



Hazard Identification and Risk Assessment and Risk Control Procedure

*Global Educators
Melbourne - Australia*

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PROSE02_A - Hazard Identification and Risk Assessment and Risk Control Procedure

Managers are responsible through their Centre Safety Plan for ensuring that the four steps involving hazard identification, risk assessment and risk control and review/monitoring are implemented across their centre. Managers will ensure consultation is in accordance with the Occupational Health and Safety Act 2004 as set out in the Box Hill Institute OHS Policy.

Training will be provided for staff undertaking hazard risk assessments.

The process for Hazard Identification and Risk Assessment and Risk Control has 4 components:

1. [1. Hazard Identification](#)
2. [2. Risk Assessment](#)
3. [3. Risk Control](#)
4. [4. Review/Monitor-Evaluate the Results](#)

1. **Hazard Identification** [Top](#)

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1.1 Routinely check the workplace for hazards. Hazard identification provides information that can be used to manage risks which if not controlled, have the potential to lead to injury.

1.2 Consider the structure of the workplace — look at stairs, desks, floor surfaces, exits, driveways, housekeeping standards, check all machinery, appliances and vehicles used for work, examine how substances are stored, used and moved from one place to another, consider injury records (including 'near misses')

1.3 Identify activities undertaken in the work area for which a risk assessment is required. List the hazards associated with each activity (you can use the Workplace Inspections Health and Safety Checklist which will help you assess and control the risk associated with each hazard)

2. Risk Assessment

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2.1 Determine which hazards are more serious than others, so you can start dealing with those ones first. To assess the risk associated with hazards you have identified, ask the following questions:

- How likely is the hazard to cause harm to someone?
- What is the worst possible damage the hazard could cause in terms of human suffering and cost if you don't resolve the problem?
- How many people are exposed to the risk? Sometimes it may be the amount of time workers spend on an activity that creates the safety risk, rather than the nature of the work task itself. Everyone is different. A hazard may also pose more risk to some people more than others because of differences in physical strength, experience, training etc.

3. Risk Control

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3.1 Identify the underlying cause of hazards and put measures in place to prevent a recurrence of the risk,

3.2 Focus attention on the most urgent hazards, prioritise the hazards using the risk management matrix, understanding that some methods are more effective than others.

3.3 Use the following hierarchy of controls (for Manual Handling refer to Code of Practice) to establish the most appropriate control measure. It should be remembered that Level 1 is the most effective control. Use the highest-ranked control that is practicable for controlling risk, and only use the lower-ranked controls as a last resort or until a more effective way of controlling risk can be used. More than one control measure can be used to reduce the exposure to hazards.

Level 1: Eliminate the hazard

- For example, repair damaged equipment; safely remove any unwanted or waste chemicals from the workplace immediately.
If this is not practicable, then

Level 2: Substitute the hazard with a safer alternative

- For example, use a less toxic chemical; lift smaller packages.
If this is not practicable, then

Level 3: Isolate the hazard

- For example, relocate photocopiers to separate, ventilated rooms; install barriers to restrict access to hazardous work areas.
If this is not practicable, then

Level 4: Use engineering controls

- For example, place guards on dangerous parts of machinery; use a trolley for moving heavy loads.
- If this is not practicable, then

Level 5: Use administrative controls

- For example, rotate jobs to reduce the time spent on any single work task; train staff in safe work procedures; carry out routine maintenance of equipment.
- If this is not practicable, then

Level 6: Use personal protective clothing and equipment (PPCE)

- For example, use hearing/eye protection equipment, hard hats, gloves, masks and train staff to use PPE correctly.

4. Review/Monitor-Evaluate the Results

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4.1 Review your safety solutions regularly to make sure they are effective, and making sure your controls do not introduce new hazards. To assess the success of your risk control methods:

- Talk to the people involved and look at your centre injury/accident records.
- Seek advice from those affected by the changes and consult with them regarding any modifications to their workplace or work routines.
- Consider staff training needs, communicate with employers, managers, contractors and workers work together as all parties in the workplace have a legal responsibility for workplace health and safety.

Forms

[Workplace Inspections Health and Safety Checklist – FRM02_05](#)



OH&S Incident Response, Reporting and Investigation Procedure

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PROSE02_B – OH&S Incident Response, Reporting and Investigation Procedure

The process for Incident Response, Reporting and Investigation Procedure consists of four (4) components:

1. [Immediate Response](#)
2. [Incident Notification](#)
3. [Investigation/Remedial Action](#)
4. [Recordkeeping](#)

1. Immediate Response

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1.1 Witnesses to an incident are to:

- Assess the situation for danger,
- If required contact a person trained in first aid or ring (0) 000.
- Advise the relevant manager as soon as possible.
- Immediately advise the Manager if the injury is of a more serious nature (e.g. requiring immediate treatment as an in-patient in hospital) or is a notifiable incident.
- make the site safe awaiting the arrival of a Workcover officer.

1.2 First aiders are to (in accordance with their training):

- Take responsibility for the scene of the incident.
- Administer first aid
- Arrange for further medical treatment (such as ambulance transport) in conjunction with the manager if required.
- Complete the Incident Report and Investigation Form.

1.3 Managers are to:

- Ensure that an ambulance is called to transport the injured person to hospital if the advice of the first aider is that admittance to a hospital is required. The manager is to also contact the family and/or employer if appropriate. *NOTE: Where admission to hospital occurs, the manager wherever possible is to arrange for a staff member to accompany and stay with the injured person until a family member of the injured person arrives.*
- Arrange for the injured person to be accompanied by a first aider or other competent person if further treatment by a doctor is required and the doctor is within walking distance of the campus. The manager is to also contact the family and/or employer if appropriate.

- If the injured person wishes to be treated by his or her own doctor, the manager is to arrange transport or pick up. If the injured person is under the age of 18, the manager must contact a family member of the injured person to advise them of the incident and obtain consent to transport the student.

2. Incident Notification

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2.1 Staff must report any notifiable incidents to the OHS Manager immediately.

A notifiable incident is any incident at a workplace that:

- results in death; or
- serious injury, or
- a near miss which could have resulted in death or serious injury.

Serious injury is used in this context to describe those incidents that result in the consequences described in section 37(1) of the Act. They include, but are not limited to, incidents that result in a person requiring:

- medical treatment within 48 hours of exposure to a substance
- immediate treatment as an in-patient in a hospital
- immediate medical treatment for:– amputation, serious head injury, serious eye injury, separation of skin from underlying tissue (for example de-gloving or scalping), electric shock, spinal injury, loss of bodily function or serious lacerations

2.2 Managers are to immediately advise the OHS Manager of any 'notifiable incidents'. Other incidents of a more serious nature (eg requiring immediate treatment in hospital or which may result in a future WorkCover claim or public liability claim) must also be immediately notified.

2.3 The OHS Manager is to provide notification to the Victorian Workcover Authority within 48 hours of any such incident. Any such reports must be kept for a minimum of 5 years.

3. Investigation/Remedial Action

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3.1 Managers are to:

Ensure the Incident Report and Investigation Form are completed.

Ensure that changes (where practicable) are made to ensure that the incident does not re-occur. Address in the Centre Safety Plan if required.

Ensure that the local Health and Safety Representative signs off all Incident Report and Investigation forms.

Retain a copy of the Incident Report and Investigation Form in the Centre Injury/Accident Register.

Forward the original Incident Investigation and Report Form to the OHS Manager. The OHS Manager may require a more formal report or further details from the manager.

4. Recordkeeping

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4.1 All original incident notifications will be kept by the Manager OHS with a copy kept in the Centre Incident/Accident Register. A copy will be provided to Organisational Development for WorkCover purposes as required.

4.2 A summary of incidents will be tabled at the OH&S Committee.

Forms

[Incident Report and Investigation Form – FRM02_01](#)



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First Aid Procedure

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PROSE02_C - First Aid Procedure

The process for First Aid consists of six (6) components:

1. [Nomination of First Aid Staff](#)
2. [Training of First Aid Staff](#)
3. [Risk Management](#)
4. [First Aid Equipment](#)
5. [Managing a sick or injured person](#)
6. [Administrative Procedures](#)

1. Nomination of First Aid Staff

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- 1.1 Managers will encourage all staff to participate as first aiders within the Institute.
- 1.2 Organisational Development will ensure inclusion of first aid qualifications as required into all position descriptions.

2. Training of First Aid Staff

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- 2.1 Training will be organised through the Centre OHS and will be funded from the OHS budget.

3. Risk Management

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- 3.1 Managers are to make arrangements so that all staff are inducted and understand local first aid arrangements.
- 3.2 Managers, as part of their Centre Safety Plan, must consider the availability of first aiders and ensure that centre staff understand first aid arrangements during, outside normal working hours and when on excursions or field trips. If first aiders are not available in the immediate area then the contact and address details for local medical facilities must be made available.

4. First Aid Equipment

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- 4.1 First Aid Kits and Equipment will be determined via the Centre for OHS in accordance with the Code of Practice – First Aid in the Workplace.

5. Managing a sick or injured person

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5.1 First Aid in the Workplace is defined as the provision of emergency treatment and life support for people suffering illness or injury at work. First Aiders undertake initial treatment of people suffering injury or illness at work. The treatment provided by first aiders should be consistent with their training and competence. When in doubt, first aiders should recommend seeking medical evidence. First Aiders should not be responsible for on-going medical care. First Aiders are generally not trained to make decisions on what medication should be given etc. If required, arrangements are to be made through the Centre to call nominated emergency contacts to have the person taken for medical assessment. It is the responsibility of the Centre in consultation with the first aider to make suitable arrangements for the pick up or referral of injured or sick persons to medical treatment.

6. Administrative Procedures

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6.1 Centre for OHS will ensure the first aider listing on the staff web is updated on a regular basis. Managers are required to ensure their staff are aware of the identity and location of first aid staff and arrangements. Managers should ensure first aid contacts are kept prominently in the workplace. This could include staff/student information noticeboards, first aid room doors, administrative areas and first aid kits.

6.2 Immunisation against Hep A & B will be made available to all first aiders and costs will be met by the Centre OHS budget.

6.3 Centre OHS will ensure an annual audit of first aid facilities and stock to ensure first aid stocks are sufficient. First Aid Staff will notify OHS Manager if they notice stock is required for kits.

6.4 First Aid Training will be organised by the Centre for OHS and will be funded from the OHS budget.

6.5 First Aid rooms, equipment and kits are to be assessed as part of workplace audits and inspections.

Forms

[Incident Report Form - FRM02_01](#)



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OH&S Issue Resolution Procedure

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PROSE02_D – OH&S Issue Resolution Procedure

The OH&S Issue Resolution Procedure consists of 2 components:

1. [Raising an issue](#)
2. [Resolving an issue](#)

1. Raising an issue

- 1.1 An employee who wishes to raise a health and safety issue must report it to the health and safety representative (HSR), or if there is no HSR, to the relevant Manager. The immediate Centre or Executive Manager is the nominated management representative for the purposes of the Procedures.
- 1.2 Should the HSR represent several Centres within the Designated Work Group, the relevant Manager is the one whose staff are being represented by the HSR on the particular issue.
- 1.3 Other individuals such as students and visitors should raise any issues with their teacher or designated contact person. That person must then notify the relevant Manager and health and safety representative in accordance with 1.1.

2. Resolving an issue

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- 2.1 The parties must meet to resolve the issue as soon as possible (within five working days) after it is reported.
- 2.2 The resolution process should consider the following if applicable:
 - whether the hazard can be isolated
 - the employees involved
 - temporary remedial measures
 - the need for environmental monitoring
 - who should remove the hazard
- 2.3 If the issue is not resolved in a reasonable time, any of the parties attempting to resolve the issue may ask the Authority to arrange for an Inspector to attend the workplace to enquire into the issue.

Forms

NIL



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Chemical Management Procedure

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PROSE02_E - Chemical Management Procedure

The process for chemical management consists of eleven (11) components:

- [1. Ordering New Chemicals](#)
- [2. Obtaining Material Safety Data Sheets](#)
- [3. Maintaining Chemical Registers](#)
- [4. Labelling](#)
- [5. Assessing Chemical Risks](#)
- [6. Controlling Risks](#)
- [7. Storing Chemicals](#)
- [8. Disposing Chemicals](#)
- [9. Training, Information & Instruction](#)
- [10. Monitoring the Environment and Medical Tests](#)
- [11. Auditing the Process](#)

1. Ordering New Chemicals

- 1.1 **Managers** are to ensure that no new chemicals are to be introduced into their Centre/Department without having completed a [“Request to Purchase New Chemical form”](#) – FRM02_02. Finance will not process invoice unless approved by the relevant Manager. Health and Safety Representatives are to participate in the risk assessment process.
- 1.2 **Managers** are to ensure that the Material Safety Data Sheet (MSDS) for any new chemicals are placed on the Chemicals Register for the Centre or Department.

2. Obtaining Material Safety Data Sheets (MSDS)

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- 2.1 **Managers** are to ensure that:
 - MSDS are obtained for all chemicals used in practical areas including products that generate hazardous by-products such as Medium Density Fibreboard or other processed timber. MSDS are to be obtained for chemicals used in other areas if there are safety

precautions on the label, there is a dangerous goods symbol on the product or there is staff concern.

- all MSDS's are current as manufacturers of chemicals must review their MSDS's every 5 years or when the assessment no longer adequately assesses the risk (e.g. the way the chemical is used changes, or there is new information about the chemical).
- copies of MSDS's are readily available in close proximity to where specific chemicals are used.

3. Maintaining Chemical Registers

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3.1 **Managers** are to maintain a Chemicals Register that consists of a list of all the chemicals (use the List of Chemicals form - FRM02_04 or like format) used in the front of the folder and copies of any MSDS (when required).

3.2 **Managers** are to maintain and support two copies of the Chemicals Register:

- One copy to be retained in the Centre Safety Plan.
- One copy to be forwarded to the Chief Warden for retention at the Emergency Control Point

4. Labelling

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4.1 **Managers** are to ensure that:

- all chemicals are stored in appropriately labelled containers and that the label is clearly legible.
- any chemicals that have been decanted into smaller containers are stored and used from appropriately labelled containers. The label must strongly adhere to the container, should record the chemical name and basic safety warnings and be readily legible.
- labels remain fixed to chemical containers until it is disposed of or is cleaned so that it no longer contains the substance. If a container is to be used for another purpose after it has been cleaned, the label must be removed from the container.

5 Assessing Chemical Risks

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5.1 **Managers** are to perform Chemical Risk Assessments on their chemicals every 5 years, or when the assessment no longer adequately assesses the risk (e.g. the way the chemical is used changes, or there is new information about the chemical).

5.2 **Managers** are to retain Chemical Risk Assessments (using the Chemical Risk Assessment Form FRM02_03) for all chemicals used in their Centre or Department. Chemical Risk Assessments are to be retained for:

- Chemicals posing no significant risk – until another risk assessment is carried out, or for five years after the chemical is no longer used.
- Chemicals posing a significant risk (either controlled or uncontrolled) – records must be maintained for 30 years.

- 5.3 **Employees** with chemical management responsibilities are to cooperate with their manager in performing risk assessments.

6 Controlling Risk

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- 6.1 **Managers** are to ensure that if there is a risk to health or safety from exposure to a chemical that it is controlled using the following suggested methods (listed in order of priority):
- Eliminate usage of the chemical
 - Substitute the chemical for a less hazardous chemical or less hazardous form of the chemical, e.g. diluted
 - Isolate employees from the source of exposure to the chemical (such as using a barrier)
 - Use engineering controls (such as installing an extraction system)
 - Use administrative controls (such as work rotation to reduce the period of exposure to any one person)
- 6.2 **Managers** are to use Personal Protective Equipment (PPE) to control risk only if the above options are not practicable or as a supplement if there is still some identified residual risk after implementing the above options.
- 6.3 **Managers** are to ensure that any controls implemented are properly used and/or maintained.
- 6.4 **Employees** and **students** are to:
- Use any control measures provided in the way they are intended;
 - Wear, maintain and store in a proper manner Personal Protective Equipment provided; and
 - Report promptly any defects in control measures

7 Storing Chemicals

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- 7.1 **Managers** are to ensure that:
- chemicals which are also considered to be dangerous goods (i.e. have a dangerous goods symbol) are either stored in a dangerous goods storage cabinet or in a dangerous goods store when not in use. Cabinets and stores must conform to the requirements of the Dangerous Goods (Storage and Handling) Regulations 2000.
 - signs are fixed to dangerous goods storage cabinets and stores in accordance with the Dangerous Goods (Storage and Handling) Regulations 2000. Signs must be clean, legible and unobstructed.
 - different classes of dangerous goods are segregated and stored in accordance with the Dangerous Goods (Storage and Handling) Regulations 2000

8. Disposing Chemicals

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- 8.1 **Managers** are to ensure that chemicals are disposed of in accordance with the guidelines contained on the MSDS for the product.

9. Training, Information & Instruction

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9.1 **Managers** are to provide appropriate information, instruction and training to any staff or students likely to be exposed to risks from a chemical during transport, handling, use, storage or disposal. The information, instruction and training must be on the nature of the risk and ways to control the risk.

10. Monitoring the Environment and Medical Tests

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10.1 **Managers** (in conjunction with the OHS Manager) will ensure that environmental monitoring of chemicals and medical tests for exposure to chemicals are conducted on an 'as-needs' basis.

10.2 **Employees** and **students** are to cooperate with any environmental monitoring and medical tests (if and/or when required)

11. Auditing the Process

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11.1 Compliance with this procedure will be assessed by regular checks within the centre level and by audits undertaken at a corporate level.

Forms

[Request to Purchase New Chemicals - FRM02_02](#)

[Chemical Risk Assessment - FRM02_03](#)

[List of Chemicals - FRM02_04](#)



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Personal Protective Clothing and Equipment Procedure

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PROSE02_F – Personal Protective Clothing and Equipment (PPCE) Procedure

Note: PPCE should only be used as a control measure to remove or reduce the risk, where elimination substitution, isolation or engineering control of the risk is not practicable.

The process for personal protective clothing and equipment (PPCE) has 3 components:

1. [Identifying areas requiring the use of PPCE](#)
2. [Ensuring correct selection, fit and operation of PPCE](#)
3. [Monitoring the use of PPCE](#)

1. Identifying hazardous areas requiring the use of PPCE

- 1.1 **Managers** ensure that within the Centre Safety Plan for legislative requirements such as: Plant Risk or Noise Assessments:
 - hazardous areas, plant and equipment requiring use of PPCE are identified.
 - the areas and machinery are signed nominating the requirement for PPCE.
- 1.2 All **staff** and **students** working with machinery, areas and work tasks designated as requiring the use of specific PPCE will wear the PPCE as required.
- 1.3 **Managers** will ensure that employees who wear prescription glasses for sight correction are protected from eye hazards either by eye protection that can be worn over the prescription glasses; or wearing of eye protection such as safety glasses that incorporate the prescription lens.
- 1.4 The **Manager** will provide such employees with a letter of authority (invoicing details) to be presented to the Institute's preferred supplier of prescription safety glasses.
- 1.5 Centres will fund the replacement of prescription eye protection if an eye test shows that an employee's eyesight has deteriorated to the point that stronger corrective lenses are required.

2. Ensuring correct selection, fit and operation of PPCE

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- 2.1 **Managers** will ensure that information from suppliers is available to PPCE users to ensure the correct selection and fit of PPCE as this is crucial to the effectiveness of controlling the identified hazard.
- 2.2 **Managers** together with **users** will ensure PPCE is cared for and stored in accordance with manufacturer's guidelines.
- 2.3 **Managers** and **users** will ensure PPCE is regularly maintained and inspected to ensure the equipment is in good condition.

3. Monitoring the use of PPCE

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- 3.1 Managers/ Coordinators/Senior Educators and Teachers supervising students will monitor the ongoing use and effectiveness of PPCE controls.

Forms

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Personal Protective Clothing and Equipment Procedure

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PROSE02_F – Personal Protective Clothing and Equipment (PPCE) Procedure

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2. [Ensuring correct selection, fit and operation of PPCE](#)
3. [Monitoring the use of PPCE](#)

1. Identifying hazardous areas requiring the use of PPCE

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- 1.1 **Managers** ensure that within the Centre Safety Plan for legislative requirements such as: Plant Risk or Noise Assessments:
 - hazardous areas, plant and equipment requiring use of PPCE are identified.
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- 1.4 The **Manager** will provide such employees with a letter of authority (invoicing details) to be presented to the Institute's preferred supplier of prescription safety glasses.
- 1.5 Centres will fund the replacement of prescription eye protection if an eye test shows that an employee's eyesight has deteriorated to the point that stronger corrective lenses are required.

2. Ensuring correct selection, fit and operation of PPCE

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- 2.1 **Managers** will ensure that information from suppliers is available to PPCE users to ensure the correct selection and fit of PPCE as this is crucial to the effectiveness of controlling the identified hazard.
- 2.2 **Managers** together with **users** will ensure PPCE is cared for and stored in accordance with manufacturer's guidelines.

- 2.3 **Managers** and **users** will ensure PPCE is regularly maintained and inspected to ensure the equipment is in good condition.

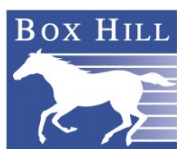
3. **Monitoring the use of PPCE**

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- 3.1 Managers/ Coordinators/Senior Educators and Teachers supervising students will monitor the ongoing use and effectiveness of PPCE controls.

Forms

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Locking Out and Tagging Equipment Procedure

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PROSE02_G: Locking Out and Tagging of Equipment Procedure.

The Locking Out and Tagging of Equipment Procedure has 3 components:

- [1. Locking out of equipment requiring repair of maintenance](#)
- [2. Using Danger tags for hazards involved in equipment and machinery maintenance](#)
- [3. Using Out of service tags to prevent accidents or damage due to machinery that is out of service for repairs or alterations](#)

1. Locking Out of equipment requiring repair of maintenance [Back to Top](#)

- 1.1 **Managers** will ensure through the Centre Safety Plan that for all workplaces within their Centre, there is a system of locking out equipment, plant and machinery that is being worked on to ensure that it is not accidentally operated during maintenance. The effectiveness of such systems lies in the "one key per lock, one lock per person" procedure. If there is only one key per lock, the key has to be with the person carrying out the maintenance. Where more than one person is working on equipment or machinery a multi-lock system should be followed, ensuring that each person has attached a "personal" lock to the equipment or machine's multi-lock switch.
- 1.2 **Managers** will ensure that locks and tags are provided for use in this procedure. The purchase of locks and tags is the responsibility of the Centre.

2. Using Danger Tags for hazards involved in equipment and machinery maintenance [Back to Top](#)

- 2.1 **Managers** will ensure that danger tags are used for hazards that may be involved in equipment and machinery maintenance, such as moving parts, electricity, steam, gas, liquid or toxic substances.
- 2.2 **Any person carrying out work** on a particular piece of machinery or equipment, must personally fasten a lock and place a "DANGER" tag. Wherever possible the lock out must be at the main isolating switch or valve. As with locking out, if more than one person is undertaking the work, each person must fit their own personal lock or tag to the machine. Each tag must be printed with the person's name and their department, and give the date and time it was attached to the switch or valve.
- 2.3 **Only the person who attached the lock or tag** is allowed to remove it.
- 2.4 **No one** must operate a switch or valve that has been locked or tagged "DANGER" until the lock or tag has been removed.

3. Using Out of Service Tags to prevent accidents or damage due to machinery that is out of service for repairs or alterations [Back to Top](#)

- 3.1 **Managers** will ensure that Yellow and black "OUT OF SERVICE" tags are used to prevent accidents or damage to machinery that is out of service for repairs or alterations. These tags are used in the same way as "DANGER" tags, except that only a supervisor can remove an "OUT OF SERVICE" tag.
- 3.2 If possible, both tags and locks shall be used. This will provide both visual and physical protection.
- 3.3 As a further precaution, a portable sign can also be placed in front of the equipment or machine, or it can be cordoned off with a barrier or rope.

Forms

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Manual Handling Procedure

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PROSE02_H – Manual Handling Procedure

The purpose of this procedure is to ensure the identification, assessment and control of hazardous manual handling activities.

Manual Handling refers to any activity that requires a person to use force to lift, carry, pull, hold, throw or otherwise move or restrain an animate or inanimate object.

- Hazardous Manual Handling includes:
- Repetitive or sustained application of force
- Repetitive or sustained awkward posture
- Repetitive or sustained movement
- Application of high force
- Exposure to sustained vibration, and
- Manual handling of live persons or animals or
- Unstable or unbalanced loads or loads which are difficult to grasp or hold.

Process

The process as detailed below comprises four (4) main components:

1. [On-going requirements to identify hazardous manual handling activities](#)
2. [Control of manual handling risks](#)
3. [Staff to cooperate with any action taken to implement Manual Handling Regulations](#)
4. [Process to verify implementation of this procedure](#)

1. On-going requirement to identify hazardous manual handling activities

1.1 Managers are to ensure that 'hazardous manual handling' activities are identified under the following circumstances:

1.1.1 Before any task involving manual handling is undertaken for the first time;

1.1.2 Before any alteration is made to objects or tasks, eg a change to a workplace where a task is carried out or modifications to an existing workplace;

- 1.1.3 Before an object is used for a purpose for which it was not designed and which may result in a person carrying out a hazardous manual handling activity; and
 - 1.1.4 If a work-related manual handling injury is reported by or on behalf of an employee.
- 1.2 Managers shall ensure risk assessments of all identified hazardous manual handling tasks are conducted in consultation with the relevant health and safety representative and where possible with relevant staff (user group) and that the risk control forms part of their Centre Safety Plan.

2. Control of Manual Handling Risks

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- 2.1 Managers must ensure that any risk of a musculoskeletal disorder affecting an employee occurring—
- is eliminated; or
 - if it is not practicable to eliminate the risk, is reduced so far as is practicable.
- 2.2 The Manager must not use information, training or instruction in manual handling techniques as the sole or primary means of controlling risk unless the following ways of controlling risk are not practicable—
- altering—
 - the workplace, or environmental conditions, including heat, cold and vibration, where the task involving manual handling is carried out; or
 - the systems of work used to carry out the task involving manual handling;
 - changing the objects used in the task involving manual handling;
 - using mechanical aids.

3 Employees and Students to comply with any action taken to implement the Manual Handling Regulations

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- 3.1 Employees and students are to comply (under Section 16 of the OHS (Manual Handling) Regulations 1999 with any reasonable direction taken to implement the requirements imposed under the OHS (Manual Handling) Regulations 1999.

4. Process to verify implementation of this procedure

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- 4.1 Adherence to this procedure will be assessed through a regular process of auditing which is to be included in the annual centre safety plans. Managers are responsible for the development and implementation of an audit program within their Centres.

Forms

NIL



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Health Monitoring Procedure

This database of policies and procedures contains the current, official version of policies and associated procedures. Printing a policy or procedure or transferring a policy or procedure into another electronic format will result in the document being an uncontrolled copy that might not be current.

PROSE02_I – Health Monitoring Procedure Purpose

To provide guidelines on the legislative and Institute requirements for health monitoring of employees who may be exposed to hazards associated with asbestos, noise, lead, hazardous substances, radiation, and blood borne and other diseases. For information on overseas travel immunisation refer to the Staff Travel Procedure.

Process

The process as detailed below comprises three (3) main components:

- [1. Medical Testing and Immunisation Program Arrangements](#)
- [2. Process to verify implementation of this procedure](#)

1. **Medical Testing and Immunisation Program Arrangements** [Back to Top](#)

1.1 Managers are to ensure that:

Medical testing and appropriate immunisation is made available to staff who may be exposed to situations consistent with those matters identified in medical tests and immunisations available to Box Hill Institute Staff.

Such medical tests and programs are made available to staff free of charge.

Treatment and support is made available to a member of staff who records Institute-related adverse results from such medical testing.

1.2 The Manager Occupational Health and Safety is responsible for:

- Identifying the types of medical testing or immunisation required at Box Hill Institute and the activities/areas that may be affected.
- Preparing a list that details the types of medical testing and immunisations to be made available at Box Hill Institute and the areas/activities that are affected.
- Coordinating the medical testing and immunisation program including notifying staff of date, time and location for medical testing and immunisation.
- Establishing a process to ensure confidentiality is maintained at all times and that results are only passed on to another party if there is a specific legal requirement.

2. **Process to Verify Implementation of This Procedure** [Back to Top](#)

2.1 Adherence to this procedure will be assessed through a regular process of

auditing.

Forms

Nil



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Plant and Equipment Safety Procedure

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PROSE02_J – Plant and Equipment Safety Procedure

To provide framework for conducting risk assessments of all specified plant required under the Occupational Health and Safety (Plant) Regulations 1995.

Plant means any appliance that lifts or moves people or material and/or processed material that cuts, drills, punches, grinds, presses, forms, hammers, joins, moulds, combines, mixes, sorts, packages, assembles, knits or moves materials.

Process

The process as detailed below comprises eleven (11) main components:

1. [Acquiring plant and equipment by purchase, hire or acceptance of donation](#)
2. [Registering plant and equipment](#)
3. [Installing, erecting and commissioning of plant and equipment](#)
4. [Training](#)
5. [Certifying Competency](#)
6. [Assessing the risks associated with existing plant and equipment](#)
7. [Controlling plant and equipment safety risks](#)
8. [Maintaining plant and equipment](#)
9. [Disposing plant and equipment](#)
10. [Ensuring employees and students comply with any action taken to implement this procedure](#)
11. [Verifying implementation of this procedure](#)

1. Acquiring Plant and Equipment by Purchase, Hire or Acceptance of Donation

Before acquiring a new item of plant and equipment, **managers** are to:

- 1.1 Ensure that the item of plant and equipment complies with all applicable Standards e.g. Australian Standards before acceptance of a purchased, hired or donated item of plant and equipment.
- 1.2 Ensure that the designer of the item has performed design notification to the Victorian Workcover Authority, if it requires design notification under Schedule 2 of the OH&S (Plant) Regulations 1995

1.3 Ensure the following information (where applicable) is supplied before accepting a purchased, hired or donated item of plant and equipment (See Part 6 of the OHS (Plant) Regulations):

- The purpose for which the plant and equipment is designed;
- Hazards and risks associated with the use of the item of plant and equipment as assessed by a designer;
- Testing or inspection to be carried out on the plant and equipment;
- Installation, commissioning, use, transport and if the plant and equipment is capable of being dismantled, dismantling;
- Systems of work and competencies required of operators;
- Emergency procedures (if any) required if there is a malfunction of the plant and equipment;
- If applicable, written advice that the plant and equipment is supplied for use as scrap; and
- For used plant and equipment, records kept by the previous owner of the plant and equipment.

2. Registering Plant and Equipment

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2.1 The **manager** is to:

- Keep a record of all items defined as plant and equipment using a document such as a Register of Plant and equipment
- Ensure that any item of plant and equipment, which requires registration with the Victorian Workcover Authority under Schedule 2 of the OHS (Plant) Regulations, is registered before it is used. Registrable plant and equipment must not be used unless it is registered.

3. Installing, Erecting and Commissioning Of Plant and Equipment [Back to Top](#)

3.1 The **manager** is to ensure (under Section 707 of the OHS (Plant) Regulations):

- There is sufficient work area around the plant and equipment to allow it to be used in a safe manner.
- Plant and equipment layout does not affect access and egress to the extent that it causes a risk.
- Inspections have been done to monitor risks associated with plant and equipment installation, erection and commissioning.
- Plant and equipment is not brought into operation unless commissioning has shown it is safe.

4. Training

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4.1 The manager is to (under Section 716 of the OHS (Plant) Regulations) provide training, information and instruction to users of the item of plant and equipment (as well as anyone else involved such as people who maintain the item) in the:

- Nature of hazards and systems of work associated with the plant and equipment;

- Process used for hazard identification, risk assessment and control of risk;
- Need for as well as the use and maintenance of measures to control risk, e.g. guarding;
- Safety procedures associated with the use of the plant and equipment; and
- Use, fit, testing and storage of personal protective equipment if it used as a risk control.

5. Certifying Competency

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5.1 The **manager** (under Section 7 of the OHS (Certification of Plant Users and Operators) Regulations) is to:

5.1.1 Ensure that employees using plant and equipment described in Schedule 1 of the OHS (Certification of Plant Users and Operators) Regulations must hold a certificate of competency. If they do not, they must not perform any such work.

5.1.2 Ensure that any employee undertaking training to gain a certificate of competency:

- Receives directions, demonstrations and monitoring appropriate to their task and competence;
- Is always under direct supervision by a person who holds a certificate of competence; and
- Can receive direct assistance to immediately rectify any emergency that may arise.

6. Assessing the Risks Associated With Existing Plant and Equipment

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6.1 **Managers** are to:

- Ensure that plant and equipment risk assessments using the Plant and Equipment Safety Assessment Record Book on all items of plant and equipment under their responsibility.
- Retain plant and equipment risk assessments for all items of plant and equipment under their responsibility.

Risk Assessments are to be retained for as long as the item of plant and equipment remains Box Hill Institute property. If the item of plant and equipment is sold a copy of the risk assessment should go to the purchaser and a copy of the risk assessment retained.

6.2 **Employees** are to cooperate with those people performing risk assessments

7. Controlling Plant and Equipment Safety Risks

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7.1 **Managers** are to control plant and equipment safety risks associated with plant and equipment and/or the systems of work (under Section 705 of the OHS (Plant) Regulations 1995) by:

- Eliminating the risk; or

- Reducing the risk as far as is practicable by:
 - Substituting the plant and equipment with plant which has a lower level of risk; or
 - Isolating the plant and equipment from people; or
 - The use of engineering controls.

Using administrative controls or personal protective clothing and equipment to control risk are to be used as a last resort after all other options have been considered.

7.2 If **Managers** use guarding as a control measure, they must additionally ensure that guarding:

- Is designed so as far as practicable to prevent access to the danger point or area of the plant and equipment.
- Is a permanently fixed barrier if access to the risk area is not required during operation, maintenance or cleansing.
- Is an interlocked physical barrier, or physical barrier which can only be altered or removed by tools or
- If the preceding three dot points are not practicable, a presence sensing system is used that eliminates the risk from that area of plant requiring guarding, while a person or any part of a person is in that area..
- Makes by-passing or disabling of the guarding as difficult as difficult as reasonably practicable.
- Can control any risk where there is a potential for the ejection of moving parts or work pieces.

7.3 **Managers** must ensure that any operator's controls for plant and equipment are:

- Suitably identified to indicate nature and function.
- Located so as to be readily and conveniently operated.
- Located or guarded to prevent unintentional activation.
- Able to be locked in the 'off' position to enable disconnection of power

If emergency stop devices are incorporated on the item of plant and equipment (*particularly important for woodworking machinery*), **Managers** are to:

- Ensure that the device is coloured red
- Positioned the emergency stop to ensure that the device will work to best effect
- Ensure that the emergency stop is prominent and clearly marked and cannot be adversely affected by malfunction.

8. Maintaining Plant and Equipment

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8.1 **Managers** (under Sections 708 and 709 of the OHS (Plant) Regulations) are to:

8.1.1 Ensure that plant and equipment is maintained in a manner that eliminates or reduces the risk as far as practicable.

8.1.2 Ensure that plant and equipment isolation procedures are used as detailed in the procedure Isolation of Plant, Equipment and Services when servicing or maintaining plant and equipment, so that risks to those servicing or maintaining the item of plant and equipment are minimised.

- Ensure that plant and equipment is left in a state that does not create a risk when it is not in use for any reason other than servicing or maintenance.
- Maintain records of any servicing or maintenance performed.
- Inspect plant and equipment to ensure that risks associated with the use of plant and equipment are monitored.
- Implement measures to prevent unauthorised alterations or interference with plant and equipment.

9. Disposing Plant and Equipment

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9.1 **Managers** are to:

Ensure that information on the safe use of the item of plant and equipment as well as any records kept are passed on to anyone purchasing the item as used plant and equipment.

Ensure that if the item is going to be used as scrap that the person who takes possession of the item of plant and equipment is advised of this in writing.

10. Ensuring Employees and Students Comply With Any Action Taken To Implement This Procedure

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Employees and students are to comply with any reasonable direction taken to implement the requirements imposed under the OHS (Plant) Regulations 1995.

11. Verifying Implementation of This Procedure

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Adherence to this procedure will be assessed through a regular process of auditing.

FORMS

Nil.

Falls Prevention Procedure

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PROSE02_K - Falls Prevention Procedure.

To outline safe conduct of work in situations that present a risk of falling a distance of more than two metres.

Process

The process consists of six (6) components:

1. [Assessing and controlling the risks associated with working at heights](#)
2. [Additional requirements relating to working on roofs](#)
3. [Additional requirements relating to use of ladders](#)
4. [Additional requirements relating to the use of scaffolds](#)
5. [Training](#)
6. [Maintenance](#)

1. **Assessing and controlling the risks associated with working at heights**

1.1 **Managers** are to ensure that:

1.1.1 All work processes or tasks that involve a risk of falling a distance of more than two metres are identified. (This must be performed in consultation with the health and safety representative or, if not available, the relevant staff)

1.1.2 Risks associated with the work process or task are assessed. This is to occur in conjunction with those people who work at heights. Following are some of the factors that would need to be considered when assessing risk:

- Unprotected edges
- Openings or holes that are not protected
- Load-bearing capacity of the work surface
- Safe means of access to the work area
- Unique characteristics of the work process

- Emergency procedure

1.1.3 Controls are implemented using the following order of preference:

- Eliminating the hazard, i.e. eliminating the task a risk of falling a distance more than two metres.
- Isolating the hazard by providing edge protection systems such as guard railing (which also includes mid-rails and toe-boards) or providing barriers or covers to prevent people or objects from falling through openings
- Modify work process to minimise the exposure to working at heights
- Providing personal protection through the use of fall protection devices which do not allow a person to fall, e.g. a travel restriction devices such as tethering a person to an anchorage point which does not allow them to get near an exposed edge
- Providing fall arrest devices such as fall-arrest harness, lanyards and static lines designed to arrest the fall of a person
- Implementing catch platforms or safety nets and that they are located as close as possible below the work
- Training in the risks associated with the work process and if necessary in the use of fall protection and fall arrest systems

1.1.4 Provision is also made when implementing control to ensure that the risk of falling objects is minimised. For example, materials should not be thrown or dropped from the roof or other elevated working platform and work surfaces should be kept clear of materials and debris

1.1.5 Document each risk assessment including the control measures required to reduce the risk of injury and retain copies of the risk assessment. If necessary, safe work instructions related to specific tasks may also need to be developed

2. Additional requirements relating to roof access

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2.1 The **Facilities Centre Manager** is to:

- 2.1.1** Nominate a facilities staff member to be responsible for issuing roof access permit
- 2.1.2** Ensure that the staff member nominated to issue permits is provided with detailed training on risk management associated with safe working at heights
- 2.1.3** Ensure that roof access is restricted to people with written authorisation
- 2.1.4** Ensure that a permit is obtained before any authorised personnel commence work in areas where a person could fall more than 2 metres and work occurs within 2 metres of an edge
- 2.1.5** Ensure that control measures appropriate to the risk are implemented if the nominated Facilities representative has identified any risks during an inspection

2.2 The **nominated person responsible for issuing permits** is to:

- 2.2.1** Visit the area where work is to be performed and carry out an inspection before any proposed work is carried out. When carrying out an inspection the nominated person is to consider risks such as:
- Slippery surfaces
 - Unsatisfactory lighting
 - Bad weather conditions (e.g. heavy wind or rain)
 - Obstructions in the work area such as tools or rubbish
- 2.2.2** Advise the Facilities Manager if there are any risks that need to be considered before issuing a permit
- 2.2.3** Discuss ways to control the risks with the Facilities Manager
- 2.2.4** Issue a clearance certificate only if satisfactory control measures have been put in place
- 2.2.5** Ensure that a competent person carries out the work or there is supervision by a competent person

3. Additional requirements relating to use of ladders

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3.1 Managers are to ensure that:

- 3.1.1** Any ladders purchased or used are to comply with Australian standard
- 3.1.2** A ladder register is kept to provide a record of information including the:
- Date of purchase of ladder
 - Intended use of ladder
 - Condition of the ladder at last inspection
 - Anticipated life of the ladder
 - Ladder identification number
- 3.1.3** Ensure that each ladder has a label with a ladder identification number on it to link it to the ladder register
- 3.1.4** Any ladders used are suitable for the intended task (for example, a metal ladder capable of conducting electricity should not be used for electrical work)
- 3.1.5** Ladders are maintained in good condition and inspected by the user before each use
- 3.1.6** Any worker using a ladder which is extended above 2 metres, is trained in its safe use and given any additional information relevant to the specific task being undertaken and recorded in an OHS training register
- 3.1.7** Fix ladders should have ladder cage or persons using the ladders should use fall arrest system

4. Additional requirements when using scaffolds

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- 4.1 **Managers** are to ensure that scaffolds from which a person or object could fall more than 4 metres at any stage are only erected by someone who holds the appropriate certificate of competency to erect, alter or dismantle the scaffold
- 4.2 **Installers and erectors** of staging and scaffolding must ensure that the manner in which it is installed or erected is safe and without risk

5 Training

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5.1 **Managers** are to ensure that:

- 5.1.1 Staff required to work above 2 metres above the ground, surrounding floor surface are made aware of the nature of hazards present before they are required to work at heights. Key elements to be included in training are:
- The hazards of working at heights
 - Control measures to be implemented
 - The selection, use and fit of PPE where required (e.g. individual fall arrest systems)

6. Maintenance

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- 6.1 **Managers** are to ensure that any equipment used in working at heights is maintained so that it stays in safe operating condition. Guidelines for appropriate maintenance can be found in Australian Standards or by using the equipment manufacturer's or supplier's guidelines.
- 6.2 **The GM Property & Campus Services** is to ensure that an annual survey/audit is undertaken to ensure that all ladders are maintained in safe operating condition.

Forms

Nil.



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Removal of Hazardous Plant and Equipment from Service Procedure (Approved 4 December 2006)

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PROSE02_L – Removal of Hazardous Plant and Equipment from Service Procedure

The process for the Removal of Hazardous Plant and Equipment from Service Procedure has four (4) components:

1. Identifying a hazardous piece of plant or equipment
2. Immobilising the hazardous item of plant or equipment
3. Ensuring employees and students comply with any action taken to implement the procedure
4. Verifying implementation of this procedure

1. Identifying a hazardous piece of plant or equipment

Staff who identify or are made aware of a hazardous piece of plant or equipment are to report this to the Manager of the area and the Health and Safety Representative. Students who identify a hazardous piece of plant or equipment are to report this to their teacher.

2. Immobilising the hazardous item of plant or equipment

The Manager responsible for the area or the Health and Safety Representative is to organise for the isolation of the hazardous item of plant or equipment through an employee authorised to isolate plant or equipment.

Employees authorised to isolate plant and equipment are to isolate the plant or equipment in accordance with the method detailed in the Isolation of Plant, Equipment and Services procedure, and then:

- Where the plant or equipment is not normally energised such as ladders, trolleys, etc, they could be immobilised by chaining items to prevent their inadvertent usage.
- Place an 'Out of Service' tag on the plant or equipment.
- Post the key in the nearest isolation station (typically in Manager's office) in circumstances where a lockout device is used.
- Record details of the isolation.

The Manager of the area is to:

- Report the hazard to either Facilities or the authorised service representative for repair.
- Provide the key to the posting box only to the person authorised to repair the item of plant or equipment.

The Person repairing the hazardous item of plant or equipment is to place his or her own lockout device on the item as per the Isolation of Plant, Equipment and Services Procedure.

3. Ensuring employees and students comply with any action taken to implement the procedure

Employees and students are to comply with any reasonable direction taken to implement the requirements of this procedure.

4. Verifying implementation of this procedure

Adherence to this procedure will be assessed through a regular process of auditing.

Forms