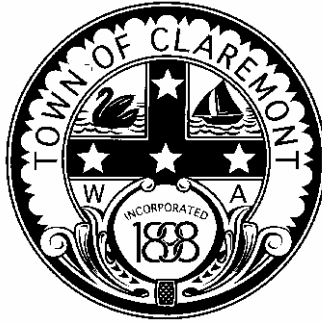


OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT PLAN

Written by: J Palfreyman	Authorised by:	Date Adopted:	
Reviewed by:	Review date	Doc.No.	No of Pages:

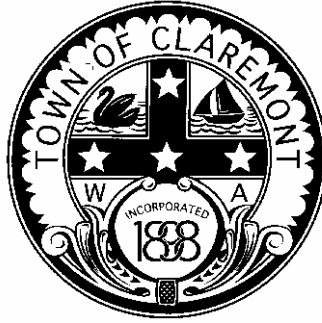


VISION

To achieve best practice in Occupational Safety and Health by building a safety culture dedicated to preventing injuries and ill health to employees, contractors and the general public ensuring all can operate in a safe and healthy environment, whether at work or in their own time.

OBJECTIVES

- ◆ To achieve industry best practice in safety and health performance
- ◆ To adopt a planned, systematic approach to occupational safety and health
- ◆ To encourage employee innovation and involvement in safety and health
- ◆ To create a safety culture where safety and health are entrenched in daily business practices
- ◆ To reduce occupational injuries and ill health by adopting a proactive approach
- ◆ To achieve a reduction in lost time through early intervention and effective management of occupational injuries to facilitate an early return to work
- ◆ To minimise the risk of personal injury, property damage and damage to the environment through the development of emergency management plans



OCCUPATIONAL SAFETY & HEALTH POLICY

The **Town of Claremont** is **committed** to providing a **safe and healthy working environment** for all employees by conforming with current legislation, regulations, codes of practice and appropriate national standards.

The objectives of this policy are to;

- avoid, eliminate and control workplace hazards;
- provide employees with safety information, supervision and training appropriate to the hazards they are likely to encounter;
- continuously improve the standard of occupational safety and health for all employees.

The responsibility for implementing this policy rests with the Chief Executive Officer.

The Occupational Safety & Health officer has the authority to act as the Safety Co-ordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer.

Safety and health issues will be dealt with in consultation with employees through the elected safety and health representative. The council will provide the time and resources necessary to implement this policy and will implement a strategy of hazard identification, risk assessment and develop the necessary plans and procedures to improve all aspects of workplace safety and health.

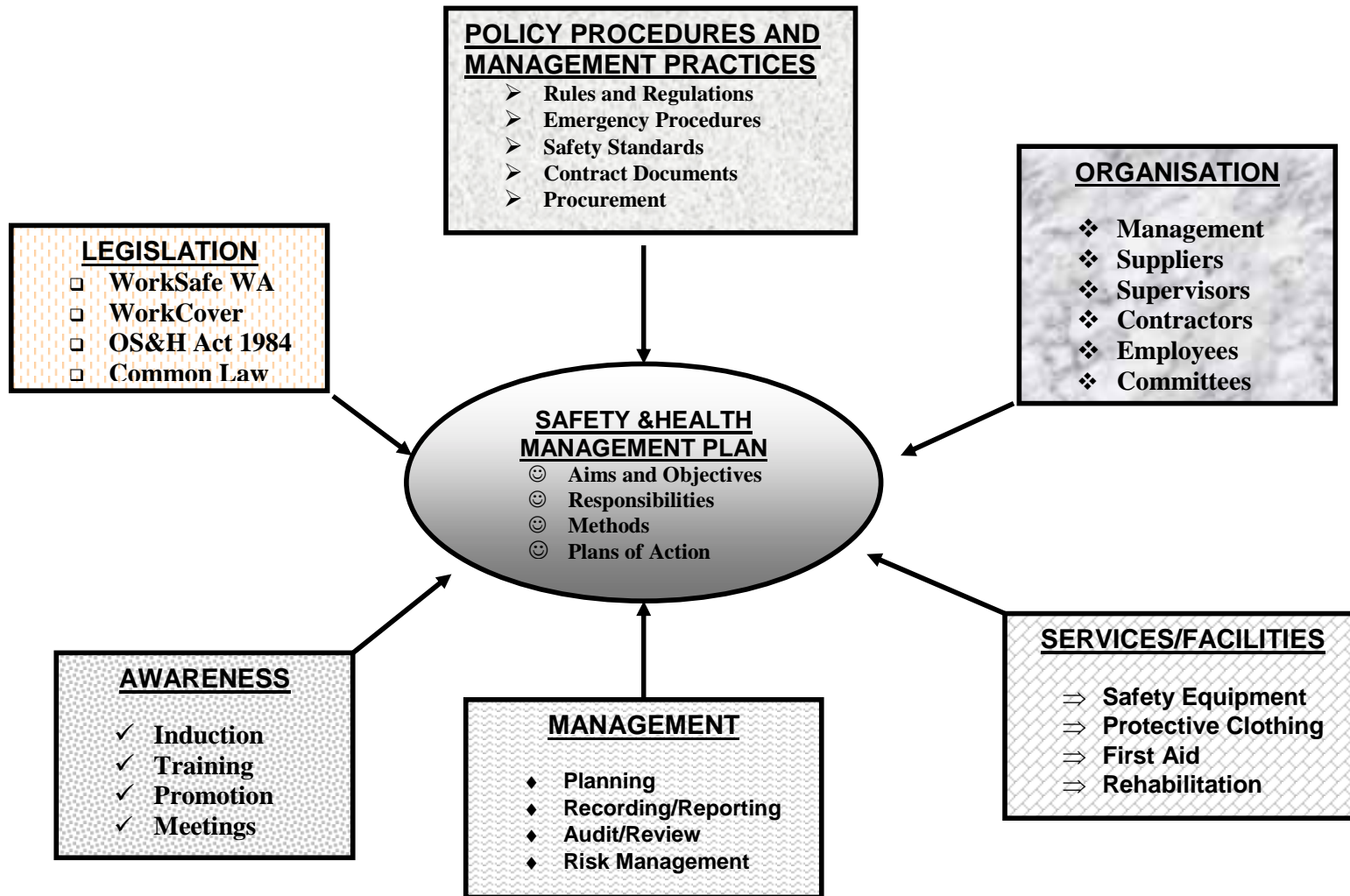
Chief Executive Officer

Employee Representative

Date: _____

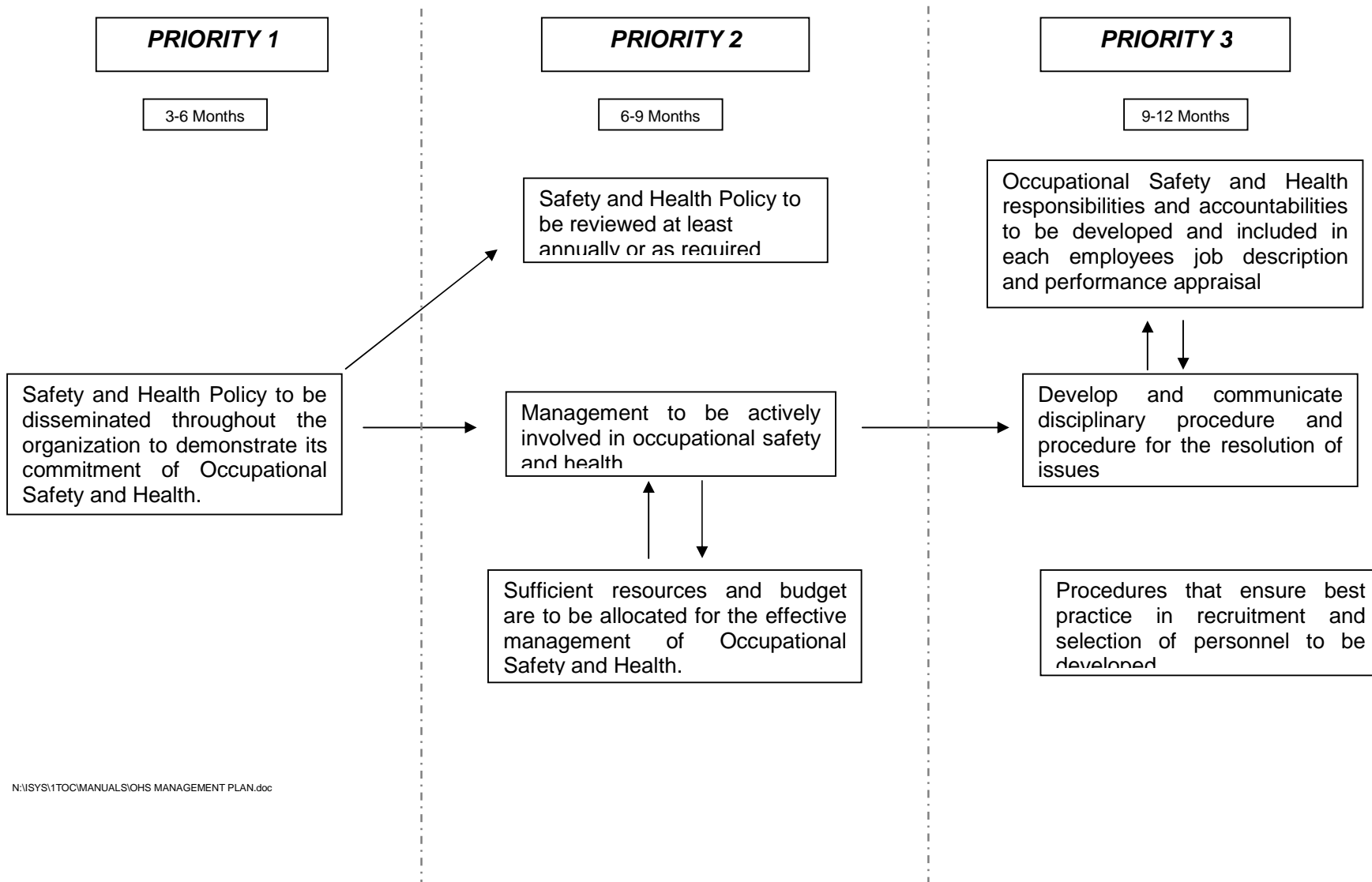
HEALTH AND SAFETY MANAGEMENT PLAN

TOWN OF CLAREMONT

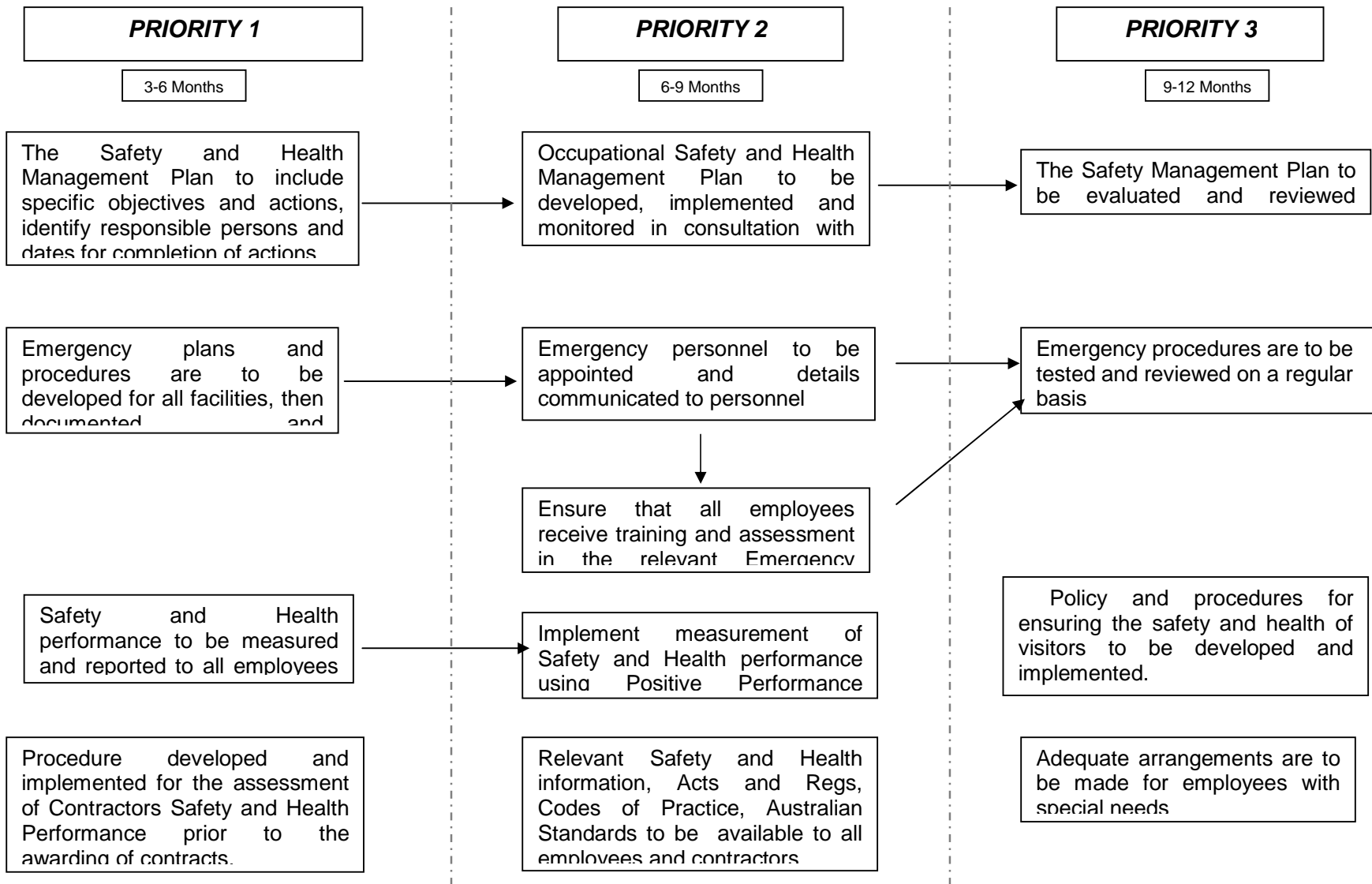


TOWN OF CLAREMONT OCCUPATIONAL SAFETY AND HEALTH IMPLEMENTATION PLAN 2001

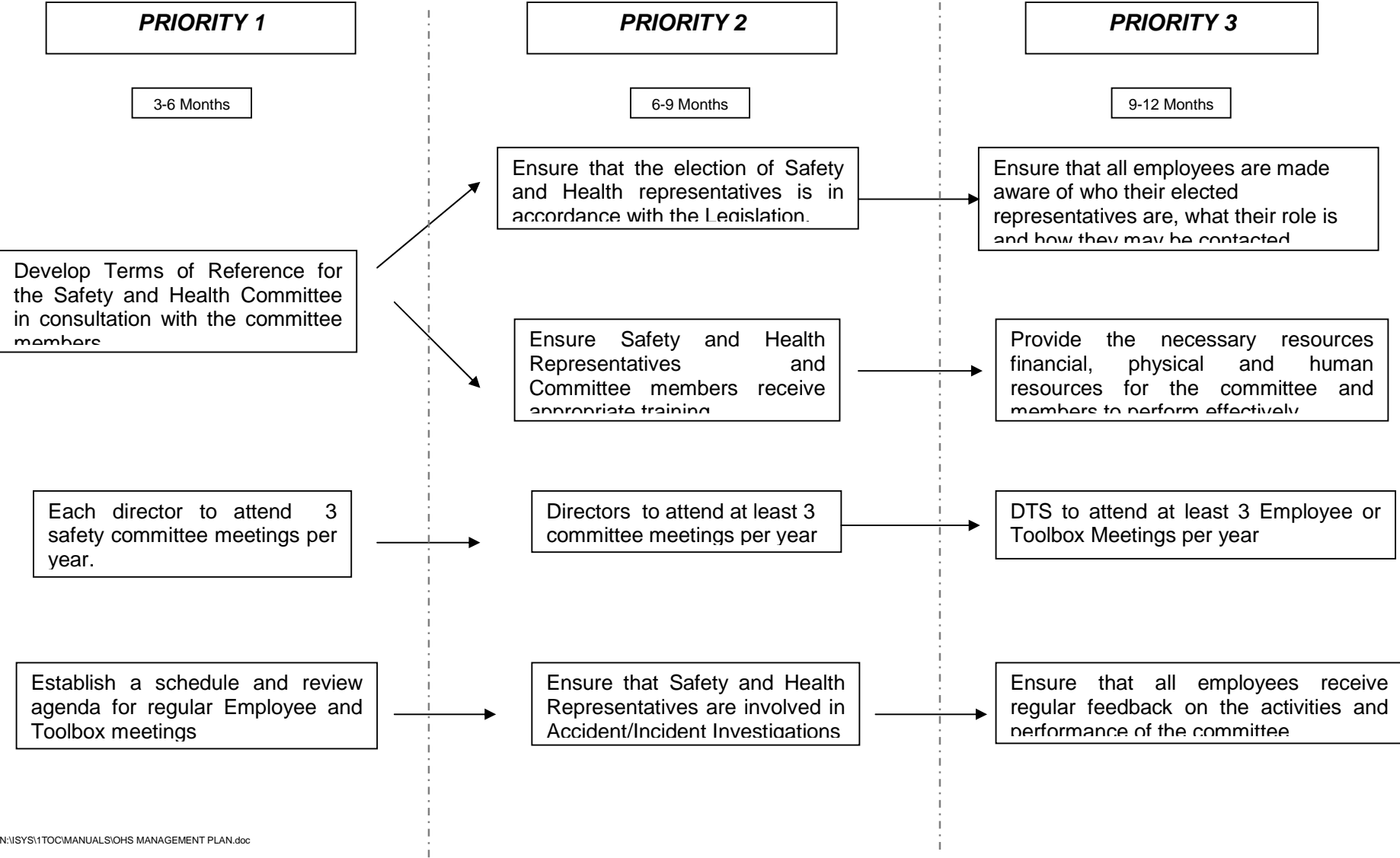
1.0 Policy commitment and management



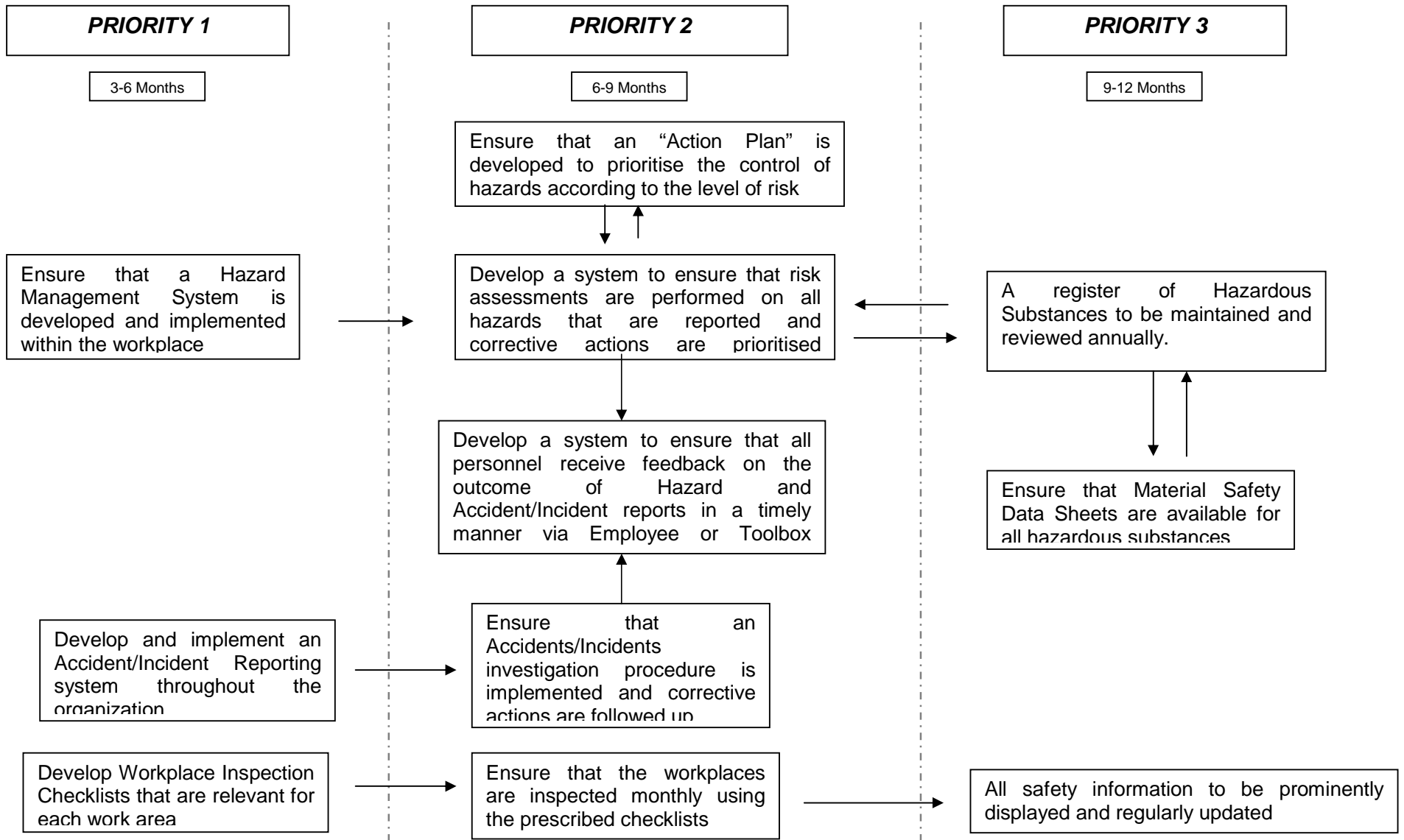
2.0 Planning Occupational Safety and Health



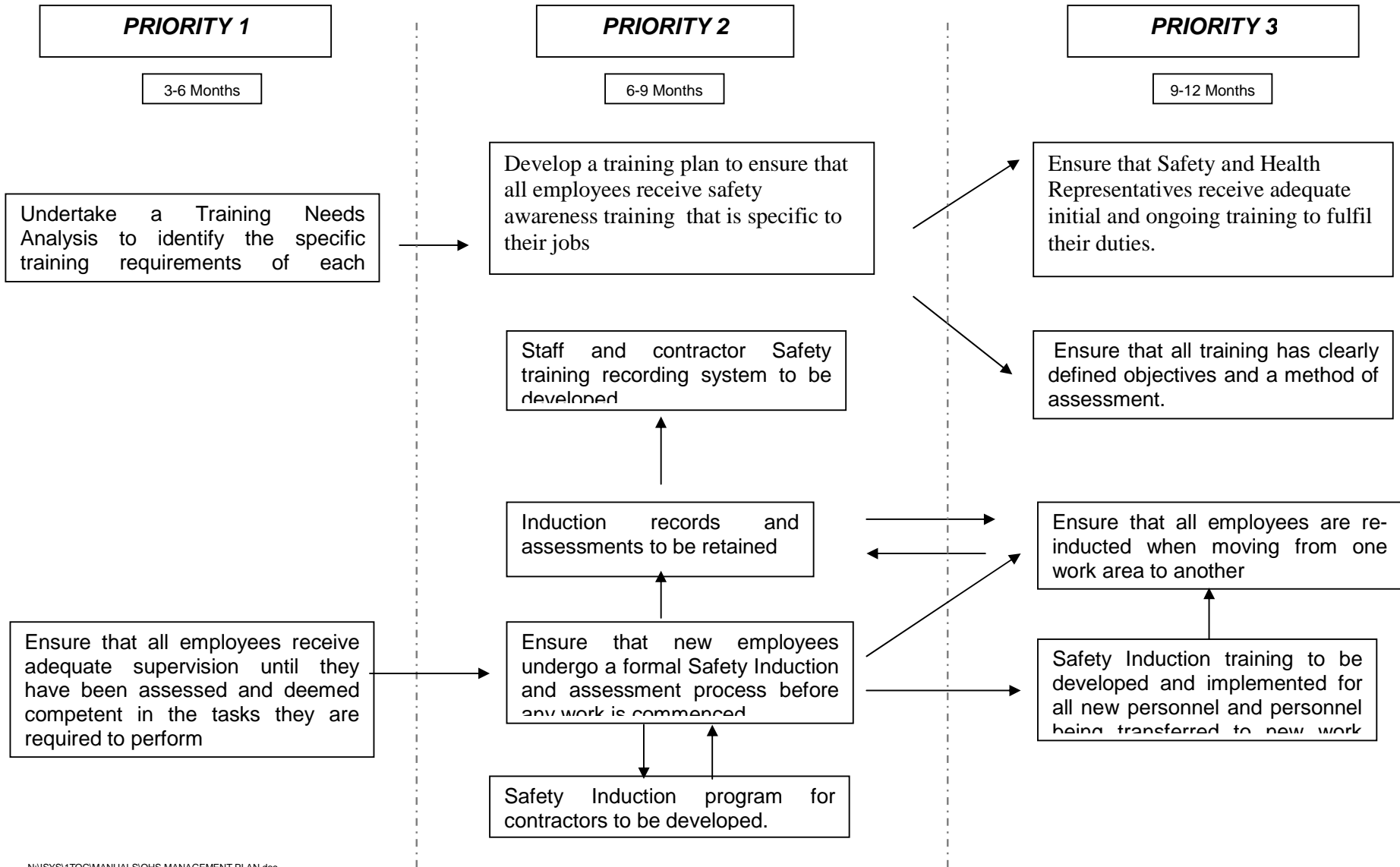
3.0 Consultation



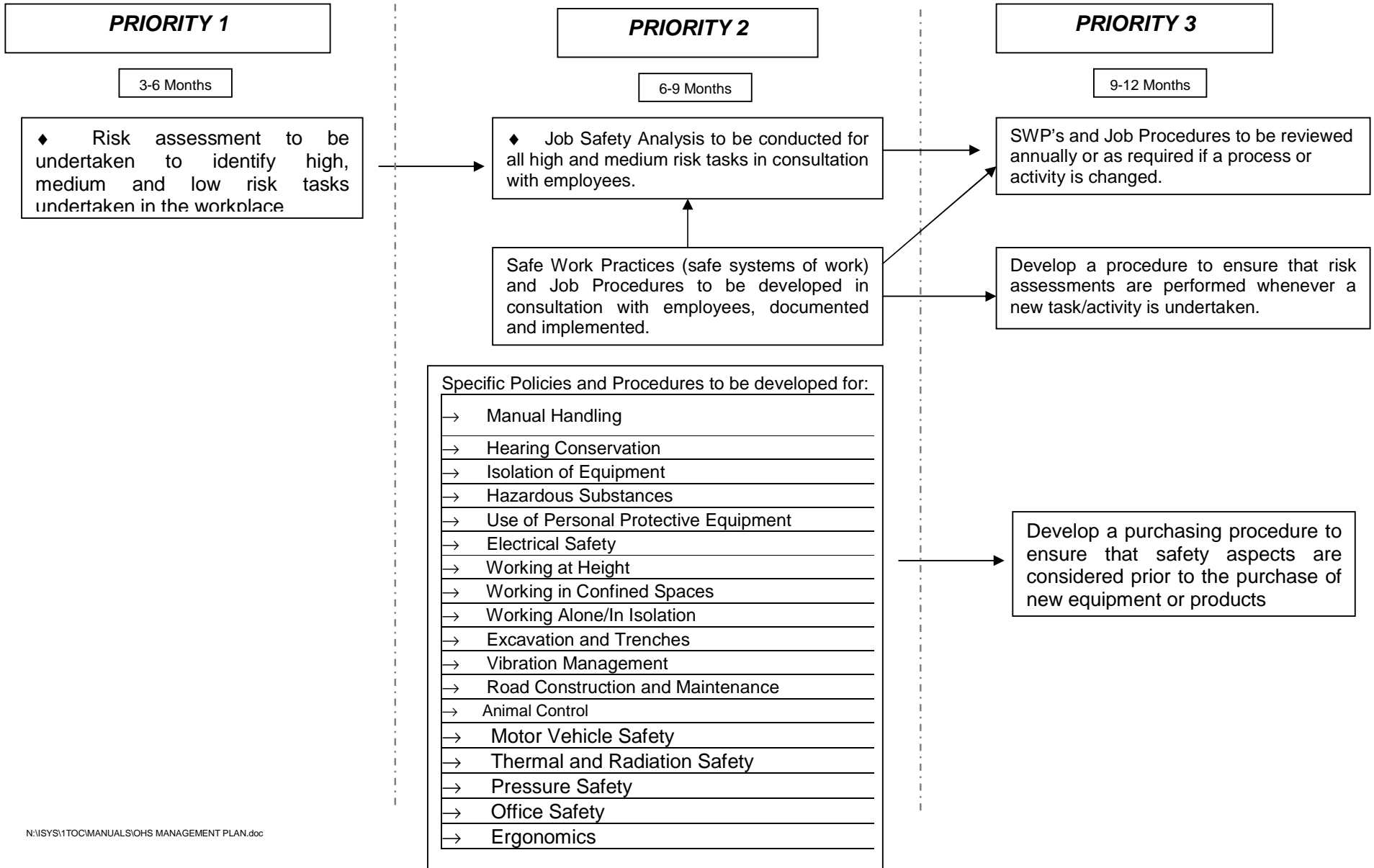
4.0 Hazard Management



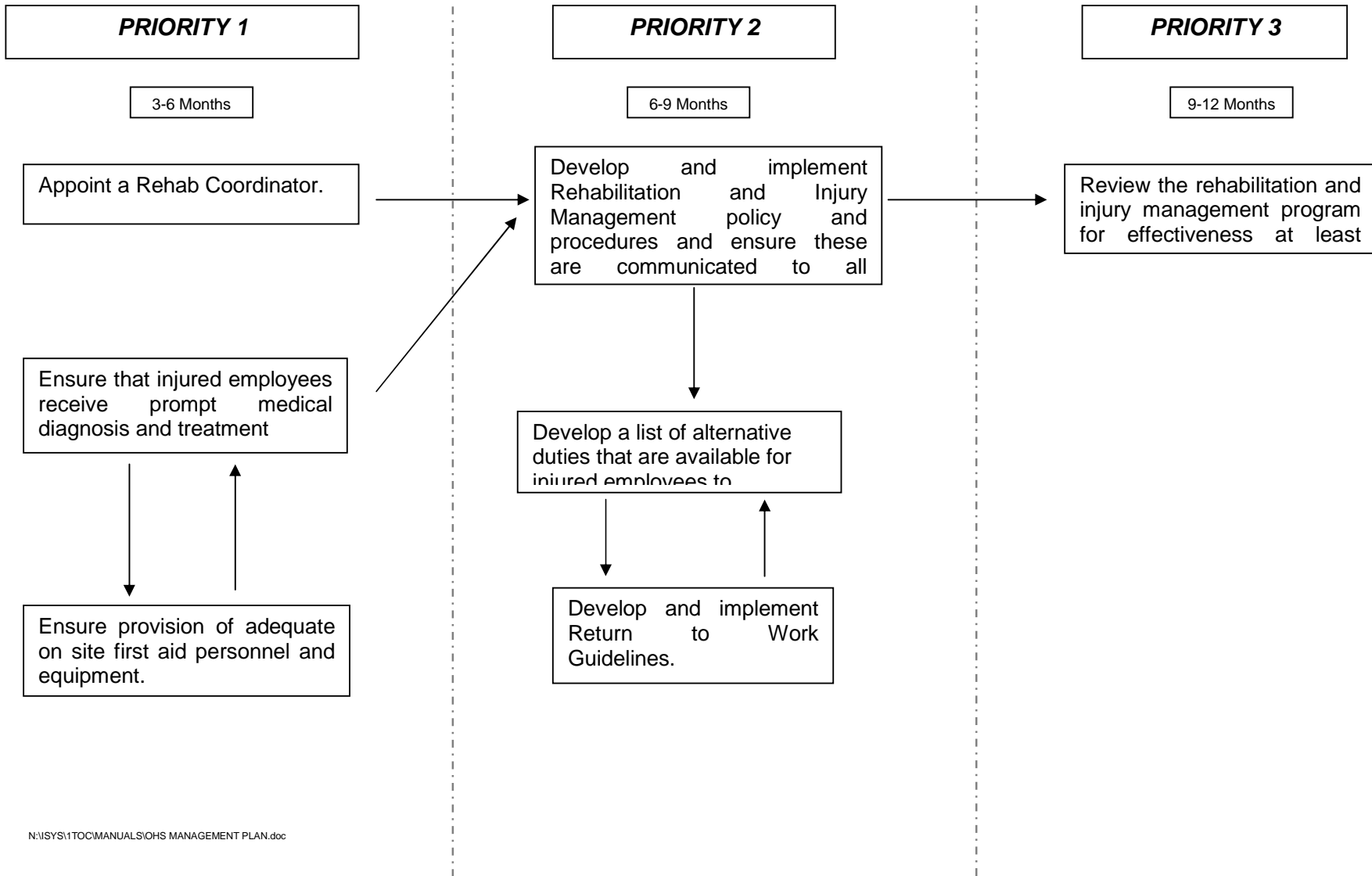
5.0 Training and Supervision



6.0 Safe Systems of Work



7.0 Rehabilitation and Injury Management



PRIORITY 1 ACTIONS (3-6mths)					
1.0 Policy, Commitment & Management	Action			Action by:	Action by Date
Safety and Health Policy to be disseminated throughout the organization to demonstrate its commitment of Occupational Safety and Health.	Review / draft Safety and Health Policy	OS&H Officer	<i>Policy to be drafted and distributed to all personnel.</i>	JP	TS 22 OS&H Policy Drafted to go to CEO
			<i>Policy to be introduced to all staff via CEO. Include OS&H meetings.</i>	JP	
			<i>Policy placed on website.</i>	JP	
			<i>Framed document to be placed on prominent wall in council</i>	JP	
2.0 Planning Occupational Safety and Health	Action			Action by:	Action by Date
The Safety and Health Management Plan to include specific objectives and actions, identify responsible persons and dates for completion of actions.	Review/draft Safety Management plan overview	OS&H Officer	<i>Develop S&HMP and incorporate objectives as listed</i>	JP	15/11/2001 (underway)
Emergency plans and procedures are to be developed for all facilities, then documented and communicated to all personnel	Contract FFE to review/draft emergency plan	OS&H Officer	<i>Contract services of FFE to be acquired to prepare and manage emergency plan procedures</i>	JP	30/06/2001 TS 28 Evacuation Plan Policy complete FFE Emergency manual to be finalised shortly - Policy Drafted
Safety and Health performance to be measured and reported to all employees on a regular basis	Review/draft policy on safety performance measurement	OS&H Officer	<i>Jarrard performance stats to be reviewed and develop data presentation that represents user friendly safety performance information.</i>	JP	16/08/2001 Incomplete
			<i>Statistical data to be presented at OS&H meetings included on the minutes of the OS&H meeting</i>	JP	16/8/01 Incomplete

3.0 Consultation		Action		Action by:	Action by Date
Develop Terms of Reference for the Safety and Health Committee in consultation with the committee members.	Review/Draft policy on OS&H committee	Safety Comm	<i>Review policy of terms of reference for safety committee</i>	CC & JP	12/07/2001 TS 26 OS&H Terms of reference policy draft complete
Each director to attend 3 safety committee meetings per year.	Review/Draft policy on management involvement	OS&H Officer (Kerry)	<i>OS&H meeting timetable for the year to be arranged and each senior manager to nominate 3 attendances during the year</i>	JP	12/07/2001 Time table drafted - implementation shortly
Establish a schedule and agenda for regular Employee and Toolbox meetings per year	Review/Draft policy on committee function	Safety Comm	<i>Schedule and agenda to be prepared for Toolbox meetings, meetings to be coordinated inline with OS&H committee meetings.</i>	LD & JP	14/06/2001 Proforma complete - requires implementation
4.0 Hazard Management		Action		Action by:	Action by Date
Ensure that a Hazard Management System is developed and implemented within the workplace to ensure all hazards are reported and controlled in a timely manner using the Hierarchy of Hazard Controls.	Review /Draft policy on Hazard reporting system	OS&H Officer	<i>Implement Hazard reporting system, including policy on reporting process. All hazard reports to be registered and numbered to track progress.</i>	JP	12/07/2001 Incomplete
			<i>Include risk assessment on hazard report to prioritise actions</i>	JP	
			<i>Implement hazard report register which includes corrective action sign off .</i>	JP	
			<i>Include hazard reports at OS&H meetings</i>	JP	
Develop and implement an Accident/Incident Reporting system throughout the organization	Accident report policy	OS&H officer	<i>Develop accident/incident reporting system and policy procedure</i>	JP	12/07/2001 Incomplete
Develop Workplace Inspection Checklists that are relevant for each work area	Workplace inspection audit policy	OS&H Officer	<i>Monthly inspections checklists of workplaces to be developed - system of reporting to OS&H meetings to be designed.</i>	LD & JP	14/06/2001 TS 24 Housekeeping Policy completed- system implemented and working

5.0 Training and Supervision	Action		Action by:	Action by Date	
Undertake a Training Needs Analysis to identify the specific training requirements of each employee.	Review/Draft policy on safety training	OS&H Officer	<i>Department managers to identify specific safety training needs for individuals on the job. i.e. traffic management , manual handling , use of vehicles and machinery , licences etc</i>	LD & JP	14/06/2001 TS 27 Training Policy drafted - Training need analysis complete
Ensure that all employees receive adequate supervision until they have been assessed and deemed competent in the tasks they are required to perform.	Review Draft policy on assessment and supervision of employees	Safety Comm	<i>Procedure on training and competency based assessment to be prepared , supervisor to ensure adequate on the job training and sign off when considered competent.</i>	LD & JP	16/08/2001 Incomplete
6.0 Safe Systems of Work	Action		Action by:	Action by Date	
Risk assessment to be undertaken to identify high, medium and low risk tasks undertaken in the workplace.	Review/Draft policy on risk assessments in the workplace	Safety Comm (Steve) & (Les)	<i>Risk assessment training for selected staff to be coordinated i.e OS&H committee members, depot supervisor etc.</i>	LD	Risk assessment priorities completed
			<i>Department managers to identify jobs performed which might have an element of safety risk.</i>	JP	Risk assessment complete
			<i>Trained personnel to perform risk assessments and identify risk category.</i>	JP	

PRIORITY 1 ACTIONS (3-6mths)					
7.0 Rehabilitation and Injury Management					
	Action			Action by:	Action by Date
Appoint a Rehab Coordinator	Review/Draft policy on Rehab	OS&H Officer (Jon P)	<i>Rehab coordinator to be selected for workplace injury management.</i>	JP	12/07/2001 Incomplete
			<i>Municipal workcare insurance company be requested to nominate outside rehabilitation coordinator assistance.</i>	JP	12/07/2001 Incomplete
Ensure that injured employees receive prompt medical diagnosis and treatment	Review/Draft policy on injury management in the workplace	OS&H Officer	<i>Protocol and procedures for the treatment of injured personnel be established.</i>	LD & JP	12/07/2001 TS 23 First Aid policy drafted procedures complete
			<i>Arrangements to be made with local medical clinic regarding facilities.</i>	JP	16/08/2001 Discussion on light duties required
Ensure provision of adequate on site first aid personnel and equipment.	Review/Draft policy on injury management in the workplace	OS&H Officer	<i>Australian standards on recommended first aid facilities in depot workshops and administration buildings to be reviewed.</i>	LD & JP	14/06/2001 TS 23 First Aid Policy drafted