

Revision v02 - November 2018

Quakers NSW Regional Meeting Occupational Health and Safety Management System



Safetymatters

Disclaimer

This OHS Manual and management system contains information regarding work health, safety, injury management and workers compensation. It includes some of your obligations under the various Workers Compensation and Occupational Health and Safety legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts and Regulations.

Although every effort has been made to ensure that this publication is current, it may refer to the relevant OHS Authority/s administered legislation that has been amended or repealed.

When reading this publication you should always refer to the latest laws AND SEEK APPROPRIATE LEGAL ADVICE IF NECESSARY. Information on the latest laws can be obtained from the OHS Authority.

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Introduction

Scope	<p>These OHS policies and procedures apply to Quakers NSW, along with any project involving its workers.</p> <p>Failure to comply with the requirements of the OHS Management System (OHSMS) or reasonable directives from management will lead to disciplinary action which may include summary dismissal and legal action for severe breaches.</p>
Aim	<p>The aim of this OHS Management System is to provide a structured mechanism that supports the achievement of an acceptable level of OHS performance through systematic elimination or reduction of risks.</p> <p>This OHSMS is intended to provide the elements that can be integrated with other management requirements, to assist in achieving OHS, as well as other social and economic goals.</p> <p>The process is one of continual improvement. OHS policies and processes are implemented, and then changed and streamlined to best serve organisational need and to meet legal obligations.</p>
Objectives	<p>Quakers NSW will develop, lead and promote a safety culture that engages workers. Workers are encouraged to report incidents, hazards, risks and opportunities without fear of reprisal, such as threats of dismissal or disciplinary action, when doing so. This culture will be founded on mutual trust, shared perceptions of the importance of the OHSMS by active involvement in detection of OHS opportunities and confidence in the effectiveness of preventative and protective measures.</p> <p>Quakers NSW will strive to attain a high standard of safety performance.</p> <p>Quakers NSW will ensure that it and its workers meet the obligations of its internal Occupational Health and Safety policy and relevant Occupational Health and Safety legislation.</p>
Authorisation	<p>The Co-clerk, NSW Regional Meeting is to sign the OHS policies and formally approve the policies and procedures.</p>
Document Control	<p>The OHSMS consists of controlled documents. The controlling authority are the Management committee.</p>
Procedure Custodian	<p>The WHS Liaison is assigned custody to ensure the OHSMS is maintained and updated.</p>

Normative References

Legislation	<p>This document has been developed to facilitate compliance with the following legislation:</p> <ul style="list-style-type: none">➤ Work Health and Safety Act 2011,➤ Work Health and Safety Regulation 2017,
Standards	<p>This document has been developed to facilitate compliance with the following standards:</p> <ul style="list-style-type: none">➤ AS/NZS 4801 – OHS Management Systems, Specifications with guidance for use,➤ AS/NZS 4804 – OHS Management Systems, General Guidelines on Principles, systems and supporting techniques,➤ International Standard ISO 45001– Requirements with guidance for use,➤ International Standard ISO 31000 – Risk Management.
Other Policies	<p>Quakers NSW adopts all of the Policies and Procedures of The Religious Society of Friends (Quakers) in Australia, more information on these policies can be found at https://www.quakersaustralia.info/resources/policies</p> <ul style="list-style-type: none">➤ Child Protection Policy and Procedures➤ Supporting a Safer Quaker Community Policy➤ Privacy Policy

Terms and Definitions

Officer	<p>A person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.</p> <p>If a person is responsible only for implementing those decisions, they are not considered an officer.</p>
OHS	Occupational Health and Safety. Interchangeable with WHS.
OHSMS	Occupational Health and Safety Management System.
PCBU	<p>Person Conducting a Business or Undertaking.</p> <p>A 'person' is defined in laws dealing with interpretation of legislation to include a body corporate (company), unincorporated body or association and a partnership.</p> <p>An individual is also a 'person', but will only be a PCBU where that individual is conducting the business in their own right (as a sole trader or self-employed person). Individuals who are in a partnership that is conducting a business will individually and collectively be a PCBU.</p>
PPE	Personal Protective Equipment.
SWMS	Safe Work Method Statement.
SWP	Safe Work Procedure.
SOP	Safe Operating Procedure.
WHS	Work Health and Safety. Interchangeable with OHS.
WHSMS	Work Health and Safety Management System.
Worker	A person who carries out work in any capacity for a PCBU. Employees, contractors/subcontractors, trainees, volunteers etc are all deemed workers under the WHS Act.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Context of the Organisation

Understanding the organisation and its context

The Religious Society of Friends (Quakers) NSW Regional Meeting Inc. is the administrative structure and incorporated association that aims to give our visitors the support they require to participate in their religious activities.

External issues

- The cultural, social, political, legal, financial, technological, economic and natural surroundings and market competition, whether international, national, regional or local;
- Introduction of new competitors, contractors, subcontractors, suppliers, partners and providers, new technologies, new laws and the emergence of new occupations;
- New knowledge on products and their effect on health and safety;
- Key drivers and trends relevant to the industry or sector having impact on the organisation;
- Relationships with, as well as perceptions and values of, its external interested parties;
- Changes in relation to any of the above;

Internal issues

- Governance, organisational structure, roles and accountabilities;
- Policies, objectives and the strategies that are in place to achieve them;
- The capabilities, understood in terms of resources, knowledge and competence (e.g. capital, time, human resources, processes, systems and technologies);
- Information systems, information flows and decision making processes (both formal and informal);
- Introduction of new products, materials, services, tools, software, premises and equipment;
- Relationships with, as well as perceptions and values of, workers;
- The culture in the organisation;
- Standards, guidelines and models adopted by the organisation;
- The form and extent of contractual relationships, including, for example, outsourced activities;
- Working time arrangements;
- Working conditions;
- Changes in relation to any of the above.

Components of the OHSMS

An OHS Management System is that part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OHS/OHS policy, and so minimising the risks associated with the business of the organisation¹.

OHSMS Manual	The OHS Manual defining the policies and procedures
OHS Training	<ul style="list-style-type: none">➤ OHS training plan,➤ Worker training matrix,➤ Competency guide included in position descriptions,➤ Safe Work Procedure
Contractor Management	<ul style="list-style-type: none">➤ Contractor register➤ Contractor induction checklist➤ Contractor service agreement➤ Records containing contractors completed documents
OHS Records	<ul style="list-style-type: none">➤ Workplace inspections,➤ Incident reports,➤ Hazard reports,➤ Meeting minutes,➤ Plant and Equipment inspections, checklists, calibrations, alterations etc.
Monitoring and Review	<ul style="list-style-type: none">➤ Hazard log,➤ Incident log,➤ Improvement requests,➤ Statistics.

¹ AS NZS 4801 – Occupational health and safety management systems, specifications with guidance for use

Our Commitment

OHS policies

Purpose	To document the relevant OHS Policies that Quakers NSW has implemented in order to ensure a systematic and practical approach to management of OHS.
Scope	<p>OHS policies and procedures are to apply to all sites and offices and any site under management by Quakers NSW, along with any project involving its workers.</p> <p>Failure to comply with the requirements of the OHS Management System or reasonable directives from management will lead to disciplinary action which may include summary dismissal and legal action for severe breaches.</p>
Procedure	<ol style="list-style-type: none">a. The Officers will document relevant OHS policies that:<ul style="list-style-type: none">— require compliance with relevant health and safety legislation;— are appropriate to the nature and scope of our health and safety risks;— states overall health and safety objectives; and— demonstrate a commitment to the continued improvement of health and safety performance.b. All Quakers NSW policies will be signed by the Co-clerk, NSW Regional Meeting;c. Current versions of Quakers NSW OHS Policies and Procedures will be available to all workers and interested parties as required. OHS Policies will be made available to all interested parties upon request.d. The OHS Management System will be reviewed at least every 2 years with more frequent reviews occurring in response to legislative or management changes;e. Workers are required to become familiar with the intent of the OHS Management System and OHS Policies.f. Workers will ensure that their conduct, actions or inactions does not place themselves or others at risk.

Occupational Health and Safety Policy

Obligations

The management of Quakers NSW has a duty of care to provide a safe and healthy work environment for workers, students, contractors and visitors. This commitment extends to ensuring that normal operations do not place the local community at risk of injury, illness or property damage. Our OHS objective is to actively work toward eliminating injuries and fatalities.

Responsibilities

Officers of Quakers NSW, i.e. the Office Bearers will exercise due diligence to:

- Acquire and keep up to date knowledge of occupational health and safety matters;
- Gain an understanding of the operations, hazards and risks of the business or undertaking,
- Ensure that *Quakers NSW* uses appropriate resources and processes to eliminate or minimise risks;
- Ensure that *Quakers NSW* receives, considers and responds to information regarding incidents, hazards and risks;
- Ensure that *Quakers NSW* implements processes for complying with our OHS obligations;
- Ensure that effective and meaningful consultation processes are in place;
- Ensure that training and instruction is provided to workers, to ensure their safety;
- Verify the provision and use of resources and procedures to achieve OHS obligations, objectives, targets and plans.

The Officers will also meet their duty of care (so far as is reasonably practicable) by:

- Providing and maintaining the work environment without risks to health and safety;
- Providing and maintaining safe plant and structures;
- Providing and maintaining safe systems of work; and
- Safe use, handling and storage of plant, structures and substances; and
- Provision of adequate facilities for the welfare of workers;
- Monitoring the health of workers and the conditions of the workplace to prevent illness or injury.

The Local Meeting Clerk will:

- Maintain the workplace in a safe condition;
- Be involved in the promotion and implementation of occupational health and safety policies and procedures;
- Train workers in the safe performance of their assigned tasks;
- Apply available resources to meet health and safety commitment;
- Implement this policy and OHSMS within their area of responsibility.

Workers will;

- Follow, abide and cooperate with the OHSMS;
- Report all known or observed hazards to their Local Meeting Clerk;
- Ensure that their actions or inactions do not place themselves or others at risk.

lead by

Contractors will;

- Carry out all work in compliance with the relevant Work Health and Safety Legislation, relevant Australian Standards and Codes of Practice and any Local Government requirements;
- Participate in safety meetings, audits and inspections as required;
- Comply with the intent of this OHSMS.

The success of our OHS management system depends on the commitment from management and workers. All personnel are required to become familiar with the intent of this OHS policy and to ensure that their conduct, actions or inactions do not place themselves or others at risk of harm.

Approved by:

Jennifer Burrell - Co-Clerk, NSW Regional Meeting

Date: _____

Environmental Policy

Description

Quakers NSW is striving for a sustainable future and as such, the organisation is committed to minimising the impact on the environment from its business operations.

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to environmental sustainability.

The following guidelines are to be adhered to by all workers.

Policy & Procedure

To support this objective, we will:

- Comply with applicable local, state, and federal environmental regulations
- Continually seek to improve the environmental performance of our business
- Engage workers, customers and suppliers in reducing the organisations carbon footprint
- Train appropriate workers in sustainability management
- Lead by example and aim to become advocates for sustainability in our sector
- Encourage the development of innovative sustainable products and services
- Adopt sustainable procurement practices
- Actively encourage and support our suppliers to adopt sustainable practices
- Measure and periodically report on our progress toward our sustainability goals
- Use finite resources, including paper, energy, fuel and water as efficiently as possible

In particular we will:

Emissions

- Minimise our carbon footprint through reduction strategies
- Promote energy efficiency to our workers, customers and suppliers
- Consider purchasing carbon offsets where appropriate

Waste

- Minimise waste by evaluating procedures to ensure they are as efficient as possible
- Actively promote recycling of paper, cardboard and other materials

Water

- Actively promote water conservation across the organisation
- This policy is explained and discussed at the general induction training given to all new workers and has been communicated to all current workers. All workers are expected to know what the environmental policy means to them and how it affects their job or position within the organisation.

Approved by:

Jennifer Burrell - Co-Clerk, NSW Regional Meeting

Date: _____

Issue Resolution

Quakers NSW is committed to resolving issues quickly and fairly by effective and meaningful consultation with workers, relevant contractors and customers.

The issue will be dealt with as soon as possible after being reported. If it cannot be rectified immediately then a solution will be implemented as soon as practicable. As a minimum, interim measures will be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved.

The aim of this issue resolution procedure is to outline the minimum standards to achieve fast and effective resolution of issues that may occur in our workplace.

The resolution process

1. When a customer, contractor or other worker identifies a workplace issue, the issue should be reported and actioned using the hazard report form in accordance with processes outlined in the Planning section of the OHS manual;
2. If the issue is not a hazard, the person reporting the issue should notify the OHS Coordinator, or the Local Meeting Clerk of the issue (in writing if possible);
3. The Local Meeting Clerk, in consultation with the person reporting the issue and other workers, will resolve the issue;
4. Effective consultation is the key component of effective issue resolution;
5. Specialist advisors / outsourced resources will be engaged for advice, if the issue cannot be resolved internally;
6. In seeking resolution of the issue, Quakers NSW will consider:
 - the number and location of workers affected by the issue,
 - any Code of Practice or relevant accepted industry practice or standard,
 - our commitment to eliminating risks, or if not reasonably practicable to eliminate risks, to minimise risk,
 - The Local Meeting Clerk will implement temporary measures to protect health and safety;
 - Information from external sources such as specialists, consultants, hygienists etc;
 - Whether any other persons may reasonably be required to assist the early resolution of the issue;
7. Quakers NSW is committed to resolving issues in the shortest possible timeline, using effective methods to ensure resolution of the issue;
8. Once the issue is resolved, the details of the issue and its resolution will be documented and discussed with workers during the next Toolbox meeting.

Any of the parties to the resolution of an issue may forward a copy of the agreement to any union or employer organisation that represents the party.

Approved by:

Jennifer Burrell - Co-Clerk, NSW Regional Meeting

Date: _____

Return to Work Program

Our workers compensation policy covers all of our employees in case they suffer a work related injury or illness.

Commitment of this workplace

- To prevent injury and illness by providing a safe and healthy working environment;
- To promote a positive attitude toward workers compensation claims and recovery at work;
- To ensure that work rehabilitation activities commence as soon as possible after injury, and every effort is made to provide suitable and meaningful duties consistent with the nature of the injury/illness, after seeking appropriate medical judgement;
- To provide procedures and support throughout the return to work process to minimise the effects of the injury and ensure that an early return to work is normal practice and expectation;
- To provide suitable duties/employment for injured workers as soon as is safely possible, as an integral part of the return to work process;
- To consult with workers and where applicable any union or agent representing them to ensure that this return to work program operates effectively;
- To ensure that participation in a return to work program will not, of itself, prejudice an injured worker.

Procedures for action when injury occurs

When an injury occurs

Quakers NSW will ensure that the injured person receives prompt and appropriate first aid and/or medical treatment;

All accidents and incidents must be recorded on the Incident Report Form and the OHS Coordinator and Management Team notified within 12 hours of the accident/incident occurring;

The OHS Coordinator will conduct and record an investigation within 36 hours;

All injuries, accidents, incidents and near miss events will be investigated;

The Management Team will notify **iCare / EML** (their workers compensation insurer) of the injury within 48 hours by phoning **13 77 22** (www.eml.com.au) and will record the injury in the Incident Register.

If there is a serious injury or illness, a death or a dangerous incident, the Management Team will report it to SafeWork NSW immediately by phoning 13 10 50 as an urgent investigation might be needed.

Follow-up after injury

The Management Team will ensure that the injured worker receives appropriate and timely rehabilitation and will maintain a case file and protect the confidentiality of the information on this file.

Finding suitable duties

When the injured worker is, according to medical judgement, capable of return to work, an individual recover at work plan will be developed by the Management Team including suitable duties, which will be identified after consultation with relevant parties and will be specified in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

Involving a Rehabilitation Provider

Injured workers retain the right to nominate an accredited provider of their own choice, however should they not choose to do so, Quakers NSW will provide one of its choosing.

Consultation

Workers will be informed of their rights and responsibilities and of OHS policies on rehabilitation during induction and regular toolbox meetings. Information on rehabilitation is available from the Management Team.

Disputes

Quakers NSW accepts the need to consult with workers and any agent representing them on disputes and to contact the Workers Compensation Commission (1300 368 040) for assistance if unresolved.

Approved by:

Date: _____

Jennifer Burrell - Co-Clerk, NSW Regional Meeting

Consultation Policy

Company Commitment

Quakers NSW and its Officers are committed to protecting the health, safety and welfare of workers. We will consult with workers when identifying hazards and assessing risks, when making decisions about ways to eliminate or minimise risks, when making decisions about the adequacy of facilities for the welfare of workers and when proposing changes that may affect the health and safety of workers. Effective consultation is a key component of issue resolution.

Consultation will occur when making decisions about the consultation process itself, when resolving health and safety issues, when monitoring the health and safety of workers and conditions of the workplace and when providing information and training.

Consultation may be via election of Health and Safety Representative(s) (if one person requests a HS Representative), establishment of a Health and Safety Committee (if 5 or more workers so request) or other appropriate methods of consultation, such as toolbox meetings.

Quakers NSW will strive to ensure that the consultation mechanism used in our workplace is effective and meaningful.

Our preferred method for consultation is via Staff Meetings

Meetings will be conducted monthly with all members required to attend. There will be daily pre-start meetings. Additional staff meetings must be conducted on a needs basis. Our consultation is a two way process where:

- Management and workers talk with each other about health and safety;
- Workers and management listen to, and raise concerns
- Information and views are sought and shared;
- All parties have an opportunity to contribute to decision making processes relating to health and safety.

Our staff meetings will include information on any recent accidents or incidents and the results of subsequent accident, incident and hazard investigations.

Workers are encouraged to actively participate in this risk management and consultation process, and to evaluate the effectiveness of toolbox meetings in allowing them to have input into improving workplace safety.

Open Door Communication

In addition to the formal consultation process, Quakers NSW encourages an open door communication arrangement. Workers are encouraged to discuss concerns and OHS issues and to offer suggestions on health and safety and injury management with the WHS Liaison and with the Management Committee.

Recording the toolbox meetings

Minutes of staff meetings will be recorded and retained as evidence of effective and meaningful consultation. Minutes will be filed in a readily retrievable location.

Review of Consultation Arrangements

Formal review of the consultation arrangements will be conducted every 2 years in consultation with workers. The communication process will be monitored and reviewed on an ongoing basis to ensure that consultation with workers is effective and meaningful, and that practical risk management processes are implemented.

Approved by:

Jennifer Burrell - Co-Clerk, NSW Regional Meeting

Date: _____

Alcohol and other Drugs Policy

Quakers NSW has a responsibility to ensure that all persons at our workplace conduct themselves in a safe manner that does not endanger themselves, any other person or inhibit anyone's ability to work safely and productively. Factors that could influence a person's ability to work or behave in a safe manner could include emotional problems, injury, personal illness, fatigue, alcohol and other drugs.

The spirit of this policy is to assist all individuals to fulfil their responsibilities with regard to working safely, and to manage the risks that may be associated with the use or abuse of alcohol and other drugs. This requires a co-operative approach from all parties.

Quakers NSW expects that every person who arrives on work sites, whether as a visitor, worker or contractor will comply with this policy. Quakers NSW believe most people will endeavour to achieve this. If any individual has any concerns about their ability to comply with this policy, they should discuss the matter with the OHS Coordinator or with one of the Management Team.

Quakers NSW encourages workers with any alcohol problems and/or substance abuse problems to seek assistance. Assistance is available from organisations such as Alcoholics Anonymous and Narcotics Anonymous. Contact your local doctor or the Local Meeting Clerk for information on assistance programs.

The possession, cultivation, consumption, distribution or sale of illegal drugs whilst on our business or at our worksites is prohibited. Any breach of this will lead to immediate disciplinary action.

A worker or contractor suspected of being under the influence of alcohol or drugs will be required to submit to an alcohol and/or other drugs test. Some worksites require alcohol and drug testing. Random as well as "due cause" (pre-employment, post incident, injury or accident, etc.) alcohol and other drug testing may also be conducted.

Tests will be performed by independent, qualified and experienced providers in accordance with relevant Australian Standards. Confidentiality will be maintained.

A positive test result to either alcohol or other drugs (or refusal to submit to either an alcohol or other drugs test), will indicate that the person has breached this policy and that person will not be permitted to commence work or remain onsite until an acceptable test result / has been returned.

The first occurrence of a positive alcohol or other drug test will be considered sick leave and paid accordingly, subject to adequate leave being available. Subsequent occurrences of positive alcohol or other drug tests will require the worker to take annual leave, accrued paid leave entitlements or unpaid leave.

Should a worker return a second positive result within 2 years, they will be subject to immediate disciplinary action which may include summary dismissal.

The consumption of other substances, which may affect an individuals ability to work or behave safely are also prohibited. However, Quakers NSW recognizes that some substances used as medicines may cause a positive test result. These exceptions will be dealt with according to the individual requirements and the professional advice received in each case.

Any persons associated with any procedure under this policy will respect the privacy of individuals.

This policy sets out a code of conduct or standard of conduct expected to be observed by any person involved with Quakers NSW in relation to the use of alcohol and other drugs. Everyone is encouraged to familiarize themselves with the provisions of this document and abide by the intent of the policy.

Approved by:

Jennifer Burrell - Co-Clerk, NSW Regional Meeting

Date: _____

Smoking Policy

General Policy

There exists a strong body of evidence that smoking is hazardous to a smoker's health and to the health of those exposed to tobacco smoke. Smoking may also present a potential safety hazard.

Objectives

Quakers NSW therefore requires workers to adhere to the following regulations:

- Smoking is strictly prohibited at work locations where there is a risk of explosion or fire.
- Smoking is prohibited within 4 metres of building entrances / exits, open windows and air conditioning ducts or vents etc;
- Except in well ventilated and designated areas, and with the consent of all affected, smoking is prohibited in places allocated to collective usage as well as in collective means of transport, subject to no smoking restrictions set out by local legislation or specific legislation.

Quakers NSW encourages workers not to smoke and will inform them of the negative effects of smoking on health.

In particular, workers are not to smoke in any of the following areas:

- In any company office or workplace;
- In any company or contracted vehicle;
- Hazardous substance storage areas;
- Whilst refuelling or handling hazardous substances;
- When working on batteries or servicing any engine, hydraulic system, etc where any flammable substance is present;
- Any other designated "no smoking" area.

Responsibilities

It is the responsibility of smokers to appropriately dispose of their own waste products of smoking, (e.g. cigarette butts, packets, ash, lighters, matches etc.)

The responsibility for applying this Policy rests with workers and will be monitored and enforced by the WHS Liaison and the Local Meeting Clerk.

Noncompliance with this or other policies or procedures may lead to disciplinary action.

Approved by:

Jennifer Burrell - Co-Clerk, NSW Regional Meeting

Date: _____

Organisational roles, responsibilities and authorities

PCBU

Quakers NSW and its affiliates are defined as the PCBU under the current OHS legislation.

Officers

The designated Officers of Quakers NSW are the Office Bearers.

OHS Law Definitions

Due Diligence: Means taking reasonably practicable steps to ensure compliance mechanisms are in place to enable a corporation to meet its OHS legal responsibilities.

The reasonable steps Officers must take to ensure they are exercising due diligence includes, but is not limited to:

- Acquiring and keeping up to date with knowledge of OHS matters;
- Gaining an understanding of the PCBUs business operations and the associated hazards and risks;
- Ensuring the PCBU has available for use, and uses, the appropriate resources and processes to eliminate or minimise risks to health and safety;
- Ensuring the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- Ensuring the PCBU implements processes for complying with any duty or obligation under the WHS Act;
- Verifying the provision and use of resources and processes required for compliance.

Reasonably Practicable: A standard of behaviour to provide the highest level of protection against risks to a person's health and safety, using proactive measures to ensure this protection takes place.

Consideration **MUST** be given to:

- The likelihood of the hazard or risk occurring;
- The degree of harm that may arise from these hazards or risks;
- What the person concerned knows, or ought to know, about the hazard or risk, and the ways of eliminating or minimising the risk;
- The availability and suitability of ways to eliminate or minimise the risk; and,
- Only after assessing these matters, consideration may be given to the costs associated with eliminating or minimising the risk, and whether they are grossly disproportionate to the risk.

Purpose This procedure documents the general and specific health and safety responsibilities applicable to the various levels within Quakers NSW. These responsibilities are assigned as shown and are based on the legislative standards. Further individual responsibilities are contained in particular procedures and position descriptions.

General Responsibilities for OHS

Officers will:

- Acquire and keep up to date knowledge of Occupational Health and Safety matters;
- Gain an understanding of the operations, hazards and risks of the business or undertaking,
- Ensure that appropriate resources and processes to eliminate or minimise risks are available and used;
- Ensure processes are in place so that the Officers receive, consider and respond to information regarding incidents, hazards and risks;
- Ensure that processes are implemented to facilitate compliance with our OHS obligations;
- Ensure that effective and meaningful consultation processes are in place;
- Ensure that training and instruction is provided to workers, to ensure their safety;
- Verify the provision and use of resources and procedures to achieve OHS obligations, objectives, targets and plans.

The Officers will also meet their duty of care (so far as is reasonably practicable) by:

- Providing and maintaining the work environment without risks to health and safety;
- Providing and maintaining safe plant and structures;
- Providing and maintaining safe systems of work; and
- Safe use, handling and storage of plant, structures and substances; and
- Provision of adequate facilities for the welfare of workers;
- Monitoring the health of workers and the conditions of the workplace to prevent illness or injury.

Management Team will:

- Maintain the workplace in a safe condition;
- Be involved in the promotion and implementation of Occupational Health and Safety policies and procedures;
- Train workers in the safe performance of their assigned tasks;
- Apply available resources to meet health and safety commitment;
- Implement this policy and OHSMS within their area of responsibility.

Workers will:

- Follow, abide and cooperate with the OHSMS;
- Report all known or observed hazards to the Local Meeting Clerk;
- Ensure that their actions or inactions do not place themselves or others at risk.

Contractors will:

- Carry out all work in compliance with the relevant Occupational Health and Safety Legislation, relevant Australian Standards and Codes of Practice and any Local Government requirements;
- Participate in safety meetings, audits and inspections as required;
- Comply with the intent of this OHSMS.

Tools and Forms

Nil

WHS/OHS Regulators and Legislation

Jurisdiction	OHS Regulators and contact details	Legislation
New South Wales	SafeWork NSW Website: www.safework.nsw.gov.au/ Phone: 13 10 50	WHS Act 2011 WHS Regulations 2017 Workers Compensation Act 1987 Workplace Injury Management and Workers Compensation Act 1998

Consultation and participation of workers

Quakers NSW will provide mechanisms, time, training and resources to ensure effective consultation and participation.

The Formal Consultation mechanism is documented in the Consultation Policy.

Management Team:	<ul style="list-style-type: none">a) Will ensure that consultation with workers and other interested parties occurs when:<ul style="list-style-type: none">➢ Determining OHS needs and expectations;➢ Identifying hazards and assessing risk,➢ When making decisions about ways to eliminate or minimise risks,➢ When making decisions about the adequacy of facilities and resources for the welfare of workers, and➢ When proposing changes that may affect the health and safety of workers;b) Consultation will occur when making decisions about the consultation process itself, when resolving health and safety issues, when monitoring the health and safety of workers and conditions of the workplace and when providing information and training;
Consultation may be via:	<ul style="list-style-type: none">i. Election of Health and Safety Representative(s),ii. Establishment of a Health and Safety Committee, oriii. Other appropriate methods of consultation such as staff meetings.
Open Door Communication:	<ul style="list-style-type: none">c) Workers are encouraged to discuss concerns and OHS issues and to offer suggestions on occupational health and safety and injury management with the Local Meeting Clerk;d) Workers are required to actively participate in the risk management and consultation process;
Review of Effectiveness:	<ul style="list-style-type: none">e) Meeting minutes will be recorded and filed in a readily retrievable location;f) Workers and the Local Meeting Clerk will evaluate the effectiveness of the consultation process in allowing input from all personnel into improving occupational health and safety and to ensure that communication remains effective and meaningful.
Tools and Forms	Consultation Policy Staff Meeting Minutes

Planning

Actions to address risks and opportunities

General

Definitions²

Hazard	A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
Hazard identification	The process of recognizing that a hazard exists and defining its characteristics.
Hazard / risk assessment	the overall process of estimating the magnitude of risk and deciding what actions will be taken.
Incident	Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss.
Risk	In relation to any potential injury or harm, the likelihood and consequence of that injury or harm occurring.
Safety	A state in which the risk of harm (to persons) or damage is limited to an acceptable level.

² AS NZS 4801 – Occupational health and safety management systems, specifications with guidance for use

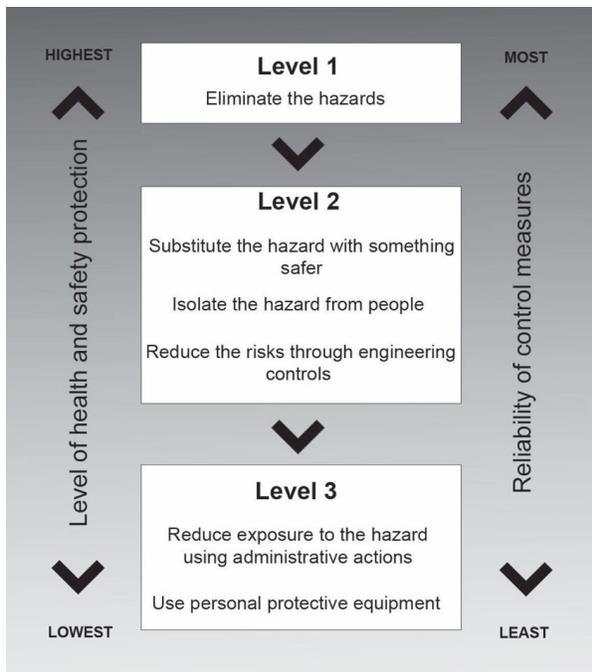
Risk Definitions

Negligible	Safety	First aid treatment case; i.e. less than 1 hour lost time.
	Environmental	An event that causes, or has the potential to cause low level direct impacts on physical environment (water, soil, air) within work area. Impacts easily remedied.
Minor	Safety	An event that causes, or has the potential to cause an Injury requiring medical treatment by a doctors or hospital; i.e. 1 - 4 hours lost time
	Environmental	An event that causes, or has the potential to cause short term (1 - 3 years) direct impact on physical environment (water, soil, air) that may impact on flora or fauna. May extend outside of work area.
Moderate	Safety	An event that causes, or has the potential to cause an injury requiring hospital admission i.e. 4 - 8 hours lost time injury
	Environmental	An event that causes, or has the potential to cause medium term (3 - 10 years) impacts on populations of native flora or fauna. Significant impacts on physical environment.
Major	Safety	An event that causes, or has the potential to cause significant impairment or illness. i.e. 8 hours to < 2 years lost time injury
	Environmental	An event that causes, or has the potential to cause medium to long term (> 10 years) physical impacts to flora or fauna. Adverse impacts to significant heritage items
Extreme	Safety	An event that causes, or has the potential to cause death or serious injury (long term or permanent disability) or impairment; i.e. death or unable to return to employment or lost time injury > 2 years.
	Environmental	An event that causes, or has the potential to cause permanent impacts to populations of significant flora or fauna highly significant heritage items, complete removal of habitat of threatened species or significant impairment of ecosystem function

Likelihood Definitions

Rare	Occurrence requires exceptional circumstance 1-9% probability of occurrence
Unlikely	Unlikely in the foreseeable future 10-29% probability of occurrence
Possible	Could occur at some time 30-69% probability of occurrence
Likely	Will probably occur 70-89% probability of occurrence
Almost Certain	Expected to occur 90 – 99% certainty of occurrence

The Hierarchy of Control



The ways of controlling risks can be ranked from the highest level of protection and reliability to the lowest, as shown in the adjacent diagram.

The primary aim is always to eliminate the hazard, which is the most effective control.

The best option is to not introduce the hazard into the workplace in the first place. This is called “designing out” hazards at the planning stage.

If it is not reasonably practicable to eliminate the hazard, the risk must be minimised by working through the other alternatives in the hierarchy, in the order specified.

Level 3 controls are the last option as they are the least reliable method of controlling hazards and minimising risk in the workplace.

Hazard identification and assessment of risks and opportunities

Hazard identification

Risk Matrix		LIKELIHOOD				
		Almost Certain (90-99%)	Likely (70-89%)	Possible (30-69%)	Unlikely (10-29%)	Rare (1-9%)
CONSEQUENCE	Severe	Extreme	Extreme	High	High	Medium
	Major	Extreme	High	High	Medium	Medium
	Moderate	High	High	Medium	Medium	Low
	Minor	Medium	Medium	Medium	Low	Low
	Negligible	Medium	Low	Low	Low	Low

Procedure

- Hazard identification:
- a) The person identifying the hazard must complete the top half of the hazard report form, indicating what the hazard is and what harm could result;
- Risk Assessment:
- b) Using the risk matrix, the person who is reporting the hazard assesses what sort of injury the hazard could cause and how likely it is to occur by circling **EXTREME, HIGH, MEDIUM** or **LOW** on the risk matrix;
- Risk Control:
- c) The person reporting the hazard should then make suggestions for what can be done to fix the problem;
- d) The partially completed form is given to the Local Meeting Clerk;
- e) The Local Meeting Clerk, in consultation with the Co-clerk, NSW Regional Meeting, will document what actions will be taken to eliminate or control the hazards, taking into consideration the suggestions made by the person reporting the hazard;
- f) The Co-clerk, NSW Regional Meeting/Local Meeting Clerk will allocate responsibility for who will enact the controls, then document by what date the controls must be implemented;
- g) Once the controls have been implemented, the Local Meeting Clerk will record the date finalised;
Controls may include the requirement to:
- Conduct a Job Safety Analysis;
 - Review/development of Safe Work Procedures;
- h) Elimination or control options will be selected from the Hierarchy of Controls. There is a legal obligation to select control options by

following the Hierarchy of Controls (in the order specified) to minimise the risk to the lowest level reasonably practicable;

Review and monitor:

- i) The Local Meeting Clerk will elect appropriate person(s) to evaluate the effectiveness of the control options. Depending on the situation, the evaluation process is usually conducted approx 1 week after implementation of controls;
- j) Person(s) tasked with the evaluation process will complete the Monitor and Review section of the hazard report form;
- k) The Local Meeting Clerk emails or faxes the completed form to the OHS Coordinator for filing or for further action if the Local Meeting Clerk has been unsuccessful in eliminating or controlling the hazard;

Closing out the hazard report:

- l) The Local Meeting Clerk closes out the hazard by:
 - Filing the original hazard report in the relevant month of the OHSMS Folder;
 - Reviewing the report at a staff meeting;
 - Giving feedback to the person who reported the hazard;
- m) The OHS Coordinator is responsible for:
 - Recording the hazard on the hazard log,
 - Reviewing the Hazard Log with the Local Meeting Clerk on a quarterly basis.
- n) Management Team will meet with Local Meeting Clerk and the OHS Coordinator at least quarterly to review the Hazard Log and ensure that hazards are effectively closed out in a timely manner.

Tools and Forms

Hazard Report Form
Hazard Log (digital)

Support

Competence

Job Safety Analysis (JSA) and Safe Work Procedure (SWP)

Local Meeting Clerks will liaise with workers during staff meetings to decide which tasks and processes present a medium to high risk.

Tasks and processes presenting a medium to high risk will have a JSA conducted (and developed into a SWP if it is a common task).

Procedure for conducting a JSA:

- a) Assemble those involved in the activity and using the JSA worksheet, write down in step by step form the tasks that make up the activity;
- b) Next to each task, identify hazards that may cause injury to those engaged in the task or others in the vicinity;
- c) For each identified hazard, assess the associated level of risk to those involved by applying a risk rating of High, Medium or Low;
- d) List the control measures required to eliminate or minimise those risks. Document the name of the person/s responsible for implementing the control measure e.g. "workers will.....";
- e) Control measures should be selected from the hierarchy of controls, in the order specified;
- f) Send a copy of the JSA to the Local Meeting Clerk and OHS Coordinator for review.

Changing a JSA to a SWP:

- a) When a JSA is to be adopted as a SWP, ensure that the directions for safety listed in column 5 of the JSA are the preferred and safest processes, for undertaking the task.
- b) Control measures must be selected from the hierarchy of controls, in the order specified;
- c) Ensure that the JSA/SWP is reviewed by workers and approved by the Local Meeting Clerk and that it is dated;
- d) Local Meeting Clerk will ensure that workers are appropriately trained and that the task or process is supervised to ensure the documented process is being followed;
- e) JSA/SWP will be reviewed when -
- f) Significant change occurs to the place of work or the work process,
- g) There is evidence that the risk control method is no longer valid or effective,
- h) A notifiable incident occurs,
- i) A health and safety representative requests a review.
- j) Completed JSAs/SWPs will be reviewed as required and at least every 2 years to ensure that they remain effective and relevant.

Evaluation of the JSA/SWP:

JSA/SWP will be evaluated on how well High and Medium risk hazards have been identified for the work activity undertaken and whether the control options documented in the JSA/SWP has eliminated the potential hazard or minimised the risk of injury.

Tools and Forms Job Safety Analysis
 Safe Work Procedure
 Safe Work Procedure Register

Personal Protective Equipment (PPE)

Procedure

- a) Wherever possible, risk to the health and safety of workers will be eliminated. Where elimination is not reasonably practicable, the level of risk will be minimised by implementation of control options other than PPE, as listed in the Hierarchy of Controls diagram;
- b) Quakers NSW will provide PPE when PPE is used to supplement additional control measures or where PPE is the most reasonably practicable method to control risk;
- c) Local Meeting Clerk, in consultation with workers, will identify tasks, processes and areas where PPE is required. Provision of PPE shall only be made after an assessment of the risk has been made (using the JSA/SWP process) in consultation with workers;
- d) Relevant technical standards as well as manufacturer's instructions shall be used as the guide to determine selection, effective usage, care and replacement requirements for PPE;
- e) PPE requirements will be documented in JSA/SWP and pictorial signs will be displayed as a reminder for workers;
- f) Local Meeting Clerk will instruct workers in the correct use of each PPE item prior to first use. Instruction will include any information available about the limitations of the PPE;
- g) Persons requiring PPE will wear PPE as instructed and for all tasks and processes and in each area designated as requiring PPE;
- h) Persons requiring replacement PPE will notify the Local Meeting Clerk;
- i) Local Meeting Clerk are responsible for supervising and enforcing the PPE program;
- j) Workers will wear footwear appropriate to their job requirements.

TOOLS AND FORMS Nil

Documented information

Control of documented information

Review Date:	All policies, procedures and forms will be reviewed at minimum every 2 years. More frequent reviews will be conducted in response to management and/or legislative change.
Authorisation:	All policies and procedures will be authorised by the Local Meeting Clerk. Only duly authorised documents are approved for use within Quakers NSW or by workers.
Disposal Mechanism:	Records for disposal will be shredded before being responsibly recycled.
Tools and Forms	Nil

Retention times for OHS Documents

OHS Document	Who Should Have Access?	Period Kept (minimum)	Comments
OHS / WHS Policies	Anyone	Superseded policies kept indefinitely for historical record	
OHS / WHS Manual	Anyone	Superseded policies kept indefinitely for historical record	
Completed Job Safety Analysis and Risk Assessments	Anyone	5 years	May be kept indefinitely for historical record.
Hazardous Substance Register and Safety Data Sheets	Anyone	5 years	
Hazardous Substance risk assessment reports	Anyone	Reports indicating the need for health surveillance or monitoring:	

		Kept for 30 years from date of last entry.	
Mandatory health monitoring records (e.g. audiometric testing, isocyanates testing etc.) in accordance with Schedule 14 of the WHS Regulation 2011	Regulator (WorkCover) Not disclosed to another person without the workers written consent.	Health monitoring records must be kept for at least 30 years after the record is made.	
Completed hazard report forms and Hazard Log	Anyone	5 years	May be kept indefinitely for historical record.
Contractor documents including OHS Standards Agreements, insurance records and SWP	Relevant Administration Staff, Management Team	Reviewed annually. Old records kept for 5 Years	
Fire extinguisher and exit light testing etc.	Anyone	5 years	
Building tests such as air conditioner tests, Lift testing, pest control. Workplace inspection checklists.	Administration staff Management Team	5 years	
Plant and equipment assessments, including vehicle inspections and electrical testing and tagging records,	Administration staff Management Team	Registered plant - For the life of the plant Other plant and equipment - 5 years	
OHS Audits and reviews	Management Team	5 years	Recommended to be kept indefinitely for historical record
OHS and other Training records	OHS Coordinator Select Administration Staff	5 years from the date that the employee ceases to be employed	

OHS Consultation records, meeting minutes etc.	Anyone	5 years	Recommended to be kept indefinitely for historical record
Incident reports	OHS Coordinator Management Team OHS Consultant	5 years from the date that the employee ceases to be employed	Recommended to be kept indefinitely for historical record
Incident notification to WorkCover	Management Team OHS Consultant	5 years from date of notification	These records should include any directions or authorisations given by WorkCover inspectors at the time of notification.

Operation

Operational Planning and Control Eliminating hazards and reducing OHS risks

Hazardous Manual Tasks

Definition

Hazardous manual tasks:	Manual tasks that involve any of the following: <ul style="list-style-type: none">- Repetitive or sustained force;- High or sudden force;- Repetitive movement;- Sustained or awkward posture;- Exposure to vibration.
Manual task	A task requiring a person to use force to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.
Procedure:	<ol style="list-style-type: none">a) The Local Meeting Clerk will ensure that all manual tasks are identified and where possible, eliminated. Where elimination is not reasonably practicable, the risk to workers will be minimised by:<ol style="list-style-type: none">i) Changing the design of the work area or layout,ii) Changing the systems of work,iii) Changing the nature, size, weight or number of things involved in the hazardous manual task,iv) Providing mechanical lifting aids,v) Changing the environment in which the hazardous manual task is performed,vi) Any combination of these measures.b) In this way, the Local Meeting Clerk will ensure that work practices involving hazardous manual tasks are designed to be, as far as practicable, safe and without risk to health and safety;c) Local Meeting Clerk will ensure that hazardous manual tasks are identified and assessed by Job Safety Analysis (JSA);d) Consideration will be given to:<ul style="list-style-type: none">➤ Postures, movements, forces and vibration,➤ Duration and frequency,➤ Workplace environmental conditions.e) Workers are responsible for reporting hazardous manual tasks using the hazard report form;f) Workers will receive information, training and instruction in safe manual handling practices at Induction and as part of the annual training program;g) Workers will only lift within their personal limits using correct manual handling techniques and will use mechanical lifting aids wherever possible;h) Risk control measures will be reviewed and where necessary revised:

- Before changes are made to systems or workplaces,
- Before a thing or item is used for a purpose other than the purpose for which it was designed,
- When new or additional information becomes available,
- As a result of an injury or notifiable incident,
- When the control measure is no longer effective,

Tools and Forms Nil

Noise Management

Hearing Loss: Hazardous noise affects the functioning of the inner ear, which may cause temporary hearing loss. After a period of time away from noise, hearing may be restored. With further exposure to hazardous noise, the ear will gradually lose its ability to recover and the hearing loss will become permanent. Permanent hearing loss can also occur suddenly if a person is exposed to very loud impact or explosive sounds. This type of damage is known as acoustic trauma.

Noise Limits: Whether the exposure standard of 85 dB(A) averaged over eight hours is exceeded depends on the level of noise involved and how long workers are exposed to it. Peak noise levels greater than 140 dB(C) usually occur with impact or explosive noise such as sledge-hammering or a gun shot. Any exposure above this peak can create almost instant damage to hearing.

Decibels: Decibels are not like normal numbers. They can not be added or subtracted in the normal way. The decibel scale is logarithmic. On this scale, an increase of 3 dB therefore represents a doubling or twice as much sound energy. This means that the length of time a worker could be exposed to the noise is reduced by half for every 3 dB increase in noise level if the same noise energy is to be received

Noise Hazard Guide: If you need to raise your voice to communicate with someone about one metre away, the noise is likely to be hazardous to hearing.

Identifying noise hazards: Consult with workers;

- Local Meeting Clerk will discuss noise in the workplace and potential noise hazards with workers during regular (consultation process).

Workplace inspections;

- The Local Meeting Clerk and workers will regularly walk around the workplace to identify noise hazards.

Review of relevant information

- Relevant information regarding noise levels from the manufacturers or suppliers of plant and equipment used at the workplace will be obtained.
- Where applicable, workers compensation claims for work induced hearing loss or tinnitus or hearing loss identified during repeat audiometric testing results will also be reviewed to assist in identifying tasks and processes that may present a risk to hearing.

Hazard Reporting

- Noise hazards that are identified in the workplace must be reported on a hazard report form.

Where possible fix the noise issue immediately

- Take immediate action to control noise where this is possible, for example fix loose panels that are vibrating and rattling during machine operation.

Assessing the level of risk presented by noise

When noisy activities that may expose workers or other people at the workplace to hazardous noise have been identified, unless controls can be implemented to reduce the exposures to below the standard immediately, a noise assessment should be conducted.

The following tables from the Code of Practice – Managing Noise and Preventing Hearing Loss at Work may assist in identifying and assessing noise hazards and exposure times.

Table 1 demonstrates the length of time a person without hearing protectors can be exposed before the standard is exceeded.

Table 2 lists common noise sources and their typical sound levels which can be used to compare whether noise in the workplace sounds as loud as or louder than 85 dB(A).

Noise Level dB(A)	Exposure Time
80	16 hours ¹
82	12hours ¹
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	7.5 minutes
106	3.8 minutes
109	1.9 minutes
112	57 seconds
115	28.8 seconds
118	14.4 seconds
121	7.2 seconds
124	3.6 seconds
127	1.8 seconds
130	0.9 seconds

Typical sound level in dB	Sound source
140	Jet engine at 30m
130	Rivet hammer (pain can be felt at this threshold)
120	Rock drill
110	Chain saw
100	Sheet-metal workshop
90	Lawn-mower
85	Front-end loader
80	Kerbside Heavy traffic
	Lathe
70	Loud conversation
60	Normal conversation
40	Quiet radio music
30	Whispering
0	Hearing threshold

Noise assessment:

Will:

- Identify which workers are at risk of hearing loss,
- Determine what noise sources and processes are causing that risk,
- Identify if and what kind of noise control measures could be implemented,
- Check the effectiveness of existing control measures.

A noise assessment may not always need measurement. For example, if only one activity at the workplace – the use of a single machine – involves noise above 85 dB(A) and the manufacturer has provided information about the machine’s noise levels when it is operated in particular ways, then a sufficient assessment can be made without measurement.

More complex situations may require measurement to accurately determine a worker’s exposure to noise, such as workplaces with variable noise levels over a shift and jobs where workers move in and out of noisy areas.

If measurement is required, the assessment should be done by a competent person in accordance with the procedures in AS/NZS 1269.1 Measurement and assessment of noise immission and exposure.

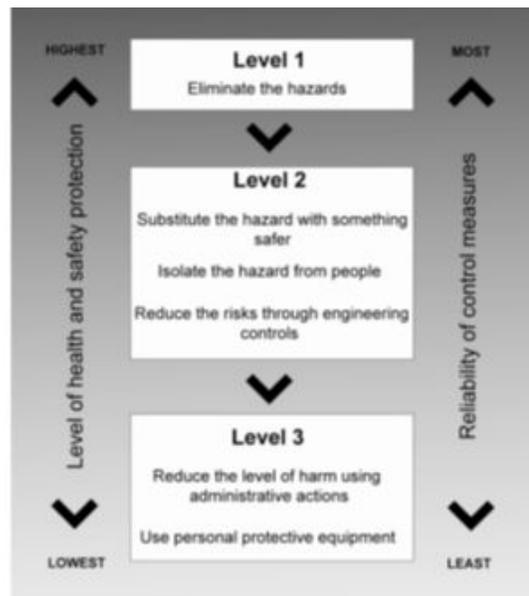
The more complex the situation, the more knowledgeable and experienced the person needs to be.

Controlling noise risks

Use the Hierarchy of Controls to select control mechanisms.

The hierarchy ranks the ways of controlling the risk of hearing loss from noise from the highest level of protection and reliability to the lowest so that the most effective controls are considered first.

Effective risk control may involve a single control measure or a combination of two or more different controls.



Selecting hearing protection

Measured exposure $L_{Aeq,8h}$ dB(A)	Class
Less than 90	1
90 to less than 95	2
95 to less than 100	3
100 to less than 105	4
105 to less than 110	5

Information, training and instruction

The Local Meeting Clerk will provide adequate information, training and instruction so that workers use PPE and other controls effectively.

Noise Management Plan

If required, a noise management plan will be documented to help implement the chosen noise control measures effectively. The noise management plan should identify what action needs to be taken, who will be responsible for taking the action and by when.

Audiometric Testing

Quakers NSW will ensure that workers will not be exposed to noise that exceeds the exposure standard of:

- a) $L_{Aeq,8h}$ of 85 dB(A), or
- b) $L_{C,peak}$ of 140 dB(C).

Monitor and review

Elimination or control measures will be monitored and reviewed to ensure that they remain effective. This includes checking that the control measures are suitable for the nature and duration of the work, are installed, maintained and used correctly.

Tools and Forms

Nil

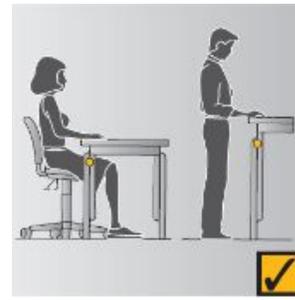
Office Safety and Office Design

Fatigue Management

Although working in an office has always been considered relatively safe, office workers face workplace hazards that may include eyestrain, overuse syndrome, headaches, trips and falls and manual handling injuries.

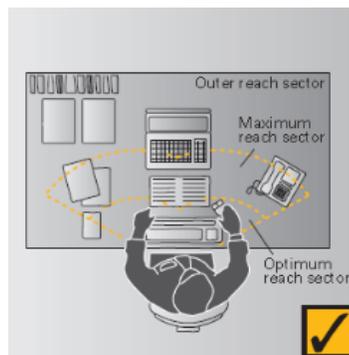
Design of the workspace

Design work processes so that a neutral, relaxed and comfortable posture is maintained;



The Desk

- The desk should be organised so that frequently used items are located within the optimum reach sector. Less frequently used items should be located in the maximum reach sector and rarely used items in the outer reach sector;
- Ensure that shelving is not overloaded. Heavier items should be stored between knee and shoulder height;
- Fill empty cabinets and storage racks from the bottom up to prevent tipping. Arrange contents of filing cabinets and storage racks so they will not be top heavy.
- Ensure that there is good lighting with no reflected glare or flickering lights;
- Remove any trip hazard by ensuring that items such as electrical cabling is away from aisles and walkways;
- Do not store items in walkways;
- Maintain good electrical safety practices. Use power boards instead of double adaptors and ensure that all electrical plugs are pushed fully into the power point.



Workstation setup

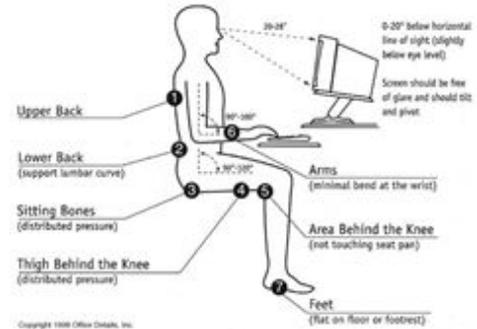
Workstations setup (desk, chair and equipment) should be tailored to the user;

Adjust the seat height so that:

- shoulders are relaxed,
- elbows are at 90 degrees,
- forearms are level on horizontal plane, and
- wrists are straight.

Feet flat on the floor or on a footrest:

- Ensure hips and knees are at 90 degrees,
- Thighs parallel with floor,
- Feet well supported,
- Ensure there is no pressure behind the knee



Adjust the seat back position;

- Chair back should support the spine in an upright position,
- Adjust the lumbar support to fit into the small of the back,

Correct screen position;

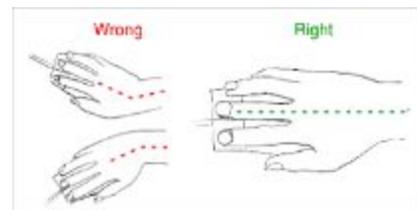
- Top of screen slightly below eye level (if wearing multi-focal (prescription) glasses, the screen needs to be lower),
- Distance should be comfortable for reading, when sitting upright and close to the desk,
- Keep monitor and keyboard front on and centred,

Eliminate asymmetrical neck posture;

- Use a suitable document holder,
- NEVER cradle the phone between neck and ear.

Avoid strain to wrist and hands

- The keyboard and mouse should be on the same level;
- The mouse should be positioned close to the keyboard;
- Hands and arms maintained in a neutral posture.



TOOLS AND FORMS: Nil

Inspection and Testing

Building, Plant and Equipment

Buildings and fittings

- a) The Local Meeting Clerk will ensure that the building or work premises is maintained, as far as reasonably practicable, so that workers are not exposed to risks to health and safety;
- b) The Local Meeting Clerk will ensure that there are safe means of entering and exiting the workplace;
- c) The Local Meeting Clerk will ensure, as far as reasonably practicable, that fixtures and fittings of the workplace are without risk to health and safety of workers or others in the workplace;

Plant and Equipment

- d) The Local Meeting Clerk will ensure that plant and equipment is safe for use;
- e) Unsafe plant and equipment will be immediately withdrawn from operation and not returned for use until it is safe. Lock out / tag out processes must be applied, and a hazard report form must be completed;
- f) Only appropriately trained workers are permitted to use or operate plant and equipment. The Local Meeting Clerk will ensure that adequate supervision is provided;
- g) Vehicles provided by Quakers NSW will be regularly serviced to ensure their safety;
- h) The JSA may also be used to conduct risk assessments of buildings, processes, plant and equipment;
- i) Workers will inspect plant and equipment prior to use to ensure that appropriate guards are in place and that the equipment is safe for use;
- j) Workers will ensure that plant and equipment is not altered, used or interfered with, in a manner that may make it unsafe;
- k) The Local Meeting Clerk will ensure that regular cleaning, inspection and maintenance of equipment is attended;
- l) Inspection, use and maintenance of the plant and equipment will comply as a minimum, with the manufacturer's recommendations. Where a relevant Australian Standard is available, the inspection, use and maintenance of the plant and equipment will comply as a minimum with the appropriate Standard/s;
- m) The Local Meeting Clerk will ensure that records are maintained of repairs and inspections;

Tools and Forms

Nil

Electrical Safety

- Officers** Will undertake reasonable steps to ensure that Quakers NSW has and uses appropriate resources and processes to eliminate or minimise electrical risks at the workplace.
- Workers**
- a) Must take reasonable care for their own health and safety and not adversely affect the health and safety of other persons.
 - b) Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace. This means that if electrical equipment is provided by Quakers NSW, workers must use the electrical equipment in accordance with the information, instruction and training provided on its use.
- Visual inspection of electrical equipment**
- c) Before using electrical equipment workers are required to visually inspect the equipment to ensure that there are no signs of damage. Regular visual inspection can identify obvious damage, wear or other conditions that might make electrical equipment unsafe. Many electrical defects are detectable by visual inspection.
 - d) Workers are to check:
 - for obvious damage or defects in the operating controls, covers, guards, connectors, plugs or flexible cord;
 - for discoloration that may indicate exposure to heat, chemicals or moisture;
 - that ventilation inlets and exhausts are unobstructed;
 - for portable outlet devices (power boards), check that the warning indicating the maximum load to be connected to the device is intact and legible and is not exceeded;
- Reporting, eliminating and controlling electrical hazards**
- e) Electrical hazards must be reported on a Hazard Report Form.
 - f) Control options must be taken from the Hierarchy of Controls, in the order specified.
- Hostile operating environments**
- Hostile operating environments means an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in a reduction in its expected life span, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.
- g) Electrical items operating in hostile environments must be protected by fixed or portable Residual Current Device (RCD).
 - h) The following electrical equipment, when used in circumstances that could result in damage, must be protected by fixed or portable RCD.
 - Hand held electrical equipment,
 - Electrical equipment that is moved between operations,
 - Electrical equipment that is used for construction work.

The Local Meeting Clerk will ensure that where fitted, the RCD's are regularly tested by a competent person to ensure the devices are operating correctly. RCD's that are not operating effectively must be replaced.

- j) Electrical items in areas designated as a "hostile operating environment" will be electrically tested and tagged in accordance with AS 3760 - In-service safety, inspection and testing of electrical equipment.
- k) Records of testing and tagging will be maintained in a readily retrievable location.

Managing electrical hazards

- l) Electrical items located in non-hostile environments (such as in an office environment) will be visually assessed during regular workplace inspections;
- m) Electrical items found to be unsafe will be de-energised, isolated and removed from use. A hazard report form must be completed;
- n) Unsafe electrical items must not be used or reintroduced to the workplace until they have been repaired and are safe to use;
- o) Electrical leads will be situated where they will not be subject to hostile operating environment such across walkways, in pinch points (such as through doorways), subject to heat or moisture, etc. or where there is rubbing, friction or abrasion;
- p) Double adaptors and piggy-back adaptors will not be used due to the potential for overload and overheating. Power boards fitted with overload protection may be used where additional points are required.

Tools and Forms

Nil

Testing and Inspection Intervals for Electrical Equipment
(This page must be read in conjunction with AS/NZS 3760:2010)

Type of environment/equipment	Interval between tests or inspections		
	Equipment without push-button testers	Equipment with push-button testers	
		Portable	Fixed
Factories, workshops, repair shops, manufacturing, assembly, maintenance or fabrication	6 months	Daily or before each use, whichever is longer	6 months
Areas where the equipment or cord is subject to flexing, abuse or in an otherwise hostile environment	12 months	3 months	6 months
Areas where the equipment or cord is NOT subject to flexing, abuse or in an otherwise hostile environment	5 years	3 months	6 months
Residential type areas of; hotels, residential institutions, motels, boarding houses, halls, hostels, accommodation houses and similar	2 years	6 months	6 months
Equipment used for commercial cleaning	6 months	Daily or before each use, whichever is longer	N/A
Hire equipment; Inspection	Prior to hire	This is the responsibility of the hire company	
Test and Tag	3 months		
Repaired, serviced or second hand equipment	After repair of service that could affect electrical safety		

Workplace Inspections

Scheduling regular workplace inspections

- a) The Local Meeting Clerk will nominate workers to conduct workplace inspections;
- b) The Local Meeting Clerk will ensure that formal workplace inspections are conducted monthly, prior to staff meetings using the Workplace Inspection Checklist;
- c) Workers undertaking the workplace inspection will ensure that a hazard report form is completed for each non-compliant issues on the Workplace Inspection that cannot be immediately rectified;
- d) Workers will ensure that completed checklists and any hazard report forms generated as part of the workplace inspection process are provided to the Local Meeting Clerk in a timely manner;
- e) The Local Meeting Clerk will action outstanding issues and hazards identified in the workplace inspection and on hazard reports in a timely manner;
- f) Outstanding issues will be referred to the OHS Coordinator, the Local Meeting Clerk and Management Committee;
- g) Workers will review the workplace inspection results during regular staff meetings.

Tools and Forms

Workplace Inspection Checklist

Procurement

Purchasing

This procedure applies to all equipment and materials purchased or hired by Quakers NSW.

1. The potential health and safety hazards associated with the purchase of equipment or materials are to be evaluated prior to placing a purchase order;
2. The Local Meeting Clerk or personnel receiving the goods will check all items upon receipt, to confirm that they meet the purchase specification;
3. The Local Meeting Clerk will notify the Co-clerk, Regional NSW Meeting of requirement for additional product training; and
4. The Local Meeting Clerk will make amendment to Safe Work Procedures as required.

Contractors

Responsibilities

Quakers NSW	Must ensure the health and safety of workers and others in the workplace. A worker includes workers, labour hire staff, work experience students, contractors, subcontractors, apprentices, trainee and outworkers.
OHS Coordinator	Will contact all prospective contractors (by email or in writing) requesting completion and return of: a) Contractor OHS Standards Agreement, b) Workers compensation insurance certificate of currency, c) Public liability, professional indemnity and other insurance certificates, d) Safe Work Procedures (Contractors undertaking medium to high risk tasks and activities). e) Completed documentation will be stored in a readily retrievable location.
Local Meeting Clerk	Whenever possible, contractors should be sourced from the Preferred Contractor Register, Only contractors who have completed the Contractor OHS Standards Agreement and returned copies of relevant insurances will be permitted to undertake work on behalf of Quakers NSW or on Quakers NSW premises, Will induct contractors to site, ensuring that the completed Induction Checklists is stored in a readily retrievable location.
Contractors	Complete and return the OHS Standards Agreement, Provide copies of relevant insurances, including workers compensation, public liability and or professional indemnity etc. Provide relevant Safe Work Procedures, Report all observed hazards to Quakers NSW representative Report all OHS incidents, injuries and near miss events to Quakers NSW representative, Must carry out all work in compliance with the relevant Work Health and Safety Legislation, Australian Standards and Codes of Practice and any Local Government requirements.
Tools and Forms	Preferred Contractor Register Contractor OHS Standards Agreement

Emergency preparedness and response

Fire and Emergency Evacuation	a) Information, training and instruction will be provided to workers and other persons in the form of an overview of this document at induction as well as through annual fire evacuation drills.
Fire Equipment	b) Emergency equipment such as fire extinguishers / fire blankets will be available. The number, type and placement of emergency equipment will be commensurate with the nature and hazard profile of the business; c) Fire equipment will be checked by an appropriate contractor every 6 months; d) Fire equipment will be kept clear at all times.
First Aid	e) Appropriate first aid kit(s) will be kept on site at all times; f) The contents of each first aid kit will be verified and its content completed as part of the mobilisation checklist; g) An adequate number of workers will be trained in first aid. In determining the number of trained first aid personnel, consideration will be given to: <ul style="list-style-type: none">➤ The nature of work,➤ The nature of hazards,➤ The size and location of the workplace,➤ The number and composition of workers and others at the place of work.
Tools and Forms	Nil

Performance Evaluation

Monitoring, measurement, analysis and performance evaluation

General

- Record Keeping:
- a) The Local Meeting Clerk will complete the OHS Report and OHS Coordinator within 7 days of the reporting timeframe;
 - b) OHS records will be kept in accordance with this OHS Management System;
 - c) Records must be legible and kept in a format that allows for easy retrieval;
 - d) Some records, such as Incident reports and return to work files are to be kept confidential, with access restricted to persons identified as relevant and authorised;

- Record Disposal:
- e) OHS records will only be disposed of in accordance with specified document retention timeframes;
 - f) Records will be disposed by shredding followed by recycling.

Tools and Forms: Nil

Evaluation of compliance

- Local Meeting Clerk:
- a) Will ensure that training and instruction is provided to workers and other workers, to ensure their safety;
 - b) Will ensure that workers under their control have received training in accordance with the current OHS Training Plan;
 - c) Will ensure that completed attendance records are maintained in a readily retrievable location;

- Workers:
- d) Workers will notify the Local Meeting Clerk and/or the OHS Coordinator should they or others require additional training or refresher training;
 - e) Workers are encouraged to offer suggestions on possible training topics and to request additional training

Tools and Forms Induction Checklist

Annual Training Plan

Month	Training Topic
January	OHS Policies and Responsibilities
February	Job Safety Analysis/Safe Work Procedures
March	Hazard Reporting and the hazard report form
April	Hazardous Manual Tasks/Manual Handling
May	Working safely near plant and equipment
June	Emergency Preparedness and Response
July	Workplace/Equipment Inspections
August	Effective Communication
September	Incident reporting and the Incident report Form Near miss events must be reported
October	Workstation Setup
November	Preventing Slips, Trips and Falls
December	Lock out / Tag Out Processes

Internal audit

General

The purpose of the OHS Plan is to define the means by which Quakers NSW will achieve its objectives and targets and meet its legal requirements.

In order to achieve systematic and sustainable improvements in health and safety, Quakers NSW will plan and organise its OHS activities.

The plan will identify all the factors, including the persons who are allocated prime responsibility for ensuring that each task is completed, and what measurements will be acceptable as an indication that the task is complete.

Scope of the OHS Plan:	The OHS Plan is based on legal obligations, analysis of information relevant to the nature of the organisation's activities, processes, products or services; It aims to eliminate or reduce workplace illness and injury; It defines the organisation's priorities; It sets realistic and achievable timeframes; It allocates responsibility for achieving objectives and targets to relevant functional levels, and It states where documentation required in the plan will be stored.
Management Team:	Regularly monitor OHS activities, documents and processes to ensure that the OHS Plan is being followed and that the OHS aims and objectives of Quakers NSW are being adequately met. Ensure that adequate resources are made available to meet OHS obligations and responsibilities and those resources are used effectively.
Workers:	Resources allocated for OHS purposes including PPE, equipment, first aid supplies etc. must not be wasted, misused or abused.
Tools and Forms	OHS Performance Audit Form

Improvement

Incident, nonconformity and corrective action

Corrective Actions

Hazard Reports	a) Hazard reports must be fully completed. b) Hazards must be transferred to the Hazard Log and the date that the hazard was eliminated or controlled recorded;
Incident Reports	c) Incident reports must have the investigation component completed. If the cause of the injury/near miss may lead to another accident a Hazard Report must be completed. d) All incidents must be transferred to the Incident Log;
Workplace Inspections	e) Workplace inspections are scheduled regularly. Non-conformance issues identified during workplace inspections must have a hazard report generated if the issue cannot be immediately fixed;
Issues	f) Issues must be resolved using the approved issue resolution process. g) An issue with the potential to be a hazard, must have a hazard report generated;
Analysis of corrective actions	h) Hazard reports, Incident reports and workplace inspection reports will be reviewed and analysed during staff meetings. i) The Local Meeting Clerk and the OHS Coordinator will regularly review OHS processes to ensure that the OHSMS is being followed, and adequate records to verify compliance are maintained.
Tools and Forms	Nil

Incident/Injury Reporting

Definitions

Accident	An unplanned event that results in harm to people, damage to property or loss to process,
First Aid	The immediate care given to a person who is injured or who suddenly becomes ill. It can range from disinfecting a cut and applying a bandage to helping someone who is choking or having a heart attack.
Incident	An unwanted event which, in different circumstances, could have resulted in harm to people, damage to property or loss to a process. Also known as a near miss.
Injury	Immediate damage to the body caused by exposure to a hazard in the course of employment.
Investigation	A systematic process of gathering and analysing information to identify the cause(s) of an accident.
Fatality	Death resulting from an accident.
Near Miss:	Any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.
Notifiable Incident	the death of a person, or a serious injury or illness of a person, or a dangerous incident.
Occupational Illness	A harmful condition or sickness that results from exposure in the workplace to a biological, chemical, or physical agent or an ergonomic hazard.

Reporting and Investigation

Reporting Injuries: All injuries, accidents and near misses must be reported and recorded on an Incident Report form and the OHS Coordinator notified within 12 hours of the event or before end of shift. It is the responsibility of the injured worker or the Local Meeting Clerk to complete and submit the form;

The injury must also be recorded in the Incident Report Register;

The completed Incident Report form will be forwarded to the Local Meeting Clerk and OHS Coordinator within 24 hours;

Reporting near miss events All near miss events must be reported using the Incident Report form;

An accident or injury, which has the potential to cause harm to others, must also have a Hazard Report form completed;

Investigation	All injuries and accidents must have a formal investigation conducted by the Local Meeting Clerk. The investigation process is documentation on the Incident report Form;
Review	<p>The OHS Coordinator will document the injury on the site Incident Log;</p> <p>The Local Meeting Clerk and the OHS Coordinator will review Hazard Logs and Incident Logs during regular meetings.</p>
Notifying the Workers Compensation Insurer and Regulator	<p>The OHS Coordinator will notify the workers compensation insurer of all injuries or incidents with the potential to become compensable within the required reporting timeframe;</p> <p>Serious injuries and illness as well as dangerous incidents must be notified to the OHS Authority immediately, and incident records must be kept for 5 years. Notification is to be made by phoning the Regulator.</p>
Notifiable incidents	<p>Quakers NSW must notify the Regulator immediately after becoming aware that a notifiable incident has occurred.</p> <p>Should a notifiable incident occurs in our workplace, the OHS Coordinator or Management Team will:</p> <ol style="list-style-type: none">call the Regulator immediately as an urgent investigation may be needed, andnotify the workers compensation insurer within specified timeframe.
Preserving the site	<p>The Management Team and the Local Meeting Clerks will ensure, so far as is reasonably practicable, that the site where a notifiable incident occurred is not disturbed (unless that disturbance is for a 'prescribed reason'), until an inspector approved by the Regulator arrives at the site, or directs otherwise (whichever is earlier).</p> <p>The site includes any plant, substance, structure or thing associated with the notifiable incident. This duty is designed to preserve any evidence that may assist an inspector to determine the cause of the incident.</p> <p>A 'prescribed reason' can include one of the following circumstances to take action for an incident site to be disturbed:</p> <ul style="list-style-type: none">➤ to assist an injured person,➤ to remove a deceased person,➤ to make the site safe or to minimise the risk of a further notifiable incident,➤ to facilitate a police investigation,➤ an authorised inspector of the Regulator has given permission – a direction that a site may be disturbed may be given in person or by a telephone call.

Regulator and Insurer Reporting Timeframe

SafeWork NSW	Should a notifiable incident occur, call SafeWork NSW immediately on 13 10 50 as an urgent investigation may be needed. Refer to WHS Incident Notification Fact sheet .
	WORKERS COMP INSURER (SCHEME AGENT) Notify your Scheme Agent or insurer within 48 hours.
Tools and Forms	Incident Report Form Incident Log (digital)