency we can refer to the SDS to establish how to deal with the problem.

If you have to call the Emergency "000" Number- or the Poisons information (Phone 13 11 26 – all States and Territory's), you can give them the UN No. from the SDS, and they will know what chemical they are dealing with.

Similarly, if the Fire Brigade knows the HAZCHEM No., (e.g. 3WE), they know how to handle the situation before they even get there.

If an Ambulance attends after an accident involving chemicals, you should hand the SDS to the ambulance officers.

2.6 Currency of an SDS and Risk Assessment Review

An SDS is valid for a period of 5 years from the date of publication (not 5 years from the date of the Business receiving it). Therefore it is necessary to check periodically that the SDS held is current.

Review of Risk Assessments

Risk assessments of hazardous substances shall be reviewed:

- 2 yearly
- when the use of the substance changes
- following an accident, injury, illness or near miss involving the substance

3.0 Management of Hazardous Substances & Dangerous Goods

3.1 Legislative Requirements

Not only are there obligations for the correct use and handling of hazardous substances/dangerous goods under relative Work Health & Safety legislation.

In Queensland, this legislation is the Dangerous Goods Safety Management Act 2001 / Regulations 2001.

For labelling of Hazardous chemicals refer to the *Labelling of Workplace Hazardous Chemicals Code of Practice*

Under this Legislation, most workplaces (unless they use and store large quantities) are classified as 'minor storage workplaces'. Minor storage workplaces still have significant obligations under the legislation.

Storage of Dangerous Goods

- **Security**
  As far as practical, there must be adequate security to prevent access to dangerous goods or combustible liquids, stored at the workplace.

- **Preventing interaction with other goods**
  Dangerous Goods and combustible liquids must be stored in a manner so that in the event of a loss of containment, they are not able to react with other incompatible goods, thereby creating a dangerous situation.

- **Keeping Dangerous Goods dry**
  Goods that can react or deteriorate from effects of water shall be kept dry.

- **Prevention of contamination of food or personal products**
  Dangerous goods and combustible liquids must be stored in a manner so that, in the event of a leak or spill, there is no risk of contamination with food or personal products

- **Elimination of Ignition sources**
  All ignition sources in a hazardous area must be eliminated or controlled to an acceptable level, to prevent fire/explosion.

- **Spill containment**

  - **Storage systems** should be designed to contain the contents of any spills. This is generally achieved by 'bunding' i.e. a containment wall or device. The bund should have a capacity of 25% of the volume of the material stored or a capacity of the largest container (whichever the greater).

  - **Spill kits** must be provided and be accessible, to enable containment of any spills or leaks of any dangerous goods or combustible liquid.

- **Flammable liquids and Gases**

  - **Liquids**

  Flammable Liquids should, where practical, be kept in a 'depot'. Small quantities should be stored in a purpose-built flammable materials storage cupboard.

  Signage should include the designated dangerous goods symbol(s) and all warning phrases.

Smoking or naked flame is not permitted within 3 metres of a Flammable store.

Store minimum quantities required only.

- **Gases**

The characteristics of the gas must be determined (by referencing SDS) before designing suitable storage. For example: LP gas is heavier than air and storage requires venting at ground level. Gas storage areas generally require good ventilation to prevent build-up of gas in the event of leaks.

Leaks must be detected by use of a safe method (e.g. use of soapy water - not a flame!)

Gas bottles should be stored and used in an upright position - except where otherwise directed (e.g. forklift gas bottles are used horizontally).

Bottles must be restrained to prevent toppling (crush injury and gas can leak through pressure-escape valves).

Empty bottles and full bottles should be identified and segregated.

Storage area must display all warning phrases and relative Dangerous Goods symbols.

Smoking or ignition sources are not permitted within 6 metres of Flammable gas storage (refer to SDS).

Store minimum quantities required only.

3.2 Identification of Dangerous Goods Storage

- Contents of hazardous substances contained in an enclosed system (pipe or pipe system) must be identified according to AS1345 – Identification of the contents of pipes, conduits and ducts.
- Dangerous goods storage should, as a minimum, display identification of the substance by name, dangerous goods symbol, and all warning phrases. Larger storage facilities require full signage under the respective Act.

3.3 Decanting of Hazardous Substances

If a hazardous substance is decanted into another container, the new container must display the full name of the Substance, supplier's name and contact number, all the warning phrases etc.

The decanting of substances into unmarked containers is a dangerous practice. If a person were to be sprayed in the eyes or to drink it, it would be difficult to determine the type of substance and how to treat the injury. This practice is dangerous, illegal and penalties apply. In such an instance, negligence would be easily proven. Never decant into a known product container e.g. Soft drink bottle, milk carton/bottle etc.

3.4 Disposal of Packaging

Packaging that contains dangerous goods must be thoroughly cleaned, before disposal, and disposed of in the appropriate manner.

3.5 Training of Personnel in the safe use of Hazardous Substances

All personnel using hazardous substances shall be trained in their use. This training shall include:

- SDS - location/content
- Safe use of the substance
- Precautions to be taken
- Warning phrases
- Protective equipment to be used
- Emergency/spill situations
- Disposal of packaging and unused content.

4.0 Substances Requiring Health Surveillance & Prohibited Substances

4.1 Substances Requiring Health Surveillance

Certain designated substances require that a worker undergoes regular monitoring of health indicators. These substances are: acrylonitrile, asbestos, benzene, cadmium, creosote, crystalline silica, inorganic arsenic, inorganic chromium, inorganic mercury, isocyanides (often found in 2-pack glues and paints), organophosphate pesticides, pentachlorophenol (PCPs), polycyclic aromatic hydrocarbons, thallium, and vinyl chloride. Lead processes also require monitoring and other constraints.

Should the risk assessment of hazardous substances reveal any of these materials, an alternative should be found or otherwise, specialist advice should be sought.

4.2 Prohibited Substances

Prohibited substances in the workplace include: Amosite, crocidolite, fibrous anthophylite, tremolite or actinolite in any form and chrysotile, benzine, carbon disulphide, methyl alcohol, tetrachlorethane, carbon tetrachloride when sprayed and crystalline silicon sand in blasting.

PRO-019 CHEMICAL SPILL PROCEDURES

Many chemicals can be hazardous to the environment if they are used, handled or stored incorrectly. Commonly used chemicals include fertilisers, fuels, herbicides, insecticides, fungicides, baits and paints. All require special precautionary practices to protect both the environment and your health.

Correct use, handling, storage and disposal of chemicals can help prevent pollution of the soil, stormwater drains and local waterways, and avoid harm to people, property, plants and animals. And, with very little effort, you may be able to avoid products and chemicals which can affect your health or damage the environment. There may be less environmentally damaging and lower toxicity materials on the market than those you are currently using. Ask your suppliers.

1.0 Have you got all the Safety Data Sheets?

You should have Safety Data Sheets (SDS) for all chemicals you use. They contain information about the chemical concerned and how to safely store, use and dispose of it. If you don't have SDS, ask your chemical supplier to get them for you.

2.0 Labelling

Always read and follow the information on the labels of chemical products. They will contain essential information about the possible harmful effects of the chemical, and procedures for safe use. Never store chemicals in incorrectly labelled containers.

3.0 Storage

All chemicals should be stored in a lock-up that has an impervious floor and is bunded (walled) so that it will contain 110% of the contents of the largest container, should it spill or leak.

Put waste chemicals in sealed containers for hazardous waste collection. Find out from the local council where and how to dispose of hazardous materials safely. Contact your supplier to find out if they take used containers.

4.0 Special requirements for pesticides

Minimising pesticide use

In the design stage of outdoor areas, plan to reduce the future use of pesticides by:

- avoiding monocultures and favouring a diversity in the planting scheme
- selecting plant species or varieties which are known to be pest resistant in the area.

5.0 General spill procedures

- Stop the source of the spill immediately, if it is safe to do so.
- The Fire Brigade will always be willing to help you clean up a spill and prevent pollution. If in doubt contact your local Fire Brigade.

- Contain the spill and control its flow. Refer to the relevant SDS. Stop the spill from entering any stormwater drains by blocking the drain inlets.
- Clean up the spill promptly by following the relevant SDS.
- It is important to clean up all spills quickly, even small ones, as they can easily flow into stormwater drains or be washed there by rain.
- Develop and practise a spill clean-up procedure so that everyone on site knows what to do.
- Keep emergency equipment to deal with spills. This should include booms to contain liquids, material to prevent spills entering drains and material to absorb spills such as kitty litter or dry sand. Your 'spill kit' should be clearly labelled and stored in an easily accessible location.

6.0 Emergency procedures

If a spill occurs that threatens or harms the environment, you must, by law, inform the EPA or the local council as soon as you become aware of it.

Make sure you and all people on site know where to find emergency telephone numbers to call in case of a large spill. For large scale hazardous spills call the Fire Brigade immediately on 000. For small scale spills, follow the SDS for the spilled substance.

Strategies to minimise impact

- Avoid products and chemicals that can affect your health and damage the environment. There may be less environmentally damaging materials or lower toxicity products on the market. Ask your supplier.
- Always read the manufacturer's health warnings and follow safe practices.
- Do not allow hazardous chemicals to soak into the ground and take care not to spill chemicals. Contaminants can enter the groundwater and eventually reach rivers or our drinking water. They can also make the site unusable.
- Clean up all spills immediately to prevent contamination of the ground and stormwater. Absorbent materials, such as those found in commercial spill kits, are useful.
- For soaking up liquids. If the soil becomes contaminated then the top layers should be scraped off as soon as possible and treated as hazardous waste.

More information

Your local council or Standards Australia on (02) 9746 4700.

Some Examples of minimising the impact of the business on the environment

Make contact with the local office of the Environmental Protection Agency and periodically check the need for licences or permits under the Act.

The removal of wildlife should include the services of an appropriate organisation.

Storage

- Review fuel storage requirements - Dangerous Goods Safety Management Act. At a minimum meet the requirements for Minor Storage as set out in the legislation.
- Ensure that mulch storage area is adequate and does not have the potential to wash into the creek. Expand where possible, the current reuse of green waste material onsite. Consider the purchase of mulching mower to reduce the requirements to stock pile grass.

Recycle

Use of hazardous Substances

- Minimise the spraying of chemicals around storm water system.
- Develop spill procedures to manage potential risk; consider bunding of bulk fuel or chemicals stores to control any spill.

Electricity

- Ensure electricity is turned off when areas are not in use.
- Invest in more energy efficient equipment (such as Five Star Refrigerator) and purchase equipment without digital display.
- Low wattage compact fluorescent lamps used to reduce the potential impact of lighting.
- Manual timer is used on lighting which is adjusted frequently to reflect actual lighting requirements. Motion sensor lighting used where possible.
- Ensure no incandescent ordinary light bulbs are used for security lighting. Fluorescent lamps are used instead.
- Reduce hot water system storage temperature to 65 degrees Celsius and tempering device should reduce temperature at tap to 50 degrees Celsius or below.
- Install skylights to reduce the use of electricity during the day.

Water

- Ensure good ground cover is maintained across the site and that any material stock piles or construction work areas are adequately covered / protected to prevent loss of material to storm water system.
- Ensure watering is undertaken in line with Local Council. Consider watering heavily once per week as opposed to small regular watering.
- Fix leaking water outlets immediately. Install flow restrictors where possible.

FORM 9A - PLANT HAZARD IDENTIFICATION & RISK ASSESSMENT

(Page 1/5)

Plant Details: ..... Model: .....
Serial No.: ..... Asset No.: .....
Design Reg. No.: …….. State/Territory Reg. No.: ……
Location of Plant: .....
Scope: ..... Date: .....

Plant Checklist
A more details analysis is required if the shaded area is not ticked.

	Yes	No
Is the plant designed to perform the work outlined in the scope?		
Has the plant been modified from the original condition?		
Is the plant in good working condition?		

Is the plant capable of creating a hazardous condition due to:

	Yes	No		Yes	No		Yes	No
Explosion			Fire			Vibration		
Exhaust			Dust			Noise		
Pressure			Electrical			Heat Generation		
Load Loss			Fragmentation			Stability		
Malfunction			Misuse					

Does the plant have ergonomic considerations for the operator relating to:

	Yes	No		Yes	No		Yes	No
Physical			Warning Devices			Visibility		
Noise			Control Operation			Vibration		
Lighting			Communication			Design		
Guarding								

	Yes	No
Is the plant serviced and maintained according to the manufacturers' specification?		
Are servicing records kept for this particular item of plant?		
Does the plant create a risk of contact with Overhead Power Lines?		
Underground Cables		
Other Hazards		
Inadvertent Operation		
Does the Plant Have Lifting attachments appropriate for the load		
Specified Safe Working Limits		
Require PPE for its Safe Use		
Have safe Access and Egress Conditions		
Have Sufficient Work Instructions		
Have an Adequate Communication System		
Require any special guarding		
Is the Plant Appropriately Located in the Workplace Design		

FORM 9A

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TYPE OF HAZARD	Yes/ No	If the answer to the question is yes, specify the part or plant or situation that could cause the hazard.
A. MECHANICAL HAZARDS		
1. Entanglement Hazards Is it possible to become entangled or drawn into moving components of the plant? eg. persons clothing, hair, body parts, jewellery, hand held cleaning equipment, etc.		
2. Crushing Hazards Is it possible to be crushed due to:- falling or moving objects or plant, between plant and immovable objects, plant tipping or rolling, etc.		
3. Cutting, Stabbing & Puncture Hazards Is it possible to be struck by or strike sharp objects in or ejected from plant.		
4. Shearing Hazards Is it possible to be injured between machine parts and work pieces or machine parts and structures.		
5. Friction Hazards Is it possible to receive abrasions or burns from contact with rotating parts of plant or surfaces or materials handled by the plant.		
6. High Pressure Fluid Hazards Is it possible that injury or illness may occur due to contact with fluids under pressure, through possible piping failure, misuse, etc.		
7. Mobile Plant Hazards Is it possible for injury or illness through the operation of any mobile plant from rollovers, falling loads, crushing, striking, collisions, unsuitable or unstable plant, etc.		
8. Vibration Hazards Is injury or illness possible from prolonged use of vibrating equipment or plant.		
9. Striking Hazards Is it possible for some one to be struck by flying or moving objects due to:- Uncontrolled movement of plant, plant or parts of the plant or work pieces disintegrating, etc.		

FORM 9A

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B. ELECTRICAL HAZARDS		
1. Is there a possibility of plant contacting or coming with-in close proximity to powerlines.		
2. Is there a possibility of burns or electrocution from faulty power leads, overloaded circuits, etc.		
3. Is there a possibility of a fire starting from faulty electrical equipment.		

C. CHEMICAL HAZARDS		
1. Fire or Explosion Hazards Is it possible that chemicals could explode or burn.		
2. Exposure Hazards Is it possible that persons can be exposed to chemicals creating burns, respiratory problems or toxic affects through ingestion, inhalation, absorption or injection.		
3. Environmental Hazards Is it possible to create an environmental problem through chemical spillage, seepage, disposal, dumping, etc of chemicals		

D. ERGONOMIC HAZARDS		
1. Workstation Design Is it possible for injury or illness to occur due to:- posture, poor visibility, mis-match of workers and machines, over reaching, lifting, bending, twisting, etc.		
2. Overuse Syndrome Is it possible that injury or illness may occur due to continual repetitive movement involving, lifting, twisting, etc.		

E. BIOLOGICAL HAZARDS		
1. Is it possible for injury or illness to occur through handling of clothing, PPE, housekeeping, etc.		
➢ Is it possible for injury or illness to occur through the handling of waste product, un-sterilized equipment, etc.		

FORM 9A

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F. SYSTEMS OF WORK		
1. Are there Work Instructions for the task.		
2. Is it possible for some one to be injured or have ill health due to the process of the task due to exposure to dust, fumes, toxic gases, vapour, etc.		
3. Is there a possibility of suffocation due to lack of oxygen or poisoning due to a contaminated atmosphere.		
4. Is there the possibility of burns or fire hazards due to extreme temperature.		
5. Is there the possibility of illness due to extremes in temperatures.		
6. Is there the possibility of injury due to poor housekeeping, storage of material, slips, trips or falls, etc.		
7. Is there a possibility of injury due to fall from height, unprotected holes, inadequate guard-rails, collapse of structures, etc.		
G. CURRENT REGULATED HAZARDS		
1. Has an audit on noise been completed as per the Noise Regulations?		
2. Has an audit on manual handling been completed as per the Manual Handling Advisory Standard?		
3. Has an asbestos audit been completed as per the Asbestos Regulations?		
4. Has an Audit of dangerous good been completed as per the Dangerous Goods Regulations?		
H. PLANT LOCATION (Environment)		
Is it possible for injury, illness or damage to occur due to the location of the plant.		
Sub-Terrain locations?		
Confined Spaces?		
Near excavations?		
On different levels of buildings?		
On days of still climatic conditions?		
On back-filled or un-compacted ground?		
Has the plant an identified lifting point that is compatible to the weight being lifted		

FORM 9A

I. OTHER HAZARDS		
Transportation		
Tyre failure due to condition		
Loads falling on operator		
Inadvertent operation of controls		

RISK LEVEL FOR HAZARDS IDENTIFIED

	Consequences				
Likelihood	5 = Catastrophic	4 = Major	3 = Moderate	2 = Minor	1 = Insignificant
5 = Almost Certain	**25**	**20**	**15**	**10**	**5**
4 = Likely	**20**	**16**	**12**	**8**	**4**
3 = Possible	**15**	**12**	**9**	**6**	**3**
2 = Unlikely	**10**	**8**	**6**	**4**	**2**
1 = Rare	**5**	**4**	**3**	**2**	**1**
HAZARD RATING	**Type:**				

Notes:

Completed by:

Signature:

Date:

REFERENCE LIST

Legislation: Acts and Regulations

Building Code of Australia
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
The Australian Code for Transport of Dangerous Goods by Road and Rail
The Road and Rail Transport Dangerous Goods Act 1997

Codes of Practice:

Electrical Work
Risk Management
First Aid
Hazardous Chemicals
Hazardous Manual Tasks
Labelling Workplace Chemicals
Manage WHS Risks
Manage Risk of Falls Workplace
Mobile Crane
Noise Preventing Hearing Loss
Plant
Prevention Workplace Harassment
WHS Consultation Cooperation Coordination
Work Environment and Facilities

Australian Standards:

AS/NZS1270	*"Acoustics - Hearing Protectors"*
AS1319	*"Safety Signs for the Occupational Environment"*
AS/NZS1337	*"Eye Protectors for Industrial Applications"*
AS/NZS1338.1	*"Filters for Eye Protectors - Filters for Protection Against Radiation Generated in Welding/Allied Operation"*
AS1428.1	*"Design for Access and Mobility" - "General Requirements for Access – New Building Work"*
AS "HB 197"	*An Introductory Guide to the Slip Resistance of Pedestrian Surface Materials*
AS1657	"*Fixed Platforms, Walkways, Stairways and Ladders – Design, Construction and Installation"*
AS1742.1	*"Manual of Uniform Traffic Control Devices"*
AS/NZS1892	*"Portable Ladders"*
AS2210	*"Occupation Protective Footwear"*
AS2375	*"Guide for Care/Use of Clothing for Protection against Heat and Fire"*
AS2343	*"Colour and Manufacture of Signs"*
AS2416	"*Design and application of Water Safety Signs"*
AS2700	*"Colour Standards for General Purposes"*
AS3760	*"In-service Safety Inspection & Testing of Electrical Equipment"*

All relevant Advisory Standards were also referenced in the development of this document.