

Workplace Health & Safety Policy

The *Workplace Health and Safety Act 2011* imposes an obligation on AgForce Training to ensure:

- * the risk of injury or illness from a workplace is minimised for persons coming onto our workplace to work or attend training
- * the risk of injury or illness from any plant or substance provided by AgForce Training for the performance of work and/or training and assessment by someone other than AgForce's staff members is minimised when used properly
- * there is appropriate, safe access to and from AgForce's site for persons other than our own staff.

At AgForce Training, the following areas of responsibility are delegated to ensure the successful implementation and monitoring of this policy.

Management

- * Will support the objectives of the *Workplace Health and Safety Act*.
- * Ensure the provision of a healthy and safe environment.
- * Provide adequate safety and protective equipment.
- * Provide training and instruction in the proper and correct use of all equipment and materials being used in our organisation.

Managers

- * Are responsible for the health, safety and working conditions of all employees under their control and/or supervision.
- * Will be required to provide ongoing information on health and safety matters to all employees by way of instruction.
- * Will provide initiative and follow-up action on all matters relating to health and safety.
- * Are required to report work hazards or potential risks as they are identified.

Employees

- * Must be accountable for their own actions and ensure they meet their obligations under the *Act* to provide a safe and healthy workplace.
- * Are required to ensure work methods and practices are safe and comply to all regulations and instructions.
- * In the provision of safety equipment, all staff are required to ensure the correct use and proper maintenance at all times.
- * Must report all unsafe work conditions and/or equipment immediately to their supervisor or manager.

At AgForce Training, we ensure that we meet our obligations under the *Act* by carrying out risk assessments and ensure appropriate control measures are in place to minimise the risk of injury and illness to all personnel at AgForce. Risk assessment is part of our ongoing risk management process.

Risk Management

Risk management, at AgForce Training, plays an important role in the management of workplace health and safety. It is a logical and systematic approach which can result in a reduction in the incidence of injury and disease. The *four* steps to risk management are:

Step 1 Identifying the hazard

Step 2 Assessing the risk

Step 3 Deciding on, and implementing, control measures to prevent or minimise the level of risk

Step 4 Monitoring and reviewing the effectiveness of the control measures

A hazard is something with the potential to cause injury or disease. A risk is the probability of a hazard resulting in an injury or disease. For example, electricity is a hazard but the risk of electrocution may be small unless, for instance, installation and maintenance are not carried out properly, or electrical equipment has not been used properly.

Step 1 Identifying the Hazard

Methods to identify hazards include:

- ◆ observations and inspections of the work site using, for example, a hazard checklist should cover the five major hazard areas of:
 1. plant
 2. manual handling
 3. noise
 4. hazardous substances
 5. environmental issues. Environmental issues include, for example, confined spaces, working from heights, emergency plans in case of accidents and emergencies and housekeeping issues such as those needed to ensure slips, trips and falls are kept to a minimum.
- ◆ Identifying the work processes
- ◆ consultation with specialist practitioners, industry associations, unions and government bodies
- ◆ material safety data sheets and product labels (hazardous substances)
- ◆ analysis of accidents, injury and near-miss data
- ◆ in relation to plant, the following could be considered:
 1. actual and intended use of plant, ergonomic design principles, erection and installation requirements and maintenance needs
 2. discussions with designers, manufacturers, importers, suppliers, employers and workers who may have experience with the operation of similar plant
 3. consulting maintenance manuals and operating instructions for information on hazardous plant parts
 4. reviewing relevant reports, technical journals, operating manuals and Australian standards.

Step 2 Assessing the Risk

In assessing the risks, the following should be considered:

- ◆ the nature of the hazard, and associated risks
- ◆ the hazards severity and health effects
- ◆ duration and frequency of exposure to the hazard
- ◆ the probability that an event will occur

When assessing the risks, the suggestions listed under Step 1 are relevant.

Step 3 Risk Control Measures

Risk control measures (in order of preference) include:

1. **Elimination/Substitution** which is a permanent solution and should be attempted in the first instance. The hazard is either eliminated altogether or substituted by one that presents a lower risk. This could involve, for example, designed out plant-related hazards, the elimination of a hazardous substances, or replacing a hazardous substance with one which is less hazardous.
2. **Engineering controls** which involve some change to the work environment or work process which places a barrier, or interrupts the transmission path, between the person and the hazard. Guarding of dangerous plant parts is an example of an engineering control.
3. **Administrative controls** which prevent or minimise exposure to a hazard by adherence to procedures or instructions. Such controls may include reducing the exposure to a hazard by appropriate instruction and advice to trainees or ensuring the ratio of supervisors to trainees is low enough to ensure healthy and safe outcomes.
4. **Personal protective equipment** which worn by people as a barrier between themselves and the hazard. The success of this control is dependent on the right protective equipment being chosen and being properly worn and maintained. Hard hats, safety goggles, gloves, respirators and hearing protectors for examples of personal protective equipment.

Attempts should be made to select control measures from the top of the hierarchy, for example, if possible choose 1 before 2 or 2 before 3. In some instances, it may be necessary to use a combination of control measures to achieve the desired level of risk control.

Step 4 Monitoring and Reviewing Control Measures

To ensure the effectiveness of control measures, periodic monitoring should occur. To ensure new risks are not created, control measures should be reviewed before and after implementation.

Further information on risk management is available from Australian/New Zealand Standard AS/NZS 4360:1995 Risk Management.