WHS MANUAL

NEXT REVIEW APRIL 2023

WORK HEALTH AND SAFETY MANAGEMENT SYSTEM	
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AUG 2018	DIRECTOR	UPDATED REVIEW DATES, NAMES AND POSITIONS
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VERSION	ISSUE DATE	PERSON ISSUED TO	POSITION
V1	APRIL 2016	DENI MITEV	DIRECTOR
V2	AUG 2018	DENI MITEV	DIRECTOR
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1 GENERAL

1.1 BACKGROUND

NT Scaffolds (NTS) is 100% Territory owned and is a commercial and industrial business focusing on scaffolding and access solutions.

NTS is recognised as a one-stop-shop for all scaffolding and access needs, providing Hire, Labour and Logistics for a variety of industries, including commercial, industrial, entertainment, Offshore/Onshore and Oil and Gas.

The Work Health and Safety Management System (WHS-MS) outlined in this manual has been specifically developed around the business activities and core staff above mentioned.

NT Scaffolds scaffolding and access solutions include:

- Commercial
- Residential
- Industrial
- Scaffolding
- Access solutions
- Hire
- Labour
- Transport
- Entertainment
- Oil
- Gas
- Construction

The Work Health and Safety Management System (WHS-MS) outlined in this manual has been specifically developed around the business activities and core staff above mentioned.

1.2 PURPOSE

This document describes the policies, programs and procedures that make up the overall WHS Management System.

Primarily the purpose of the system is to provide a structure and strategy for:

1. Preventing work related injuries, illness, and incidents.
2. Building a positive health and safety culture
3. Improving health and safety standards on an ongoing basis.

Secondly it allows us to:

1. Meet our legislative and moral obligations
2. Gain third party certification should we choose
3. Demonstrate our commitment

1.3 SCOPE

The WHS-MS applies to all work sites, activities, personnel, guest and visitors under the control of NT Scaffolds.

1.4 REVIEW

The WHS-MS will be reviewed as a minimum every 3 years, or when:

- Operational changes occur
- Legislative changes occur; or
- When management deem it necessary

The reviews will be undertaken by senior management, key operational and administrative staff.

2 POLICY

2.1 WHS POLICY

WORK HEALTH & SAFETY POLICY

NEXT REVIEW JUNE 2019
NTS-Pol 01

OUR COMMITMENT

At **NT Scaffolds** we believe that the health and safety of our employees, contractors or others who may be exposed to our operational activities is fundamental to the success of our business.

With this value in mind we are committed to preventing work incidents, injuries and illnesses, and complying with legislative and others obligations relevant to our operations.

We will demonstrate our commitment by providing the necessary resources, time and leadership to meet or exceed our objectives and to improve our WHS standards on a continuous basis.

OUR GOAL

"no one gets hurt"

OUR OBJECTIVES

SAFE WORKPLACE – we will provide and maintain safe premises with safe means of entry, exit and access.

SAFE PLANT & EQUIPMENT– we will provide and maintain safe plant and equipment.

SAFE SUBSTANCES – we will ensure all substances on site are safely used, handled, stored, transported and/or disposed of.

SAFE SYSTEMS - we will develop and implement a systematic approach to identifying, reporting, assessing and controlling WHS hazards and potential incidents.

SAFE PEOPLE – we will train our people so they have the right knowledge, skills and attitude to perform their work correctly and without harm to themselves or others.

LEGISLATION – we will identify and implement the WHS legislative standards and codes of practice relevant to our business and operations.

CONSULTATION – we will adopt a team approach to improving our WHS standards through open and regular consultation of health and safety matters.

MONITOR AND MEASURE – we will conduct regular workplace assessments to ensure we are complying with the standards, objectives and targets we set ourselves.

EMERGENCY RESPONSE – we will develop and test emergency plans to ensure their effectiveness

REHABILITATION – in the regrettable instance of an employee being injured we will provide effective first aid, rehabilitation and support to ensure a speedy recovery.

SCOPE

This policy applies to all operations and personnel under the control of NT Scaffolds.

OUR RESPONSIBILITIES

The **DIRECTOR** has ultimate responsibility for WHS and providing, resourcing, and supporting safe systems of work and WHS programs.

SUPERVISORS are accountable for implementing and enforcing WHS policies, procedures, instructions and standards.

EMPLOYEES, CONTRACTORS AND VISITORS are responsible for complying with WHS policy, procedures, instructions and standards.

This policy will be reviewed as a minimum every three years.

Deni Mitev
Director

3 PLANNING

3.1 HAZARD AND RISK MANAGEMENT (HIRAC)

NT Scaffolds has adopted a structured hazard and risk management process that provides the core of the WHS-MS:

The hazard and risk management process is directly aimed at the following core objectives:

1. **Safe workplace**
2. **Safe plant and equipment**
3. **Safe substances and materials**
4. **Safe systems of work**
5. **Safe people**

NT Scaffold identifies and manages workplace hazards and potential incidents (risks) by:

1. **Identify hazards**, *associated with work areas, plant, equipment, public, substances or materials, work methods or competencies*
2. **Assess the hazards and their risks** *with the aid of the company risk matrix*
3. **Determine and implement controls** *in accordance with the hierarchy of hazard control*
4. **Implement the controls** *actions will be recorded in hazard register*
5. **Monitor and review controls** *in place to ensure they are effective and have not created any subsidiary hazards*

As a minimum, the hazard and risk management process will be conducted prior to commencing work activities and when:

- Planning to commence new tasks
- Introducing new services
- Setting up new work areas
- Purchasing new plant, tools, equipment, substances or materials
- Making changes to existing equipment, workplaces or processes
- New information regarding relevant and applicable hazards becomes available
- Activities where employees including those of other companies and/ or members of the public could be exposed to hazards.

The person conducting this risk assessment must be deemed to be competent

Competent Person - *The term 'competent person' is a person who has acquired through training, qualification or experience the knowledge and skills to carry out specific tasks.*

Where works or services could impact clients and/ or other businesses the client or other business will be notified by notice, email or verbal communication. Information communicated shall include potential impact and controls to be implemented to eliminate or reduce risk to others.

Checklists, forms and other documentation to assist with the risk assessment process are located within the WHS-MS and are available for downloading.

3.2 HAZARD IDENTIFICATION

Methods used to identify hazards at NT Scaffolds include;

DAILY

- Pre-Start Checks

MONTHLY

- Site Inspections

SYSTEMATICALLY

- Safe Work Method Statements
- Incident Investigations
- Workplace Inspections
- Hazard reports
- WHS Meetings

Methods used to communicate hazards include;

- Inductions
- Briefings
- Toolbox talks
- Alerts

3.3 ASSESS THE RISK

NT Scaffold uses a risk matrix process to assist in establishing the level of risk associated with potential incidents or hazards. This matrix is used in NT Scaffold's risk register and risk assessments to measure the level of risk. When assessing hazards, the following must be considered; what are the probable outcomes if an incident was to occur i.e. the likelihood and consequence of injury, illness or incident occurring? Also consider available information such as records of dangerous occurrences, incidents, illness or disease relating to the hazard. (Within the business or industry)

SEVERITY		POTENTIAL	LIKELIHOOD				
			1	2	3	4	5
			Almost Certain	Very Likely	Possible	Unlikely	Rare
A	Extreme	Fatality, or multiple fatalities	A1	A2	A3	A4	A5
B	Major	Permanent loss of body function, amputation or hospitilisation	B1	B2	B3	B4	B5
C	Moderate	Significant injury resulting in greater than one day from work; including stress	C1	C2	C3	C4	C5
D	Minor	Medical treatment – not hospitalised and less than one shift away from work	D1	D2	D3	D4	D5
E	Insignificant	First aid or insignificant injury only	E1	E2	E3	E4	E5

3.4 RISK PRIORITY

Once the risk has been assessed, the hazard requires risk control priorities. The below table lays out the risk level, who is to action, what the action is and how it is communicated to workers.

Risk	Action by	Risk Level	Action	Communication Process
C	All	Catastrophic	Shut down job until process put in place to lower risk score	Site Safety Meeting & Toolbox
H	Manager	High	Manager authorisation required for work to proceed	Site Safety Meeting & Toolbox
M	Supervisor	Medium	Job may continue under constant site supervision and regular monitoring	Toolbox/Pre-start briefing
L	Workers	Low	Worker to adhere to current controls details in SWMS & procedures	Toolbox/Pre-start briefing

3.5 HIERARCHY OF CONTROLS

If the hazard can't be completely eliminated controls must be put in place to reduce the risk of incidents occurring.

This is done by using the hierarchy of control for hazards.

3.6 CONTROLS

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STEP 1 **ELIMINATION** – Can you eliminate the hazard?

Examples – roll up hose to prevent someone tripping, getting rid of unwanted chemicals on sit to prevent exposure, where possible work at ground level instead of working at height to prevent falling.

STEP 2 **SUBSTITUTION** – Can I substitute the item or product with something less harmful?

Examples – use a battery drill instead of an electric drill to prevent electric shock, use environmentally friendly product instead of non-environmentally friendly product.

STEP 3 **ISOLATION** – Can you isolate the hazard from people?

Examples – put up fencing to prevent people entering areas where mobile plant is being used, turn off power and lock/tag switches out before working on electrical equipment, establish a safe distance from where noisy equipment is being used.

STEP 4 **ENGINEERING** – can you reduce the risk through engineering?

Examples – use mechanical aids such as trolley or forklift to move something instead of physical lifting, install sound reduction material devices on noisy equipment, install guards on moving machinery parts, fit hand rails to walkways.

STEP 5 **ADMINISTRATION** – is there a safer way of doing the task either through experience, instruction or training?

Examples – people are given site inductions to make them aware of hazards on site, signage is placed to raise awareness, job hazard analysis is performed before the start of a job, people have been trained how to use a piece of equipment safely, people are supervised to ensure they are working as they should.

STEP 6 **PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT** – can you wear something to prevent the hazard contacting the body?

Examples - wear safety goggles when grinding, wear long sleeve and pants when working in the sun, wear ear muffs when working in noisy areas, wear gloves, face mask and apron when handling chemicals.

3.7 DOCUMENTING / RECORDS

Hazards identified, risk assessments and risk controls will be recorded in

- Risk assessments
- Risk Register
- Safe operating procedures/ Work Instructions
- Checklists

3.8 MONITOR/REVIEW

Once control measures have been determined and implemented, they will be regularly reviewed to ensure controls have been implemented and are effective.

4 LEGAL AND OTHER REQUIREMENTS

NT Scaffolds identifies their legal requirements with activities, products and services, including subcontractor and supplier products and services in consultation with relevant legislation.

At induction all workers are advised they have access to current legal and other requirements, where hard copies can be made available. This may include full documents or extracts specific to clarify worker's needs.

Safe system of work and other documents are reviewed against defined criteria to check they reflect current legislation relevant to health and safety.

NT Scaffolds WHS Representative will use the links on the company WHS-MS to view relevant web sites at least quarterly for any updates and/or changes to legislation, obligations and codes of practice that are relevant to the health and safety of the company and their projects.

Where changes have been identified staff will be notified through Toolbox talks, daily discussions, email, and information notices.

Relevant website links include:

- Work Health and Safety Act NT (2016)
- Work Health Safety Regulations NT (2016)
- Codes of Practice
- Return to Work Act 2016
- Return to Work Regulations 2016

5 OBJECTIVES AND TARGETS

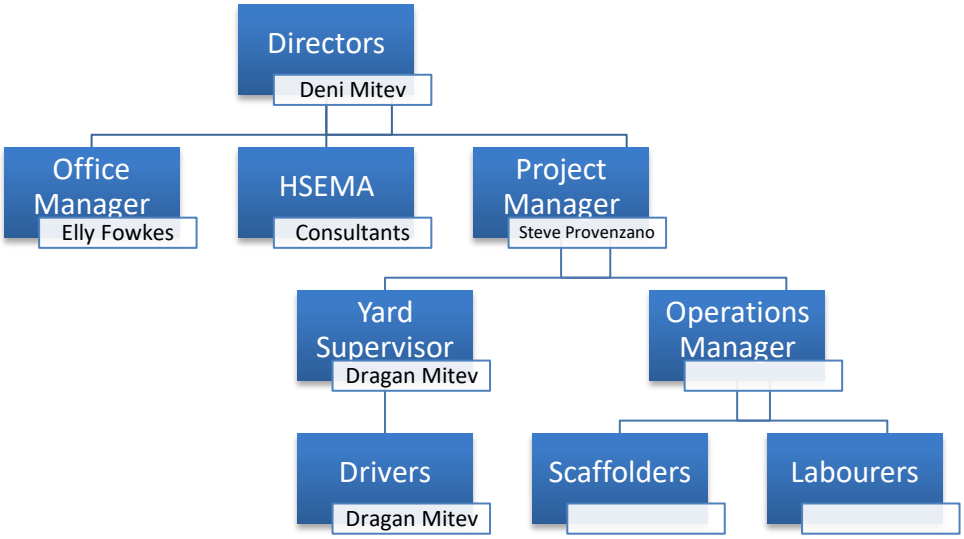
OBJECTIVE	TARGET
SAFE WORKPLACE	ZERO INCIDENTS WITH ENTRY, EXIT AND ACCESS
SAFE PLANT & EQUIPMENT	ZERO INCIDENTS WITH PLANT AND EQUIPMENT
SAFE SUBSTANCES	ZERO INCIDENTS WITH SUBSTANCES
SAFE SYSTEMS	ZERO INCIDENTS WITH LACK OF SYSTEMS
SAFE PEOPLE	ZERO INCIDENTS WITH PEOPLE
LEGISLATIVE COMPLIANCE	100% UP TO DATE LEGISLATIVE COMPLIANCE
CONSULTATION	100% CONSULTATION WITH STAKEHOLDERS
MONITOR & MEASURE	100% ACTIONS MONITORED AND MEASURED
EMERGENCY RESPONSE	ZERO INCIDENTS OF EMERGNECY 100% OF DRILL CARRIED OUT
REHABILITATION	WORKERS RETURN TO WORK INTO ORIGINAL ROLE
FATALITIES	0

LOST TIME INJURIES	0
MEDICAL TREATMENT INJURIES	0
FIRST AID INJURIES	0

6 IMPLEMENT

6.1 ORGANISATION CHART

NT Scaffolds is made up of a small team of dedicated personnel. WHS obligations are documented in position descriptions and these are reviewed and communicated to employees at employment interviews and annual job performance reviews.



6.2 RESPONSIBILITIES

DIRECTOR

- The Director is ultimately responsible for the overall Work health, safety and work standards
- Allocate management responsibility for systems development, maintenance and implementation
- Ensuring a Work, Health and Safety system is developed implemented and maintained *(including programmes, policies, procedures, and associated documentation such as forms, templates and guidance materials.)*
- Monitoring levels of compliance to the system and evaluating the effectiveness of the system against predetermined bench marks of performance measures.
- Promoting the commitment to excellence in Work health and safety performance.
- Understanding the legal Duty of Care obligations relevant to the position
- Providing systems of work which identify, assess and control hazards and risks associated with company facilities, operations, equipment, procedures and personnel
- Providing and maintaining a safe work environment
- Providing safe plant, equipment, materials and substances

- Providing appropriate training to improve awareness and competencies
- Consulting and communicating with workers on issues
- Providing the resources such as time, funding and personnel to implement the objectives of the health, safety and environmental policy
- Promoting the company commitment towards health, safety and environmental
- The reviewing of investigations and reports to ensure appropriate measures is put in place for preventing incidents and reoccurrences
- Reporting to relevant authorities as required
- Ensuring effective injury management, rehabilitation, compensation and return to work programs are in place

Name	Deni Mitev	Signature		Date	

OFFICE MANAGER

- Cooperating with the Director to enable them to improve WHS standards and carry out their Duty of Care under the Act.
- Ensuring that Directors and Officers practice Hazard ID ***before*** the procurement of items
- Ensuring management of financial resources for the management of WHS
- Administrative support to the WHS management system
- Following all reasonable WHS instructions

Name	Elly Fowkes	Signature		Date	

SUPERVISORS/LEADING HANDS

- Understanding the legal Duty of Care obligations relevant to the position
- Implementing the WHS management system
- Ensuring employees, contractors and visitors comply with the WHS policies, plans, site rules and safe work instructions
- Assisting with the development of operational procedures and safe methods of work and communicate to workers
- Ensuring all work activities under their control are carried out in a safe and environmentally sound manner
- Conducting site hazard inspections
- Ensuring pre start checks are performed on plant, equipment and tools before use
- Ensuring workers wear PPE correctly
- Providing WHS information, instruction and effective supervision to those involved in the work activities
- Promoting and maintaining high standards of housekeeping on site
- Recording work related incidents and injuries and reporting them to the Directors
- Assist in investigating all incidents and injuries and determining appropriate corrective actions to prevent reoccurrences and implementing corrective actions in a timely manner
- Establishing emergency evacuation procedures on site and ensuring adequate, first aid, fire and spill equipment is available
- Leading by example

Name	Steve Provenzano	Signature		Date	
Name		Signature		Date	

WHS OFFICER

- Assisting in preparing, updating and implementing this WHS Management Plan, including all associated procedures
- Assisting in identifying and monitoring compliance of all legal WHS obligations
- Monitoring work practices and standards on site and providing a report of those standards to Management
- Development of emergency procedures, organising and conducting training of procedures and drills
- Identifying and provide WHS training required for an activity
- Coordinating and assisting in incident investigations
- Conducting site inspections and surveillance observations
- communicating WHS performance to the Manager
- providing advice on WHS to all employees
- Assisting with the development of operational procedures and safe methods of work and communicate to workers
- prepare and assist with consultation and communication of WHS topics
- making sure records are kept

Name		Signature		Date	
Name		Signature		Date	

EMPLOYEES AND CONTRACTORS

Employees of NT Scaffolds are responsible for;

- Own health and safety
- Ensuring their actions or failure to act does not affect the health and safety of others
- Comply with company health and safety policies, procedures, standards and instructions including health and safety signage.
- Comply with health, safety and security requirements set out by NT Scaffolds and clients.
- Report hazards and incidents to the Supervisor
- Actively participate in WHS training, meetings and/or other awareness measures.
- Complying with safe methods of work
- Cooperating with management to ensure they meet their duty of care
- Following WHS instructions.

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6.3 TRAINING AND COMPETENCE

Employees will be provided WHS training to ensure as a minimum they have the right knowledge and skills necessary to:

1. Follow safe work instructions
2. Identify and control workplace hazards
3. Follow emergency response procedures.

The type and level of training provided to employees is position specific and highlighted in the Personnel and Competency register. The training is updated and maintained by the WHS Representative and Office Manager.

As a minimum, employees will be provided with the following core training:

- NT Scaffolds General WHS Induction
- Introduction to Hazard and Risk Management
- Safe Work Method Statement
- Manual handling
- Emergency Procedures

New employees will be supervised by a competent person with the aim of providing guidance, advice or other information during their initial probation period.

Where works have the need to a licence, copies of workers licences will be taken and checked at time of induction before they commence working. All licences and competencies will be update in the Personnel and Competency register and periodically check for expiry and validity.

Where a licence is not required a competence assessment will be conducted and signed off by a competent supervisor.

The Supervisor and/ or WHS Representative will ensure the necessary inductions are provided.

6.4 CONSULTATION AND COMMUNICATION

The primary method of consultation is through direct communication between all employees, including those of the client or other companies or members of the public that may be exposed to hazards associated by the activities of NT Scaffolds.

WHS information communicated to workers includes but not limited to;

- a hazard reporting system;
- regular Safety meetings (Tool Box talks)
- Memos/ Notices/ Posters
- an election process for health and safety representatives and for establishing health and safety committees allowing workers to choose who will represent them on WHS matters if requested;
- a program to ensure regular meetings with minutes of the meetings available to all workers;
- appropriate training for health and safety representatives/WHS committee members; and
- other arrangements agreed upon onsite, for consultation with workers where a health and safety committee is not requested or required to be established.

NT Scaffolds acquires and exchanges information from external parties, including customers, suppliers, sub-tier contractors and public authorities, relating to WHS, by means of:

- Signage
- Verbal communication/Toolbox Talks/Briefings
- Posters

- Alerts/Notices
- Emails/phone calls

This process of exchanging information is also carried out when changes occur that may affect the health and safety of workers and resolving WHS issues that affect workers.

During development of safety procedures including JSA's/SWMS/SWI, workers will be involved and provide input, relevant to the work being undertaken. Where safety procedures are already in place, workers will be inducted and given opportunity to provide input to these procedures.

6.5 WHS PERFORMANCE REPORTS

WHS performances at NT Scaffolds will be measured through:

- Workplace inspections and audits
- SWMS Compliance Audits
- Incident and investigations reports, (LTI, MTC, FAC, Near Hits)
- Training records
- Close out of corrective actions and objectives

WORKPLACE INSPECTIONS AND AUDITS

Site inspections will be conducted by the Supervisor using site inspection and scaffold checklist. The completed checklist will be presented to management for action and the WHS Representative to enter the details into the Actions register for corrective actions. Any WHS issue identified will be communicated to all relevant parties and stakeholders.

INCIDENT & INVESTIGATION REPORTS

Completed incident reports are to be forwarded to the Supervisors who will complete an investigation with the assistance of the WHS Representative and apply corrective actions. The WHS Representative will enter them into the Actions register and corrective actions implemented and monitored for effectiveness.

Incident reports will be discussed at management review meetings.

TRAINING RECORDS

Training and competency records, including licenses, verification of competency and qualifications will be copied and kept on personnel files, summary details will be recorded in personnel register.

CORRECTIVE ACTIONS

Essentially corrective actions demonstrate what is being done to improve WHS standards with NT Scaffolds. Corrective actions are captured in the action register. These actions are to be reviewed at Tool box talks and quarterly management review meetings.

The Director is responsible to ensure corrective actions are addressed in a timely manner.

7 DOCUMENT AND RECORD CONTROL

WHS documents are developed and regarded as approved for use after a consultation period that enables HSEMA, management and supervisors to review and comment. Documents will be approved for use with consideration of:

- Company policies and practices
- Company Objectives and Targets
- Company and Project Risk register
- Current legislative and other requirements

The documents will be reviewed for;

- The correct version,
- Adequate for their purpose,
- Controlled at access or distribution point,
- Legibility,
- Identifiable and traceable to the activity or product or service involved,
- Stored in such a way they are readily retrievable,
- Kept for the designated retention times, and
- Obsolete documents are destroyed or archived as intended

Current documents can be assessed by Supervisors and workers on site. Currency of printed documents can be confirmed by the next review date recorded in the top right side of the header adjacent to the document title. Changes to documents will be tracked within the actions register.
The documents are controlled through the WHS-MS, PDF documents can be printed or forwarded and are considered uncontrolled when printed.
It is not expected that uncontrolled documents will be forwarded or distributed.
Access to these documents should be via a single access portal.
Supervisors are responsible for providing access to current documents at point of use.

Records required to be retained will be scanned to remain legible and uploaded to the Company Drive saved as; date and title of the document.
External documents and records are recorded in the Document control register, detailing in the title, details of the document/record. Management will distribute documents and records to relevant parties associated with the works

Obsolete documents will be retained within the NT Scaffold server and securely stored as OBSOLETE. All hardcopy documents that are obsolete are to be destroyed by shredding.

The documents are controlled through the WHS-MS, PDF documents can be printed or forwarded and are considered uncontrolled when printed.

Access to modify the documents is limited to WHS Representative, Managing Director and Supervisor.

In addition NT Scaffolds will:

- Develop and maintain the WHS Management System
- Update the system on a regular basis to ensure its currency
- Retain obsolete versions from the system for a minimum of 7 years
- Provide access to the system to managers and key personnel

- Review the manual and policy as a minimum every three years
- Ensure amendments to the manual are recorded in the amendment register
- Identify and review external documents such as but not limited to Client Project WHS plan, Subcontractor SWMS, Project risk assessments, plant manuals, Safety data sheets and distribute relevant WHS information to employees.

Documentation will be reviewed as it's used to ensure currency.

7.1 ASSET AND OPERATION CONTROL

Prior to purchasing new equipment NT Scaffolds will consider the risks associated with the items and where deemed appropriate a plan risk assessment will be conducted on the item.

Hazardous Substances bought onto site will be accompanied with a safety data sheet. The SDS will be read, complied with and filed for future reference.

Safe Work Method Statements will be developed for all routine work and where SWMS's are not available a job hazard analysis will be conducted to determine the safest way of performing the task.

All plant will be recorded in the Plant register and maintained in accordance with manufacturer's specifications. Defects are to be reported immediately on plant prestart checklist and repairs made as soon as practical. Where the item is deemed unsafe to use it will be tagged out and isolated from service.

7.2 CONTRACTORS AND SUPPLIERS

Where contractors are engaged to work for NT Scaffolds, they will follow and comply with all requirements set out by NT Scaffolds. Contractors will be required to carry out a company induction prior to commencing works.

NT Scaffolds will check prior to erection materials supplied by suppliers for damage, suitability and condition.

8 INJURY PREVENTION PROGRAMS

8.1 PRE EMPLOYMENT CHECKS

Personnel applying for work with the company will be required to submit referees in order to conduct pre-employment back ground checks.

8.2 INDUCTIONS

New employees will undertake a company general induction and this will be followed by a refresher induction every two years. The Company induction outlines consultation, communication, reporting, manual handling, risk assessment process and safe systems of work at a minimum.

Employees working on client's site may be required to attend client inductions. At minimum Supervisors will inducted workers in to Safe Work Method Statements (SWMS) for each project.

8.3 PRE START CHECKS

Personnel will conduct visual checks of vehicles and equipment before it's used. Minor defects that are not detrimental to the safe operation of the vehicle or equipment will be recorded in the equipment log book. Serious defects that are detrimental to the safe operational of the vehicle or equipment will be reported to the Supervisor and item will be tagged out until repairs are conducted.

8.4 OUT OF SERVICE TAGS

Out of Service tags are used on equipment deemed to be faulty and/or in an unsafe condition. The information must be clearly legible and specific to the fault, eg broken start switch, brakes not working, etc.

This tag can be removed by a competent person once repairs have been completed.

8.5 ELECTRICAL

All electrical equipment will be inspected prior to use, any equipment going on to a construction site will be tested and tagged every three months by a competent ticketed person. Electrical equipment will be substituted with battery powered equipment where practical. Items found to be damaged or require repair will follow the out of service process

8.6 DANGER TAGS

Danger tags must be placed on any equipment being worked on and there is a danger to the person working on that equipment if it's activated.

Examples: electrical equipment, engine compartment, pressure equipment, rotating equipment, brakes or under a vehicle.

The equipment must be isolated and tagged prior to working on it in accordance to the company isolation and tagging procedures.

Danger tags are "personal" tags and can only be removed by the person whose name is on the tag. Removal of the tag indicates that person is no longer working on that equipment. If the repairs are not completed the Out of Service tag will remain on the equipment to indicate it is unsafe to use.

Removal of personal Danger Tags by a person other than the person who placed the tag will result in disciplinary action.

8.7 HOUSEKEEPING

Work areas must be kept clean and tidy at all times; waste bins must be emptied regularly – before they overflow.

Amenities must be kept clean and left tidy after use.

8.8 REPORTING

Hazards, incidents and injuries must be reported verbally as soon as practical and followed by a written report will follow with 24 hours.

Notifiable incidents

The following incidents MUST be reported to the NT Worksafe:

- Death of a person
- A serious work-related injury or illness
  - Immediate treatment as an in-patient in a hospital
  - Immediate treatment for the amputation of a part of the body
  - Immediate treatment for a serious head injury
  - Immediate treatment for a serious eye injury
  - Immediate treatment for a serious burn

  - De-gloving or scalping
  - Immediate treatment for a spinal injury
  - Immediate treatment for the loss of a body function
  - Immediate treatment for a serious laceration
  - Medical treatment within 48 hours of exposure to a substance
- A dangerous incident
  - An uncontrolled escape, spillage or leak of a substance
  - An uncontrolled explosion, implosion or fire
  - An uncontrolled escape of gas or steam
  - An uncontrolled escape of a pressurised substance
  - Electric shock
  - The fall or release from a height of any plant, substance or thing
  - The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be design or item registered under the regulations
  - The collapse or partial collapse of a structure
  - The collapse or failure of an excavation or of any shoring supporting an excavation
  - The inrush of water, mud or gas in workings, in an underground excavation or tunnel
  - The interruption of the main system of ventilation in an underground excavation or tunnel

8.9 INCIDENT INVESTIGATION

The sole purpose of conducting an incident investigation is to determine the root causes of the incident and to identify corrective actions to prevent a reoccurrence. Evidence of this can be detailed in the Incident, Investigation form.

…. It's Not To Find Someone To Blame!!

Hazard, Incident and Injury reports all require some level of investigation. The level of investigation will be determined by the severity of the incident.

The investigations;

- are undertaken by a competent person;
- identify the factor(s) that led to the hazard, injury, illness, incident or other system failure;
  - Design Factors – poor systems design may result in exposure to hazards such as unguarded dangerous parts of machinery, ineffective safety devices or inadequate ventilation.
  - Environmental Factors – The production system environment has a direct effect on safety behaviour. How people function in the work environment depends on what they experience in it. The environmental factors may be both physical and psychosocial.
  - Behavioural Factors – behavioural factors can result in exposure to hazards. Examples of behavioural factors are the misuse of safeguards, the improper use of tools and equipment, ignoring cautionary notices, failure to wear personal protective equipment, horseplay or poor standards of housekeeping.
- recommend appropriate corrective actions to be taken;
- involve site/senior management as appropriate; and
- prompt a review of company processes/procedures and work instructions/SWMS where required.

Corrective actions resulting from inspections, incident investigations, hazard reports, internal audits or other processes are recorded within the Actions Register and monitored. The corrective action process sets target completion dates and assigns responsibility for implementing and reviewing the effectiveness of corrective actions.

8.10 HEALTH MONITORING

NT Scaffolds provides health surveillance for workers, who have been identified in workplace risk assessments as:

1. Having a significant risk to health from one of the hazardous substances listed in:
    a) Schedule 10 Prohibited carcinogens, restricted carcinogens and restricted hazardous chemicals
    b) Schedule 14 Requirements for health monitoring(Regulations 368, 370 and 406) Table 14.1 Hazardous chemicals (other than lead) requiring health monitoring of the Work Health and Safety Regulations;
    c) Schedule 15 Hazardous chemicals at major hazard facilities or
2. Having a significant risk to health from any of the following:
    a) Excessive occupational noise and/or vibration;
    b) Working with allergens and irritants;
    c) Working with Class 3B or 4 lasers;
    d) Working in a confined space;
    e) Using self-contained breathing apparatus;
    f) Exposure to biological pathogens, including vaccinations;
    g) Exposure to hazardous levels of non-ionizing radiation (e.g. ultraviolet light),
    h) Absorption of radioactive materials; or
    i) Visually demanding tasks;
    j) Manual handling competency/strength.

Inspection, measuring and test equipment related to health and safety is carried out by suitably qualified external parties. Inspection, measuring and test equipment will be checked that they are identified, calibrated, maintained and stored in line with the manufacturer's specifications.

Monitoring/ Surveillance of workers and workplaces with be carried out by a suitable qualified and trained person and will be carried out as per the requirements set be each monitoring/surveillance program.

The results of health surveillance/ exposure to a substance or situation of a worker will be communicated to the worker in writing.

Management of dangerous goods/hazardous substances on the project/site as detailed within the relative SDS and SWMS.

9 EMERGENCY PREPAREDNESS

An emergency is a situation that harms (or threatens to harm) people, property or the environment

NT Scaffold assess each potential situation in the workplace and/or on site, in line with the HIRAC process

Identify hazards – What has the potential to cause harm?

- Fire / Explosion / Spill / Gas Leak / Structural Failure / Medical / Natural Event – cyclone, flood, lighting, storm / Impact event - road, rail, aircraft / Subversive activities – bomb threat, vandalism, sabotage

Assess the hazards and their risks - What is the likelihood and consequence of this situation occurring?

- Nearby workplaces that can increase likelihood and consequence of a situation from happening

- Current or future works that could increase outcome of situation

Determine and implement controls *in accordance with the hierarchy of hazard control*

- Eliminate/ Substitute/ Isolate/ Engineer/ Administration/ PPE

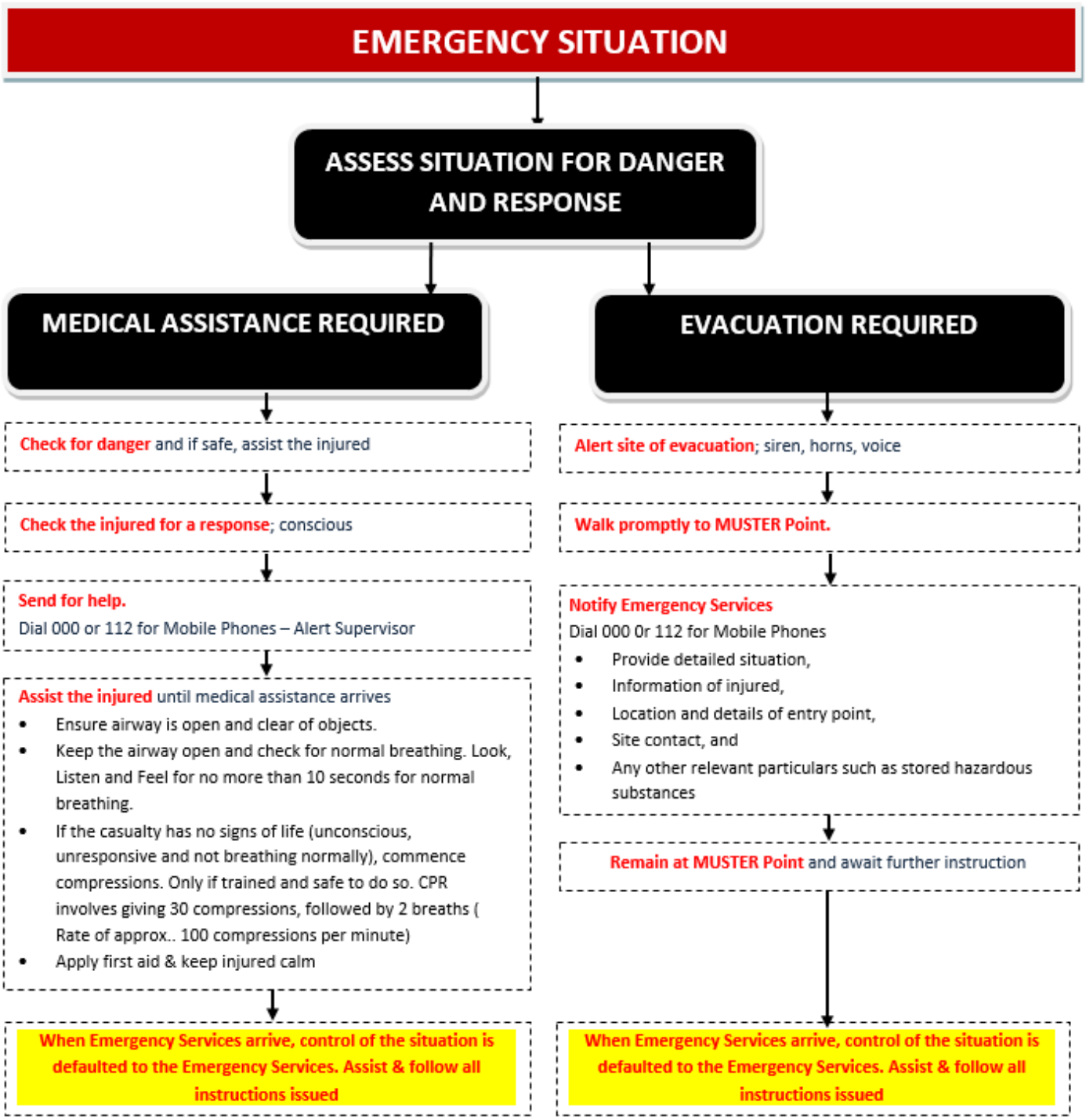
Implement the controls *actions taken to reduce the situation from happening or to control it as best as practicable if the situation was to occur*

Monitor and review controls *in place to ensure they are effective and have not created any subsidiary hazards*

- Conduct and discuss emergency drills and scenarios to improve controls. These should be conducted annually at a minimum and their effectiveness evaluated and corrective actions taken where necessary.

Emergency arrangements are communicated at company induction and site specific project inductions to all workers and visitors. Emergency preparedness sections within SWMS are specific to task in the event controls fail resulting in an incident. Toolbox talks and site signage are another ways of keeping workers aware of these arrangements.

Designated emergency personnel receive training as detailing in training matrix as identified in the Emergency Assessment for allocated emergency response responsibilities and the degree of risk.



9.1 TRAUMA COUNSELLING

Workers exposed to a critical incidents will be provide assistance, this process includes:

- defined roles for the coordination and initiation of critical incident response;
- rehabilitation of injured workers;
- employee assistance/counselling, including trauma counselling; and
- review of incidents to ensure critical incident response procedures are effective.

Although every endeavour will be made to prevent incidents from happening we must remain vigilant and have in place appropriate emergency response procedures. As a minimum the following will apply.

9.2 FIRST AID

Every work group should have a person trained in first aid. First aid kits will be located at all work sites and in all company vehicles. First aid kits will be checked by external providers at least bi-annually

FIRST AID ACTION PLAN

1. Raise the Alarm (000)
2. Danger
3. Response
4. Airway
5. Breathing
6. Circulation
7. Report incident and investigate

9.3 FIRE

Fire hazards will be reduced to a minimum. All worksites will have a fire risk assessment conducted to determine the type, quantity and best location for fire extinguishers. Fire extinguishers will be checked bi-annually by external provider. Permanent employees will undertake basic firefighting training as a minimum.

FIRE ACTION PLAN

1. Raise the alarm (000)
2. Secure the area
3. Call for back up
4. If safe to do so approach with extinguisher and apply to fire
5. If not safe to approach clear the area and wait for emergency services
6. Report incident to Management
7. Investigate

9.4 SPILLS

Spill kits will be in place in place as required and basic level of training provided to all permanent employees.

SPILL RESPONSE PLAN

1. Raise the alarm
2. Identify product – refer SDS
3. Approach with caution, ensure correct PPE
4. If possible stop or control the leak
5. Contain spill
6. Report incident to Management and EPA (if required)
7. Clean up
8. Investigate

9.5 EVACUATION

In the event that people are required to be evacuated from the immediate area, assemble at the nearest and safest muster point up wind of the incident.

Emergency plans will be developed and tested in practice at least annually.

Site specific emergency plans will be explained at induction to site.

9.6 INJURY MANAGEMENT

NT Scaffolds are committed to strive for an injury free and healthy workplace. In the unforeseen event where a person is injured at work we will ensure every effort is made to manage the injury with compassion and diligence.

The first priority will be to ensure appropriate medical attention is provided, secondly a practical and effective return to work program will be established with the assistance of an injury rehabilitation provider to ensure the best possible recovery.

Each injury will be dealt with on a case by case basis.

9.7 INCIDENT MANAGEMENT

All incidents including near hits are to be reported using the NT Scaffolds Hazard report form. Incidents of a serious nature will be investigated by the Supervisor WHS Rep with a view of finding something to fix rather than someone to blame. All key personnel will undergo incident investigation training.

Where a person is injured and requires time off work, they will be provided with external assistance to help manage their injuries and return to work as soon as practical after the event.

Incidents will be entered into the Actions register and updated as actions are closed out.

10 MONITORING AND MEASURING

The company WHS performance standards will be measured and monitored on a quarterly basis and those statistics / performance measures discussed at the quarterly management review meeting. The WHS Representative is responsible for updating and maintaining these records.

Where personnel work with hazardous substances on a regular basis their health will be monitored through regular medical checks and the results passed onto the employee.

10.1 AUDITS

A full system audit will be conducted within 6 months of the system being fully implemented and further supported by regular internal surveillance audits aimed at high risk areas of the business and management system. Results of the audits will be provided to the Director for review and action as required.

The results of the audits will also be discussed at management review meetings.

11 MANAGEMENT REVIEW

Management review meetings will be held to evaluate the overall effectiveness of the NT Scaffolds WHS Management System.

The management review meeting will be attended by The Director, Supervisors and WHS Representative and focus on key elements of the system including Objectives and Target.