



Framework Health & Safety Annual Plan

YOUR WELLBEING

OUR COMMITMENT

The following is a framework that an organisation could utilise to develop the maturity of its HSE Management system, and prompt review of the system throughout the calendar year.



1/ Health and Safety

- ▶ Health and Safety policy, Quality and Environment Policy.
- ▶ HSE Responsibilities of managers, supervisors, and workers etc.
- ▶ Subcontractor management and ensuring responsibilities of all PCBU's are covered.
- ▶ Code of conduct and disciplinary action



2/ Hazard Identification

- ▶ Cover legal requirements for legislation and relevant Approved Codes of Practice.
- ▶ Job Hazard Assessments (break down job description per task, identify hazards, implement corrective action).
- ▶ Weekly/Daily toolbox talk/safety meeting.
- ▶ Site specific safety plans.
- ▶ Daily hazard assessments.
- ▶ Management of Change



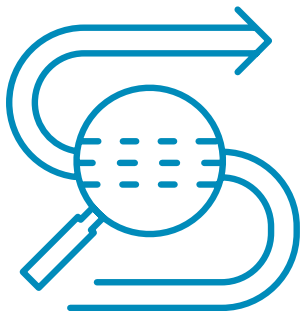
3/ Safe Work Practices and Safe Job Procedure

- ▶ Safe Work Practice = list of do's and don'ts for a certain task.
- ▶ Safe Job Procedure = A maximum 10 step procedure on how to safely complete a task.



4/ Inspections

- ▶ Office inspections.
- ▶ Workshop inspections.
- ▶ Random work site inspections (using the Site Specific Standard Safety Plan for comparison).
- ▶ Plant and equipment inspections.
- ▶ Feedback process for improvement.



5/ Incident Reporting & Incident Investigations

- ▶ The culture around incident reporting reflects how issues are identified, communicated, and addressed within an organisation.
- ▶ Incidents are reported through defined systems, which vary in their effectiveness.
- ▶ Investigators are designated individuals, and their qualifications include formal training.
- ▶ All incidents that are reported undergo thorough investigation.
- ▶ Identified corrective actions are tracked and consistently implemented.
- ▶ The incident is documented in the incident register.
- ▶ Implemented corrective actions are subject to regular review.
- ▶ The Incident Investigation register is maintained and remains up to date.



6/ Preventative Maintenance

- ▶ Review list of all plant and equipment and establish a maintenance schedule.
- ▶ Ensure manufacturers guidelines are available. Where possible, adopt manufacturers scheduled maintenance.
- ▶ Ensure all procedures are checked against manufacturers guidelines.
- ▶ Are issues that are identified in the plant and equipment inspections assessed in a timely manner?
- ▶ Appropriate insurance is in place for major equipment and plant failure.
- ▶ All equipment meets its respective Warrant of Fitness, Certificate of Fitness, and Road User Charges are in place.



7/ Personal Protection Equipment

- ▶ Review legislation for Personal Protective Equipment (PPE).
- ▶ Undertake Internal audit of PPE supplied to check manufacturers expiration, certification requirements, and visual inspection.
- ▶ Undertake Toolbox/Training Sessions on kinds of PPE and how to select what is right for the job.
- ▶ Specific training on protection as needed.
- ▶ Seek feedback from staff on PPE useability and practicality.



8/ Communications

- ▶ Develop overall HSE communications plan.
- ▶ Undertake company wide Health and Safety meetings.
- ▶ Define Health and Safety representatives in the business and ensure appropriate training.
- ▶ Provide standardised materials for Toolbox Talks.
- ▶ Provide company-wide feedback on HSE performance through newsletters.



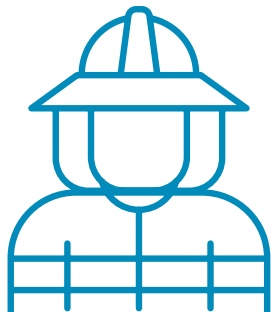
9/ Training and Orientations

- ▶ Ensure inductions are completed prior to hiring staff to prepare them for their roles.
- ▶ Include a hands-on element in inductions, with a thorough review of relevant procedures.
- ▶ Conduct on-the-job training and confirm that documented proof is available.
- ▶ Verify worker certifications to ensure they are appropriate for the tasks being conducted.
- ▶ Check certification renewal requirements to keep qualifications up to date.



10/ Emergency Response

- ▶ Ensure the Emergency Response Plan (ERP) is in place and review it annually for updates.
- ▶ Conduct an annual practical drill to test the ERP's effectiveness and improve preparedness.
- ▶ Verify the location and certification of fire extinguishers to ensure they are correctly placed and annually maintained.
- ▶ Check first aid kits to confirm they are correctly located and appropriately stocked.
- ▶ Complete an audit of all safety equipment to ensure compliance and functionality.



11/ Statistics

- ▶ Collect data on workplace incidents from the past 12 months to ensure comprehensive reporting.
- ▶ Categorize incidents by severity to better understand their impact and prioritize actions.
- ▶ Calculate key metrics, such as lost time injury rate and total recordable incident rate, using relevant data like employee hours worked.
- ▶ Analyze trends in incident data, including patterns related to times of day (e.g., dawn or dusk), to identify areas requiring attention.
- ▶ Identify areas for improvement based on trend analysis to guide health and safety initiatives.
- ▶ Compile and report findings to ensure transparency and informed decision-making.
- ▶ This ensures clear, measurable steps for maintaining and improving health and safety standards.



12/ Legislation

- ▶ Ensure all levels of staff understand relevant legislation, including core health and safety laws and responsibilities.
- ▶ Educate staff on the Health and Safety at Work Act, highlighting key duties of PCBU, officers, and workers.
- ▶ Clarify Section 83, focusing on the right to refuse unsafe work.
- ▶ Review the Health and Safety (General Risk and Workplace Management) Regulations 2016, emphasizing the Section 6 Hierarchy of Controls.
- ▶ Address the Health and Safety in Employment Regulations 1995, with particular attention to Section 11 Noise.
- ▶ Promote familiarity with relevant Approved Codes of Practice (ACOPs) to ensure compliance and safe operations.



