Section 86 Committee of Management - Halls, Community Centres and Recreation Reserves

OH&S Safety Pack
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1. USE OF SAFETY PACK

This Safety Pack provides Committees of Management with a safety system to assist with providing a safe workplace/environment and meet legislative requirements.

Having and using a documented Occupational Health and Safety (OH&S) system will assist to prove that all reasonable precautions are taken to protect the health and safety of all persons.

The information within the Safety Pack:

- outlines a common understanding and consistency in the way work is done. (i.e. all work is preformed safely, managing existing and/or potential hazards as well as eliminating risk taking behaviour);

- demonstrates safety must be a strategic part of all undertakings;

- may be used in meetings where OH&S is a regular agenda item and allow for review of procedures to keep them up to date;

- provides practices and procedures for the reporting and controlling of hazards and incidents;

- provides an easy process to communicate to new members the required safe work practices; and

- provides methods of recording information through use of forms and checklists ensuring processes and reporting requirements are completed appropriately and provide a method for communication, review and audit.

It also provides practical information to assist with the safety and health of all Committee volunteers and the public.
2. VOLUNTEERING

2.1 Introduction

OH&S is concerned with protecting the safety, health and welfare of people engaged in work whether that is through volunteering or employment.

Volunteers, like other workers, face a wide range of possible risks and injuries from carrying out work. Such injuries may be physical or psychological and can result from common activities carried out by volunteers undertaking community services.

Community support and involvement is vital to the successful development and running of Council facilities. As a volunteer you have the right to feel healthy and safe.

This Safety Pack is a guide to the roles and responsibilities of the Committee in operating in a diligent and effective manner. It also contains advice on how to best carry out tasks to assist you in the duties you have accepted in becoming members of the Committee. References to `workplace' throughout this document means the place where you undertake your work as a volunteer for Council, usually being the area you are delegated to manage by Council. References to `employee' and `staff' also includes you in your capacity as a volunteer.

Should you have any questions or concerns in relation to OH&S or this Safety Pack, please do not hesitate to contact the Committees and Cemeteries Operations Officer.

2.2 Urban "Myths" about OH&S

The below statements are Myths and are inaccurate assumptions regarding OH&S responsibilities and requirements:

- OH&S responsibilities can be passed on to other parties.
- A contractor is responsible for their own safety.
- Using an expert contractor removes any responsibility for OH&S.
- The monitoring of contractors is only Council’s responsibility and not the responsibility of the Committee of Management who engaged the contractor.
- Contractors are responsible for their subcontractors.
3. OH&S RESPONSIBILITIES

3.1 Legislation

Under Section 86 of the *Victorian Local Government Act 1989*, Council may establish a Special Committee to ‘act for and on behalf of Council’ for a range of purposes. ‘Acting for and on behalf of Council’ means your Committee is seen as an extension of Council and is therefore governed by the same requirements and legislation as Council, including Council’s obligations under the *Local Government Act 1989*, the *Occupational Health & Safety Act 2004* and various other legislative requirements as outlined within your Instrument of Delegation.

Greater Shepparton City Council (GSCC) often establishes Special Committees (also known as Committees of Management or Section 86 Committees) to maintain and manage community facilities.

3.2 Duty of Care

Everyone has a duty of care for safety, its law.

Those responsible for a workplace have a duty to show “due diligence” to ensure, so far as is reasonably practicable in all of the circumstances, that no one suffers a risk to their health and safety from the carrying out of work or service. A breach of this duty may result in criminal prosecution or personal claims for damages. This may be from an individual and Council for a failure to manage health and safety where actions or omissions result in an injury or risk of injury to others.

3.3 Why does `Due Diligence’ have special significance?

`Due diligence’ is important as a legal defence for a person charged under Occupational Health and Safety legislation. Due diligence requires that all persons understand and carry out their legal duties, assess the risks and hazards in the workplace on an ongoing basis and take all reasonable precautions with respect to those risks to protect health and safety.

If an incident occurs and if charged, a defendant may be found not guilty or the consequences reduced, if it can be proved that due diligence was exercised. But even more importantly, the result will be a safe work place for all persons, by applying a due diligence process.

Within this Safety Pack you will see these symbols.

- This indicates an action or process to be completed, that will assist with ensuring a Due Diligence process.
- This indicates a document or form is available that will assist with ensuring a Due Diligence process.
- This indicates hints or comments.
3.5 OH&S Policy Statement

Greater Shepparton City Council (GSCC) is committed to conducting its business activities in such a manner so as to protect the safety of all employees, contractors, volunteers and public.

GSCC management is committed to continual improvement aimed at the elimination of work related injury and illness.

Workers will undertake activities in accordance with the Occupational Health and Safety Act 2004, respective Codes, Regulations, Codes Of Practice, Statutory Requirements, GSCC Safety Procedures and Local Laws relevant to the nature of the work being undertaken.

GSCC is dedicated to reflecting our core Values

Respect first, always       Take ownership       Courageously lead
Working together           Continually innovate   Start the celebration

We will use these values and beliefs to achieve our safety commitment:
• in our systematic management of health, safety and wellbeing
• To provide a safe work environment
• To identify and provide appropriate training, work instructions and safe work practices for all workers
• By inducting workers to required safe work practices and procedures prior to commencing work
• Consulting with workers in identifying workplace hazards and implementing safety improvements
• Identifying and providing effective and quick resolution of health and safety issues in the workplace
• Providing resources to support the Occupational Health & Safety Committee and Health & Safety representatives
• Pro-actively monitoring all work practices and environments to implement preventative actions to minimise the risk of incidents
• Conducting regular compliance audit programs to ensure adherence to Council and regulatory requirements
• Implementing strategies that will positively affect the wellbeing of workers
• Seeking an undertaking from employees, volunteers, contractors and others to follow established occupational health and safety procedures, to take responsibility for their own actions and not put themselves or others at risk.

This Occupational Safety Policy is supported by the Executive and all employees.

Peter Harriott
Chief Executive Officer
Greater Shepparton City Council
3.6 My Safety OH&S Policy and Procedures

“My Safety” is Greater Shepparton City Council’s occupational health and safety management system and is a formal framework for integrating safety into day-to-day operations and includes responsibilities and authorities, rules and procedures.

The following documents are condensed version of the OH&S procedures contained in “My Safety” and include information about the importance of safety and defines how safety-related procedures are to be implemented. Full copies of the Policies and Procedures can be viewed on Council’s website http://greatershepparton.com.au/council/council-documents/ohs-procedures

To be effective, the following OH&S procedures must be part of everyday practice for all employees and volunteers.

1. Asbestos Management

**Purpose**
To ensure appropriate procedures are in place where asbestos exists or is presumed to exist within a workplace or building to eliminate or remove workers exposure to asbestos.

**Actions Required**
- Identify areas where it can reasonably be expected workers could be exposed to asbestos
- Implement appropriate controls
- Maintain appropriate record management
- Consult with workers regarding asbestos management

**Procedure**

**Asbestos Control Measures**
- So far as reasonably practicable, the exposure of a worker to airborne asbestos fibres is eliminated.
- An asbestos management plan is developed for the workplace when asbestos has been identified or presumed present, or likely to be present.
- Workers that could be exposed to asbestos are provided appropriate controls measures for minimising the risk of exposure
- Regular training in the safe handling and identification of asbestos as to ensure competency of the workers to carry out this task
- Appropriate PPE is available for use

- Ensure contractors and other workers, prior to performing any works on buildings request and review the Council's asbestos register to identify if asbestos is present.
- Report any incident in which asbestos containing materials or suspected asbestos containing materials is discovered within any GSCC buildings or worksite.

2. Competency, Awareness and Training

**Purpose**
To ensure all employees possess the relevant competencies and knowledge to safely undertake tasks and operate plant.

**Actions Required**
- Identify training and supervision requirements of workers
- Assess workers competency
- Review training, competency and supervision requirements.

**Procedure**

Education, training, supervision and competency are important aspects to workers abilities to perform activities in a safe manner. The four areas combine to ensure workers are able to effectively and safely perform tasks or operate plant.

- Ensure persons are appropriately qualified, where required, to perform the work or operate equipment.
- Where qualifications are not required, ensure persons are competent to safely performing the work or operate equipment.
### 3. Drug and Alcohol Management

**Purpose**
To identify and eliminate the hazards and risks associated with the misuse of alcohol or drugs.

**Actions Required**
- Identify and manage safety risks in the work environment caused by the misuse of alcohol or drugs
- Inform and communicate to workers the risks of drug and alcohol use
- Offer organisational support and access to advice

Excessive alcohol use can affect workplace relationships, safety and productivity. Alcohol can also affect the general health and wellbeing of employees and impact on their family, friends and the wider community.

- Employees, volunteers and contractors are not to undertake any work whilst under the influence of alcohol or other drugs.

### 4. Electrical Safety

**Purpose**
Provide guidance on the safe use of electrical equipment.

**Actions Required**
- Conduct assessments on electrical items
- Testing and tagging of electrical items

**Procedure**
All workers planning or conducting work are required to identify, assess and control a potential electrical risk situation.

- All electrical works must be carried out by a qualified and licensed worker.
- Ensure all electrical appliances used have been tested in accordance with AS/NZS 3760 (Tested and Tagged) and on site equipment is placed on a regular testing schedule.

### 5. First Aid in the Workplace

**Purpose**
To provide guidelines and information on the provision of first aid facilities and personnel.

**Actions Required**
- Assess first aid requirements
- Ensure task appropriate first aid facilities are available to workers
- Ensure qualified first aid personnel are in place

- Ensure a first aid kit appropriate to the requirements is present and regularly checked and stocked.
- Assess the need to have members who are First Aid qualified.
- Ensure a Treatment Record book is kept in First Aid Kit.
  - This will identify hazards that have caused injuries.
  - Use book to document when the first aid kit was last checked

- First Aid Kit checklist
- Treatment Record book

See Appendix 4.17 First Aid Treatment Record Book
See Appendix 4.18 First Aid Checklist
### 6. Emergency Preparedness Response & Operational Control

**Purpose**  
To ensure procedures are in place to manage emergencies.

**Actions Required**
- Ensure emergency procedures and personnel are in place
- Conduct and record emergency drills
- Ensure appropriate and regular training of emergency personnel
- Review and audit.

Have a plan to deal with emergencies that may occur. The plan should include measures to be taken to eliminate or reduce the risk of emergencies occurring and information on the workplace including:
- Who is responsible for carrying out emergency procedures
- Ensure emergency signage is in place, review regularly
- Develop and implement emergency procedures for events and gatherings
- Perform emergency drills when required

- Emergency Identification Assessment.
- Emergency Drill Report Checklist

See Appendix 4.19 - Emergency Identification Checklist  
See Appendix 4.20 - Emergency Drill Checklist

### 7. Hazard Identification, Risk Assessment and Control

**Purpose**  
To identify processes, equipment and work areas that may cause injury to workers and visitors and to implement effective controls of the hazard.

**Actions Required**
- Identify hazards and implement effective control measures and document
- Audit and review

**Procedure**

**Hazard Identification and Risk Assessments**

Hazard identification is a thorough look at the workplace, work site, operating procedures, equipment, events to identify hazards, things, situations, processes that may cause harm, particularly to people.

- Complete the “Do we need to do a Risk Assessment?” form, identify with the Committee if a documented process should be completed.
- Contact Council Representative if hazards are identified and require assistance to address.

- Workplace Inspection Check List
- OH&S Risk Assessment Form
- Event organization safety checklist/Risk assessment

Terms like risk assessment or workplace inspection often confuse or panic people. Best done with a group, this process is simply:
- Identifying areas
- Tasks performed or
- Equipment used

Then identify what hazards could occur from them and implement measures to be put in place to eliminate or reduce the effects of that hazard.

The frequency and intricacy of hazard identification will depend on the venue or tasks performed and the likelihood and consequences of injury.

See Appendix 4.1 – Hazard Identification, Risk Assessment and Control  
See Appendix 4.2 – Do we need to do a Risk Assessment or Workplace Inspection?  
See Appendix 4.3 – Hierarchy of Controls
8. Hazardous Substances and Chemical Use

**Purpose**
Ensure the safe management of chemicals used.

**Actions Required**
- Identify and review chemicals used
- Record chemicals in chemical register
- Provide safety information and control measures for chemicals.

- All chemicals used must have a current Safety Data Sheet (SDS) available, “at point of use”.
  This is information on the chemical such as storage and first aid and Personal Protective Equipment (PPE) requirements.
- SDS must be kept current (within 5 years of issue date).
- Use only chemicals in original containers.
- Ensure appropriate PPE equipment is used

- Chemical Register

- Ask the supplier for a SDS or search the internet for the appropriate SDS
- Place all details of chemicals on the Chemical Register, this will assist with controlling and reviewing chemicals used.

See Appendix 4.4 – Chemical Register

9. Incident & Near Miss Reporting Procedure

**Purpose**
Ensure effective reporting and investigation of OH&S incidents, near misses and hazards.

**Actions Required**
- Ensure incidents, near misses and hazards are reported
- Investigate incident, near misses and hazards appropriately
- Implement appropriate corrective actions
- Report “WorkSafe Notifiable incidents”

- Ensure all persons report Incidents / Near Misses / Hazards
- Place in register
- Copy to Council Representative
- Implement safety control actions from reports received
- Review regularly

- Incident / Near Miss / Hazard report form
- Incident / Near Miss / Hazard Register

A fundamental component of any accident prevention program is good, reliable accident reporting. If minor injuries, near misses or hazards are reported it gives an opportunity to intervene and prevent more serious injury. Your minor trip may be the next person’s twisted ankle or worse. Similarly if you are finding it difficult to safely get the box down from top of the cupboard, it may be only a matter of time before you or a colleague is injured.

See Appendix 4.5 - Incident / Near Miss/ Hazard Register
### 10. Needle Stick / Bodily Fluids Safety and Worker Immunisation

**Purpose**
To ensure minimum risk to workers, where work activities lead to an increased exposure to vaccine preventable diseases.

**Actions Required**
- Identify areas where workers health may be at risk due to the nature of their duties

**Procedure**
Identify workers who could be reasonably exposed to needles or bodily fluids within the workplace. Appropriate measures must be in place to minimise risk to workers of contracting a communicable disease.

- Are persons exposed to needles or bodily fluids within the workplace? Are procedures and equipment in place to:
  - Pick up discarded needles
  - Clean human waste matter
- Have kits available that contain appropriate equipment, gloves, tongs and instruction sheets on cleaning up blood or picking up needles.
- Council provides Needle Stick disposal containers

See Appendix 4.6 – Handling Needles

### 11. Prevention of Manual Handling Injuries

**Purpose**
To minimise manual handling risks by identifying and implementing improvements.

**Actions Required**
- Identify manual handling risks
- Implement effective control measures
- Review and monitor effectiveness.

**Procedure**
Tasks performed by workers are to be assessed to identify tasks that involve manual handling and put in place control measures to eliminate or reduce the risk of injury to a worker.

- Identifying manual handling tasks that may be performed by volunteers and Committee members should considered and documented in the risk assessment process.

Manual handling is one of the most common causes of injury at work and causes over a third of all workplace injuries which include work related Musculoskeletal Disorders (MSDs) such as upper and lower limb pain/disorders, joint and repetitive strain injuries.

See Appendix 4.7 – Manual Handling
12. **OH&S CONTRACTOR MANAGEMENT**

**Purpose**
This procedure outlines the occupational health and safety (OH&S) requirements for the management of contractors engaged to perform tasks or services.

**Actions Required**
- Determine the OH&S requirements for the task or service
- Request, receive and evaluate contractors OH&S systems or processes
- Audit and monitor contractors OH&S compliance.

**Procedure**

Contractors engaged by GSCC are required to have a clear understanding and commitment to their OH&S obligations and responsibilities when fulfilling a contract.

**Working with Contractors**
- Council requires that all contractors working on Council assets are aware of the Legislative and Council OH&S requirements. This process can be achieved by having contractors complete Council's General OH&S Online Induction Course.
- Committees of Management must ensure the contractor they are using has been inducted. All inducted Contractors are included on Council's Contractor Supplier List. As this list is a large and changing document, please contact your Council contact to obtain a contractor from the current list.
- **Working with Volunteers**
  - Committee members or other members of the community may volunteer to do some work on a facility. Committees have a duty of care to all volunteers to provide a safe working environment, as would be provided to an employee or contractor. At the same time, it is the volunteer's obligation to take ownership of their own personal safety and the safety of others.
  - Contractors must also provide Committees with a documented Safe Work Method Statement (SWMS) (A list of jobs and how they will be performed safely) for any tasks to be done that are considered hazardous or contain risks to individual's safety. Committees should ensure tasks undertaken by contractors follow the safety control measures as supplied.

**Induction Handout for Contractors 3 fold**

As with Committees, contractors must know the rules under which they must operate. An induction is a process by which this occurs.

See Appendix 4.8 – Online OH&S General Induction Course

13. **Smoke Free Workplaces**

All work sites and buildings are smoke free.
14. Working at Heights

**Purpose**
Ensure the safety of individuals required to perform any work at height.

**Actions Required**
- Identify all tasks that could involve persons falling or being struck by falling objects
- Conduct risk assessments for all tasks involving working at height
- Implement control actions to eliminate or reduce associated risks
- Ensure appropriate testing, maintenance or use of equipment necessary for working at heights
- Audit and review.

**Procedure**

*Where ever possible performing tasks above 2 metres is to be avoided.*

GSCC is committed to providing a safe working environment and safe systems of work and to ensure that workers working at heights are protected from any risk of falling, potentially being struck by objects or subjected to other risks as a result of working at heights.

- Contractors must supply documented SWMS for any work to be done, where a fall of two metres or more is possible.

**Implement Control Methods**

**Risk Control Hierarchy**
The hierarchy of control is a sequence of options which offer you a number of ways to approach the hazard control process.

Implement the best measure possible working your way down the list, to prevent a fall from more than two metres:

- **Option 1** - Working on the ground or solid construction.
- **Option 2** - Using a passive device such as scaffolding; temporary, step or elevating work
- **Option 3** - Platform; order picking forklift; forklift with mounting cage; guard railing; safety mesh; or building maintenance unit.
- **Option 4** - Using a work positioning system such as an industrial rope access system or travel restraint system.
- **Option 5** - Using a safety net, catch platform or safety harness system.
- **Option 6** - Use a fixed or portable ladder or administrative measures

See Appendix 4.9 – Safe Use of Ladders

15. Working during Extreme Weather

**Purpose**
Identify environmental hazards faced by workers performing duties.

**Actions Required**
- Identify environmental hazards for workers
- Implement effective control measures
- Audit and review.

**Procedure**
Assessments are to be conducted to identify effect on workers from possible extreme weather conditions. Consider:

- Workers exposure to Ultra Violet (UV) index levels of 3 and above or adverse cold weather
- PPE requirements
- Procedures to deal with extreme weather days
- Radiant heat and “one off” or consecutive hot periods
- Access to shade and water

- Develop Sun Smart policies for working out doors. Wear broadbrim or bucket hats and clothing that protects exposed skin.
- Provide sun screen for outdoor work

See Appendix 4.10 – Sun Safety
16. Permit Activities-Work in Confined Spaces and Hot Works

**Purpose**
Provide a safe working environment when working in confined spaces or whilst performing hot works (any process that can generate significant heat or sparks including cutting and welding involving use of portable gas or arc welding equipment or involve soldering, grinding or any other similar activities producing a spark, flame or heat) in any GSCC building.

**Actions Required**
- Identify confined spaces where workers are likely or intended to enter
- Assess the risks of those confined spaces
- Issue permits for workers entering confined spaces or performing hot works
- Actively monitor confined space work and hot works.

**Procedure**

**Hot Works**
There needs to be a raised level of awareness when undertaking hot works in or on buildings to ensure an incident does not quickly get out of control.

An application for a **Hot Work Permit must be made prior to the commencement** of any procedure that requires hot work to be undertaken in or on any building.

- Ensure permits are completed and works monitored for any hot works tasks.
- Copy of permit to Council, prior to works.

- **Hot Works Permit**

“Hot Work” is an operation involving open flame operations, abrasive grinding and cutting, welding, thermal or oxygen cutting or heating and other related heat producing or spark producing operations.
This procedure applies to all persons undertaking hot work at Council facilities.

See Appendix 4.27 – Hot Works Permit

17. Working without Support Systems

**Purpose**
Provide a safe working environment by ensuring workers have effective support systems and processes in place.

**Actions Required**
- Identify areas where work is conducted alone or in isolation
- Implement effective

**Procedure**
While it is not always hazardous to work alone, it can be when other circumstances occur. Whether a situation is a high or low risk will depend on the location, type of work, interaction with the public, or the consequences of an emergency, accident, injury, etc.

- Identify when persons could be exposed to situations that could expose them to dangerous occurrences.
- Provide procedures and control measures when persons may be required to work alone. Provide check in systems, “Buddy up” or even duress systems to ensure a support system is available in case of emergencies.
18. Bullying and Harassment

**Purpose**
To provide a workplace that is free from bullying and proactive in assessing potential threats and acts of violence upon workers or visitors.

**Actions Required**
- Encourage and necessitate appropriate workplace behaviour
- Identify areas where workers may be exposed to threats or acts of violence
- Implement appropriate control measures to eliminate or reduce exposure to acts of violence

**Bullying**
Workplace bullying is defined as repeated, unreasonable behaviour directed towards a worker or group of workers that creates a risk to their health, safety or wellbeing and is directly related to the workplace.

Bullying differs from harassment and assault in that the latter can result from a single incident or small number of incidents, whereas bullying tends to be an accumulation of incidents over a long period of time. A single incident of unreasonable behaviour or harassment may have the potential to escalate into bullying and therefore should not be ignored.

- Contact Council for advice on suspected bullying or harassment.

See Appendix 4.11 – Bullying and Employee Assistance Program
4. APPENDICES

4.1 Hazard Identification, Risk Assessment and Control

Taking a systematic approach

Similar to managing other aspects of your operations, if you deal with health and safety systematically, you are more likely to be protecting your volunteers and meeting your legal obligations.

You should identify the actions you need to take to remove or control the health and safety risks associated with the organisation’s work. This process is called risk assessment and control and should be done in consultation with your volunteers and employees (see figure below for a five-step process).

**Step 1: Identify the hazards**
Think of all possible causes of injuries or illness.
Get started by walking around the workplace and talking to your employees and volunteers.
Check records of incidents to identify problem areas.

**Step 2: Identify who could suffer injury or illness**
Include employees, volunteers, clients, contractors and visitors.

**Step 3: Prioritise the risks**
Prioritise risks according to:
- how likely it is that an injury or illness will occur
- if an injury or illness occurs, how serious it will be.

**Step 4: Take steps to remove or control risks**
Eliminate risks altogether if reasonably practicable to do so.
Otherwise change the risk to reduce it if reasonably practicable (eg substitute equipment or a system of work with less risk or isolate people from the risk).
Or change the way people work (eg reduce their time in contact with the risk or ask them to wear personal protective equipment).
Inform and train volunteers and employees about the risks and controls.

**Step 5: Review**
Review your risk assessments and control measures to make sure they are up-to-date.
Identify hazards again if necessary.
### 4.2 Do we need to do a Risk Assessment or Workplace Inspection?

#### Do we need to do a risk assessment or workplace inspection?

<table>
<thead>
<tr>
<th>Tasks we do</th>
<th>Possible Hazards Yes / No</th>
<th>Consequences Low / Medium / High</th>
<th>Risk Assessment or inspection required Yes / No</th>
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**Equipment we use**

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**Venues we control**

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4.3 Hierarchy of Controls

Hierarchy of Controls

- **Elimination**: Physically remove the hazard
- **Substitution**: Replace the hazard
- **Engineering Controls**: Isolate people from the hazard
- **Administrative Controls**: Change the way people work
- **PPE**: Protect the worker with Personal Protective Equipment
4.4 Chemical Register

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<th>Chemical Name</th>
<th>SDS Date</th>
<th>Special storage requirements</th>
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</tr>
</tbody>
</table>
## 4.5 Incident / Near Miss / Hazard Register

<table>
<thead>
<tr>
<th>Date</th>
<th>Incident / Near Miss / Hazard</th>
<th>Details</th>
<th>Actions taken / Persons responsible for actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
### 4.6 Needle Handling

If you find a discarded needle:
- Do not try to replace the cap on the needle
- Pick up needle using tongs or gloves by the barrel of the needle
- Hold needle point away from you
- Place needle in the needle disposal container or thick plastic container with a lid, needle end first
- Ensure cap is secure on container
- Wash hands thoroughly

If you are pricked by a needle:
- Wash the area where you were pricked immediately with soap and water
- Ask for assistance to go to the nearest hospital immediately
- When able report the incident

Being pricked by a needle can be frightening. It is important to know that the risk is low for catching diseases, and most people will not get sick by being pricked by a needle. Risks include acquiring tetanus, or Hepatitis B or C. The risk of contracting HIV is extremely low as this virus cannot live in the air for very long.
4.7 Manual Handling

Manual Handling

1. Stop and Think

Do I need help?
Where is the load going?
Are there any aids to help me?

2. The Lift

Prepare the area
Test the load
Feet apart
Leading leg slightly forward
Hips and knees relaxed
Firm hold from below
Lead with your head as you lift
Keep movement smooth
Keep load close to your body
Reverse the procedure when lowering the load

3. Don’t

Overstretch
Twist
Lift loads which are too heavy
4.8 Online OH&S General Induction Course

**Online OH&S General Induction Course**
Contractors can complete the General Online induction course from anywhere using a standard Web Browser and takes about 20-25 minutes.

**INSTRUCTIONS**

**Web site for contractors:**
2. Enter the Course Code – necci101
3. Press the Start Course button and follow instructions

At the end of the course the contractor will receive a Certificate and Induction Card that must be cut out and signed. This completed card must be brought to the property on each visit and will be checked to see it is valid.

**A No Induction Card, No Entry policy must be applied.**
Failure to comply with this requirement will be treated as a breach of OH&S Policy and may result in the cancellation of works and/or contract. Further information may be obtained from your Council contact.

4.9 Safe Use of Ladders

The use of ladders and administrative controls are the least effective of the control measures and require a high level of supervision. Ladders must only be used when it is not reasonably practicable to use a higher level control measure.

Some tasks may be of a short duration, as in changing light globes and it may be impracticable to set up work platforms or scaffolding.

Before a ladder is used ensure:

- It is in good condition, inspected for faults and removed from service if damaged
- Is on firm, stable and level ground
- It is the correct height for the task to avoid reaching or stretching
- It is not too close or too far from the support structure. The distance between the ladder base and the supporting structure should be one metre for every four metres of working ladder height (4:1 ratio)
- It is secured from slipping or sliding and/or there is another person holding the base of the ladder
- It is not placed so that the weight of the ladder and any person using the ladder is supported by the rungs
- All the locking devices on the ladder are secure
- Materials or tools are not carried while climbing the ladder by using a tool belt or side pouch.
## 4.10 Sun Safety

<table>
<thead>
<tr>
<th>Health effects of UV radiation</th>
<th>The sun's UV radiation is the major cause of skin cancer and also the best source of vitamin D. Too much exposure to UV radiation can cause sunburn, skin damage and skin cancer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunscreen every two hours</td>
<td>It's estimated that if we reduce our lifetime exposure to UV radiation by just 20%, Australia would have about one third fewer cases of skin cancer.</td>
</tr>
<tr>
<td>Keep hydrated with water</td>
<td></td>
</tr>
<tr>
<td>Check your skin regularly. Any changes or abnormal moles contact your doctor immediately.</td>
<td></td>
</tr>
</tbody>
</table>
4.11 Bullying and Employee Assistance Program

Bullying can harm a person’s health and wellbeing. It can affect workplace productivity and efficiency and is not an acceptable part of our work culture.

As a volunteer of GSCC there are a number of Policies, Procedures and Programs in place to assist and support you in your role. Please refer to the Employee Code of Conduct and Prevention of Harassment, Bullying and Occupational Violence CEO Directives contained within your Induction Manual or contact your Council supervisor for support and assistance.

If personal or work issues are getting you down remember that you, as a volunteer of Greater Shepparton City Council, and the members of your immediate family, have access to Council’s Employee Assistance Program (EAP). EAP is a free, confidential and professional counselling service available 24/7. To make an appointment please call Council’s provider ‘Optum’ on 1300 361 008.
4.12 CPR Poster

**DANGER**
Check for danger to yourself, bystanders and patient.

**RESPONSE**
Check for response, talk and touch.

**SEND FOR HELP**
Call an ambulance on 000 or 112 from mobiles.

**AIRWAY**
Clear and open airway
- Adult/child – full tilt
- Infant – neutral head position

**BREATHING**
Look, listen and feel for breathing. If not breathing normally, start CPR.

**CPR**
Perform 30 compressions followed by 2 breaths.
- If unwilling/unable to perform rescue breaths continue chest compression.

**DEFIBRILLATION**
Attach automatic external defibrillator (AED) as soon as possible and follow it’s prompts.
4.13 If you are injured at work poster

If you are injured at work

1. Seek medical treatment
   The most important thing to do if you have a work-related injury or illness is to seek appropriate medical treatment.

2. Tell your employer
   You should report any work-related injury or illness to your employer as soon as possible. If you (or someone on your behalf) haven’t notified your employer in writing within 23 days of becoming aware of the injury, you may not be entitled to compensation.

   The easiest way is to record the details of your injury in the Register of Injuries at your workplace or, if you can’t access that, give your employer written particulars of your injuries.

3. Fill in and lodge a claim form
   You must lodge a WorkSafe approved claim form if you want to claim WorkSafe entitlements for a work-related injury or illness.

   By law, your employer can’t refuse your claim, and can’t dismiss you for making one.

   WorkSafe’s Injured Workers’ Guide and Claim Form 14 for workplaces without a WorkSafe insurance policy can be obtained online at WorkSafe’s website or by contacting WorkSafe’s Customer Services Department at the phone number provided on the website.

   If you’re unable to perform your normal duties, you’ll need a Certificate of Capacity from your medical practitioner. Give the completed Certificate of Capacity and your WorkSafe claim form to your employer as soon as you can.

   If your claim is for weekly payments, your employer is required to forward these documents to your WorkSafe Agent within 20 days of receiving them, and the Agent then has up to 28 days to accept or reject your claim.

   If you disagree with a decision relating to your claim, your employer, union, WorkSafe, or WorkCover Assist or WorkCover Assist may be able to help. You can also contact the Accident Compensation Conciliation Service on freecall 1800 835 393 or (02) 9944 1111 or conciliationservice.gov.au

4. Benefits & Support
   If you have a work-related injury or illness, you may be entitled to:
   - Reasonable costs for medical and like services
   - Weekly payments if you lose income or require time off work
   - A lump sum payment if you have a permanent impairment
   - An lump sum payment if you lose permanent income
   - Sine for damages at common law for injuries occurred on or after 20 Oct 1000

Return to work. Return to life.

Getting back to work after injury or illness is an important step in your recovery. Job satisfaction and social contact are some of the things you might miss when you aren’t at work.

The most important person in your recovery is you. Actively participating in your rehabilitation and talking regularly to your employer and doctor can help you recover and return to work.

Your employer contact:

Ph: __________________

To find out more about your rights and obligations as an injured worker, contact your WorkSafe Agent, visit Injury & Claims at worksafe.vic.gov.au or telephone WorkSafe’s Advisory Service on freecall 1800 136 009
4.14 Guide for insect stings and snake bites

Snake bite

- Seek immediate medical help. **Call 000 immediately**
- Don’t wash the skin, as traces of venom left behind might be needed by medical personnel to identify the snake.
- Use a pressure immobilisation bandage and splint the limb.
- If the person was bitten on the torso, make sure your bandaging doesn’t restrict their breathing.

Not all Australian snakes are venomous but you should follow the basic first aid techniques, just in case.

<table>
<thead>
<tr>
<th>Apply a broad pressure bandage over the bite site as soon as possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extend the bandage as high as possible up the limb.</td>
</tr>
<tr>
<td>Apply a splint</td>
</tr>
</tbody>
</table>

Bee sting

Remove the sting by sliding or scraping your fingernail across it, rather than pulling at it. Wash the area and apply ice to reduce the swelling. If the person has an allergy to bee stings, they can fall into a life-threatening state of anaphylactic shock. The only treatment is an injection of adrenaline. Immobilise the person, apply pressure to the bite and seek immediate medical help.

Red-back spider bite

Wash the affected area well and soothe the pain with icepacks or iced water. Do not bandage the area.

European wasp sting

Clean the affected area with soap and warm water. Use an icepack to reduce swelling and pain. Use pain-relieving medication and creams. Be alert for signs of anaphylaxis, which is a severe and life-threatening type of allergic reaction. Prolonged swelling at the site of the sting may respond to antihistamines – see your pharmacist for further advice.

What Are the Symptoms of an Insect Sting Allergy?

Symptoms of a severe insect sting allergy (called an anaphylactic reaction) may include one or more of the following:
• Difficulty breathing
• Hives that appear as a red, itchy rash and spread to areas beyond the sting
• Swelling of the face, throat, or mouth tissue
• Wheezing or difficulty swallowing
• Restlessness and anxiety
• Rapid pulse
• Dizziness or a sharp drop in blood pressure

Although severe allergic reactions are not that common, they can lead to shock, cardiac arrest, and unconsciousness in 10 minutes or less. This type of reaction can occur within minutes after a sting and can be fatal. Get emergency treatment as soon as possible.

**Always seek immediate medical help and call triple zero (000) for an ambulance in an emergency.** If the person collapses or stops breathing, you may need to apply CPR (cardiopulmonary resuscitation) until medical help arrives.

A mild allergic reaction to an insect sting may cause one or more of the following symptoms at the site of the sting:

• Pain
• Redness
• Pimple-like spots
• Mild to moderate swelling
• Warmth at the sting site
• Itching

People who have experienced an allergic reaction to an insect sting have a 60% chance of a similar or worse reaction if they are stung again.
4.15 Total Fire Bans

On Total fire bans:

- **No** slashing or mowing of non-irrigated sites such as drainage reserves, road reserves, native open space areas.
- **No** slashing or mowing at irrigated sites that are adjacent to non irrigated sites such as drainage reserves, road reserves, native open space areas for which there may be a risk of fire from the operation of machinery in the adjacent area.
- **No** works at all in native open space that have dense ground vegetation and significant tree canopy.

Care must be taken if required to drive a vehicle on or near dry grass and vegetation as there is a risk of ignition from vehicle from hot undercarriage.

Tools, equipment and other works:

There are to be **no** activities in open areas such as:

- Welding, grinding, charring / soldering or gas cutting / heating bitumen or any heat or spark emitting tools, equipment or works.

---

Total Fire Ban

Total Fire Bans are declared by CFA on days where fires are likely to spread rapidly and be difficult to control.
### 4.16 Contact Phone Numbers

<table>
<thead>
<tr>
<th>Contact Phone Numbers</th>
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<tbody>
<tr>
<td>Fire/Police/Ambulance</td>
<td>000</td>
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<tr>
<td>Fire/Police/Ambulance from a mobile with no coverage and you have a GSM / Next G™ mobile</td>
<td>112</td>
</tr>
<tr>
<td>Poisons Help Line (24hr)</td>
<td>131 126</td>
</tr>
<tr>
<td>Dial Before You Dig</td>
<td>1100</td>
</tr>
<tr>
<td>Powercor</td>
<td>132 412</td>
</tr>
<tr>
<td>G.V. Water</td>
<td>1800 454 500</td>
</tr>
<tr>
<td>Gas</td>
<td>1800 676 300</td>
</tr>
<tr>
<td>Telstra</td>
<td>132 203</td>
</tr>
<tr>
<td>WorkSafe Notifiable incident Line</td>
<td>132 360</td>
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### Other contact details

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact details</th>
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<tbody>
<tr>
<td>Greater Shepparton City Council Office (24/7)</td>
<td>(03) 5832 9700</td>
</tr>
<tr>
<td>Committees and Cemeteries Operations Officer</td>
<td>(03) 5832 9895</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety Telephone</td>
<td>(03) 5832 9771</td>
</tr>
<tr>
<td>Mobile</td>
<td>0417 535 314</td>
</tr>
<tr>
<td>Risk Management telephone</td>
<td>(03) 5832 9712</td>
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### First Aid Kit inspection register

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<th>Date checked</th>
<th>Checked by</th>
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**Guidance on Supplies record book:**
Details of supplies used from this kit must be recorded in this Treatment Record Book. This helps to both identify any common accidents and potential safety issues within the workplace, as well as keeping a clear account of any incident should you need to refer back to it.

No personal information regarding the incident is required, this is for information only.

**First Aid Kit Location**

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**Treatment Record Book**

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<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION OF INJURY.</th>
<th>SUPPLIES USED</th>
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<tr>
<th>DATE</th>
<th>DESCRIPTION OF INJURY.</th>
<th>SUPPLIES USED</th>
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### 4.18 First Aid Checklist (M10/102250)

**First Aid Kit Checklist (Low Risk)**

Check lists for first aid kits with specialist supplies may be required to be developed by work groups.

<table>
<thead>
<tr>
<th>Location of Kit: No/Reference:</th>
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<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY REQUIRED</th>
<th>TO BE RE-STOCKED</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCISSORS</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>FORCEPS</td>
<td>1pr</td>
<td></td>
</tr>
<tr>
<td>FIRST AID GUIDE</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>RESUS-O-MASK</td>
<td>3</td>
<td></td>
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<tr>
<td>DRESSING STRIPS (BAND AIDS)</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>SAFETY PINS</td>
<td>3</td>
<td></td>
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<tr>
<td>GLOVES</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PAPER DRESSING TAPE</td>
<td>2rl</td>
<td></td>
</tr>
<tr>
<td>CONFORMING BANDAGES</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>EYE PADS</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>ANTISEPTIC WIPES SKIN</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SALINE AMPOULES (Salt water)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>NON ADHESIVE DRESSING</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>TRIANGULAR BANDAGE SLING</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>ANTISEPTIC SPRAY</td>
<td>1bottle</td>
<td></td>
</tr>
<tr>
<td>GAUZE SWABS</td>
<td>3pk</td>
<td></td>
</tr>
<tr>
<td>BURN AID GEL</td>
<td>1tb</td>
<td></td>
</tr>
<tr>
<td>SPLINTER PROBES</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
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<td></td>
</tr>
<tr>
<td>TERMINAL BLANKET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WOUND DRESSING 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WOUND DRESSING 15</td>
<td></td>
<td></td>
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<tr>
<td>CREPE BANDAGE Lge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREPE BANDAGE SML</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTISEPTIC AMPOULES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTANT COLD COMPRESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHARPS CONTAINER</td>
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</tr>
</tbody>
</table>

Checked by

Name: __________________________ Signed: __________________________ Date: __________________________
### 4.19 Emergency Identification Checklist (M12/41624)

**Emergency Identification Checklist**  
Australian Standard 3745 Planning for emergencies in facilities

<table>
<thead>
<tr>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Work location:</td>
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</tr>
<tr>
<td>Persons completing emergency assessment:</td>
<td></td>
</tr>
</tbody>
</table>

No to any of the following indicates the emergency response plan is to be revised.

<table>
<thead>
<tr>
<th>EMERGENCY RESPONSE PLAN (ERP)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does your building have a detailed ERP that covers all parts of the facility?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have considerations for what type of emergencies might occur in the workplace or from outside the workplace when preparing the emergency plan?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 3. Does the ERP include co-tenants or other business groups within the building/area?  
  - Have they been consulted? |       |
  - Informed? |       |
| 4. Are specific procedures in place for critical functions such when other areas within facility are operating or not operating? |       |
| 5. Is the emergency response plan reviewed regularly or when site changes occur? |       |
| 6. Is the emergency response plan reviewed following an incident or emergency? |       |
| 7. Does the ERP contain all necessary information on fire evacuation, bomb threats, personal threat, medical emergencies, etc. |       |
| 8. Does the ERP detail the roles and responsibilities of all emergency personnel? |       |
| 9. Are emergency contact details included in the ERP? |       |
| 10. Does the ERP consider emergency response after hours? |       |
| 11. Do emergency personnel have coloured identifiers (hard hats or vests) during an evacuation so they are easily identified? |       |

<table>
<thead>
<tr>
<th>EVACUATION MAPS</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Are accurate evacuation maps prominently posted within buildings/rooms?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Do evacuation maps show exit routes, stairways, fire extinguishers, fire hose reels, fire hydrants, first aid kits?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Are evacuation maps clear for staff, clients and visitors to understand?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASSEMBLY AREAS</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Is your primary assembly area in a suitable location, easily identifiable to all persons?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Has a secondary assembly area been identified in case of complete evacuation?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY EQUIPMENT AND BUILDING SERVICES</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Is there an adequate emergency alarm system such as bells or whistles to evacuate persons?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Can the notification and/or alarm systems be heard in all areas? If not, are suitable alternative arrangements in place to notify all persons of an evacuation?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
19. Are all emergency exits clearly labeled and kept clear at all times? Yes No

20. Are all emergency equipment and facilities checked regularly including fire extinguishers, hose reels, emergency lighting and alarm systems? Yes No

**RESPONSIBILITIES**

21. Are there persons appointed who can declare a full evacuation? Yes No

22. Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. area wardens)? Are they identifiable as per emergency Preparedness Procedure? Yes No

23. Is there someone responsible for making sure all workers and others in the workplace (e.g. contractors, customers and visitors) are accounted for in an evacuation? Yes No

24. Is there someone responsible for notifying emergency services? Yes No

**BUSHFIRE DANGER RATINGS**

25. If you are located in a bushfire danger area, have you reviewed your existing fire risk controls to ensure they will be effective in bushfire danger conditions? Yes No

26. Have you reviewed workplace emergency evacuation procedures for days of declared fire ratings (e.g. code red catastrophic, extreme etc) to include matters such as:
   - safe exit routes (i.e. which roads are open and closed)
   - the closest designated ‘safe place’
   - employee access to reliable communication equipment

27. If you are located in a bushfire danger area, have your workers been trained in the bushfire emergency evacuation procedures? Yes No

28. If your workers are required to travel into areas where fire ratings such as code red or extreme may be declared, have you developed appropriate policies and procedures for when such declarations are made? Yes No

**FIRST AID**

29. Has first aid equipment been provided for the workplace? Yes No

30. Have an adequate number of workers been trained to administer first aid in the workplace? Yes No

**TRAINING**

31. Have all Emergency personnel been trained in their duties? Yes No

32. Have wardens have been instructed in their responsibilities with respect to co-tenants? Yes No

33. Do members of the Emergency personnel receive training annually the following:
   - Warden roles and responsibilities Yes No
   - Building Safety. Yes No
   - Fire drills and fire prevention measures. Yes No
   - Evacuation and assembly priorities and procedures. Yes No
   - The R.A.C.E system of fire safety. Yes No
   - Fire, bomb threats and other emergencies. Yes No
   - Fire extinguisher use P.A.S.S. system Yes No

34. Do new staff receive a briefing of their role in an emergency? Yes No
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>35. Are training logs retained for all emergency response training and awareness sessions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Is there a schedule for providing wardens and staff with regular training sessions?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>HAZARDOUS OR FLAMABLE SUBSTANCES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37. Have all areas where flammables are kept been identified within the emergency plan?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>o Procedures in place to be followed by staff within these areas?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>38. Are current safety data sheets available for all hazardous chemicals on site?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>39. Are all hazardous chemicals labelled and stored in a safe manner</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>40. Are appropriate fire fighting kept in these areas?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>EVACUATION DRILLS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41. Are evacuation drills conducted at least annually?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>42. Is a debrief held following an incident or drill, and are the results documented?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Trim M10/100470)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NOTES</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All completed assessments are to be saved to:
Trim 46/544/0004  Human Resources - Occupational Health & Safety
(OH&S ) – Evacuation plans (Within the appropriate Department sub folder)
# Evacuation Drill or Lockdown Report Checklist

<table>
<thead>
<tr>
<th>Name of person completing form</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time of drill</th>
<th>Time taken to evacuate/lockdown all persons</th>
<th>Was alarm activated i.e Horn, bell, whistle?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were emergency services notified?</th>
<th>Yes / No</th>
<th>If Fire brigade attended, what was response time?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of persons in building at time of evacuation/lockdown</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where all persons evacuated/lockdown successfully / appropriately?</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not why?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where persons with disabilities, elderly, those unable to walk, evacuated/lockdown successfully?</th>
<th>Yes / No / N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not why?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were the following items used / taken during evacuation/lockdown?</th>
<th>Emergency Plans (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No</td>
<td>Yes / No</td>
</tr>
<tr>
<td>First Aid Kit / Medications</td>
<td>Emergency Plans (If applicable)</td>
</tr>
<tr>
<td>Sign in book</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Emergency Kit</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
</tr>
<tr>
<td>Gate / access keys</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Did all persons evacuate to the assembly area or were restricted to lockdown area?</th>
<th>Yes / No / N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not why?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were there any issues with items taken / used during evacuation/lockdown?</th>
<th>Were all items such as medications, first aid supplies and food within the expiry or past due date?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Were all rooms and surrounds appropriately checked to ensure all persons were evacuated / lockdown?</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was someone appointed to main entrance to prevent persons entering the building?</td>
<td>Yes / No / N/A</td>
</tr>
<tr>
<td>Did anyone re-enter building before all clear was given?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Were wardens clear on roles?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>If no, why?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List any problems / issues to be raised or changes required.</th>
<th>Changes to procedure or actions required</th>
<th>By who</th>
<th>By when</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Trim to Container -46/544/0010 Workplace Inspections and Site Drills (Appropriate Department sub folder)
- Record Date completed in Elumina
# 4.21 Workplace Inspection Checklist (M10/50803)

## Workplace Inspection Checklist

<table>
<thead>
<tr>
<th>Worksite Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons completing inspection</td>
<td></td>
</tr>
</tbody>
</table>

When doing an inspection, refer to the last completed inspection report as a guide to problems previously identified and ensure they have been addressed since previous inspection.

**STEP 1** Record any identified hazards within specific areas, on inspection checklist.

<table>
<thead>
<tr>
<th>Location – General work area</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSCC “Safety Information Boards” on displaying</td>
<td></td>
</tr>
<tr>
<td>OH&amp;S policy displayed (M10/108568)</td>
<td></td>
</tr>
<tr>
<td>WorkCover “If you are injured Poster” (M11/19262)?</td>
<td></td>
</tr>
<tr>
<td>Health and Safety Representatives (HSR’s) displayed (M10/50794)</td>
<td></td>
</tr>
<tr>
<td>Accident/Incident forms available?</td>
<td></td>
</tr>
<tr>
<td>Hard copies are only required where internet access is not available. If hard copies required place in GSCC “Safety Board”. (M10/102423)</td>
<td></td>
</tr>
<tr>
<td>Emergency Evacuation Procedures displayed</td>
<td></td>
</tr>
<tr>
<td>Material Safety Data Sheets (MSDS’s) available</td>
<td></td>
</tr>
<tr>
<td>MSDS’s are current (within 5 years of issue date).</td>
<td></td>
</tr>
<tr>
<td>Chemicals kept in containers as provided by manufacturer</td>
<td></td>
</tr>
<tr>
<td>Containers appropriately labelled</td>
<td></td>
</tr>
<tr>
<td>Protective clothing/equipment (PPE) available/used</td>
<td></td>
</tr>
</tbody>
</table>
## Location – Housekeeping and Storage areas

Look at the physical environment of workers. It is important to not only identify within areas the housekeeping practices of workers but also if a storage requirement for items is sufficient and used correctly.

<table>
<thead>
<tr>
<th>Storage areas sufficient?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work areas free from rubbish &amp; obstructions</td>
</tr>
<tr>
<td>Free from slip/trip hazards / Aisles unobstructed/Floors around shelves and racks clear</td>
</tr>
<tr>
<td>Items stored correctly in storage areas.</td>
</tr>
<tr>
<td>Heavier items stored correctly.</td>
</tr>
<tr>
<td>Safe means of accessing high shelves</td>
</tr>
<tr>
<td>Trolleys or lifting equipment available where required</td>
</tr>
</tbody>
</table>

## Electrical Items

Look at the all electrical equipment and leads.

| All electrical items tested and tagged |
| No frayed or defective leads |
| Power tools in good condition |
| Power boards not overload |

## Stairs, Steps And Landings

Looking at entrances and exits.

| No worn or broken steps |
| Handrails in place and in good repair |
| Clear of obstructions |
| Non-slip treatments/treads in good condition |
Step 2: Enter all identified hazards into the below Inspection Report or into a facility Risk Register.

**WORKPLACE INSPECTION REPORT**

Use the table to identify the “risk” of the identified hazard.

- **Likelihood =** The probability of an injury.
- **Consequences =** The possible result of the hazard.

<table>
<thead>
<tr>
<th>HAZARD</th>
<th>RISK</th>
<th>RISK CONTROLS REQUIRED</th>
<th>BY WHOM</th>
<th>BY WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</table>
## Workplace Inspection Checklist

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Risk Controls required</th>
<th>By whom</th>
<th>By When</th>
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</thead>
<tbody>
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</table>

**IDENTIFIED HAZARDS**

<table>
<thead>
<tr>
<th>Medium</th>
<th>Low</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
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<tbody>
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</tbody>
</table>

**MySafety**
Greater Shepparton City Council

OH&S Safety Pack
Section 86 Committees of Management – Halls, Community Centres and Recreation Reserves V2
Workplace Inspection Checklist

<table>
<thead>
<tr>
<th>Medium</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3** Provide completed document to facility manager or GCCC Responsible Officer to endorse

<table>
<thead>
<tr>
<th>Facility manager or GCCC Responsible Officer signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4</th>
<th>Trim document and work flow to appropriate persons for actions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim Workplace Inspection Checklist and Report to container:</td>
<td></td>
</tr>
<tr>
<td>46/544/0010 within appropriate facility <strong>sub container</strong></td>
<td></td>
</tr>
<tr>
<td>Workflow inspection report, with the required corrective actions to the person responsible for correcting the hazards</td>
<td></td>
</tr>
</tbody>
</table>

**Step 5** Record date of inspection in the Workplace Inspection Register.
TRIM M11/37959 Worksite Inspections Register.
4.22 Event Management Plan (M11/22251)

MySafety
Greater Shepparton City Council

Event Management Plan
Template

Event Name:
Date of Event:
Contact Name:
Contact Number:

A copy of the Event Management Plan should be retained by the event organiser for use on the day of the event.

Last updated: September 17, 2013
Introduction

By completing an Event Management Plan (EMP) event organiser’s carry out their legal duties in the management of events in regards to the health and safety of all participants. It will identify and ensure a plan is in place to manage foreseeable risks associated with the staging of the event.

Greater Shepparton City Council is committed to ensuring the health and safety to anyone staging an event in the region.

Expectations and commitments regarding events within the region.

- GSCC expects event organiser’s for any event staged to complete an EMP.
- All stakeholders participate through consultation to deliver a safe and successful event.
- The ultimate goal is to stage a successful event with no harm to people or damage to the environment and property.
- Please consider equal access for all participants at your event.
- When completing the Event Management Plan please answer all questions. If the question is not applicable to your event please mark N/A.

Should you require any assistance completing the document, please contact GSCC.

For more information refer to the Worksafe Victoria - Advice for Managing Major Events Safely.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Yet to be addressed</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Event Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Contact during event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Road Closures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Security and Crowd Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Risk Assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Site Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Contingency Controls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Traffic, Parking and Pedestrian Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Adjoining properties or affected parties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Incident Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Public Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.6</td>
<td>Waste Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.7</td>
<td>Noise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.8</td>
<td>People / Contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Public safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Event promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Monitoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Event details

### 1.1 Event place and time

<table>
<thead>
<tr>
<th>Name of event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of event: (indoor/outdoor or both)</td>
</tr>
<tr>
<td>Address of event:</td>
</tr>
<tr>
<td>Details of event: Please list the types of activities; e.g. amusement rides, food stalls, car rally, animal rides, wine tasting, music, etc.</td>
</tr>
</tbody>
</table>

Is this a single day (or less) event? [ ] Yes [ ] No

Date and time event starts or is open to the public:

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Close</td>
<td>Start</td>
<td>Close</td>
<td>Start</td>
</tr>
</tbody>
</table>

Estimated number of people expected to attend:

Estimated number of staff/volunteers expected to assist with running of event:

### 1.2 Contact during event

Event manager/contact on day of event:

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone (work):</td>
</tr>
<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>Phone (home):</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

How will communication be conducted on the day? i.e. mobile phones, radio, runners

Will there be any expected difficulties in mobile phone reception

How will communication be conducted between event stakeholders? i.e. personal, phone

How will stakeholders communicate to the public especially in the event of an emergency? i.e. radio, speaker, mobile phones, PA system.

### 1.3 Road closures

Will there be any road/street closures required for the event? [ ] Yes [ ] No

If yes, what is the road/street name(s)?

1. |

Has the relevant authority been contacted? [ ] Yes [ ] No

Please note: To allow for statutory advertising, four weeks’ notice is required for a council road and Vic Roads will require longer.

Has a permit been obtained? [ ] Yes [ ] No

If yes, List permit number:

Have emergency services been notified? [ ] Yes [ ] No

Will stop/go traffic management be required? [ ] Yes [ ] No
1.4 Security and crowd control
Will security be needed for the event? Yes [ ] No [ ]
If yes, details –

If a security firm has been engaged, please provide details:
Name of Company:
Licence Details:
Contact Person:
Phone: [ ] Mobile:
Number of Security Personnel at Event:

Please attach the security and crowd control plan - if applicable.

You are required to provide a contact for Victoria Police in the area of your event.
Officer name:
Station:
Phone:
Mobile:
Fax:
Email:

2. Insurance

2.1 Insurance details
Name of insurer:
Address:
Phone: [ ] Fax:
Email:
Policy number and expiry date:
Public liability value and asset value:

Please attach a copy of your insurance certificate/policy.
3. **Hazard identification and risk assessment**

Please note: It is your responsibility as the event organiser to ensure that foreseeable risks are identified and managed. Below is one method to assist this process, however, you are welcome to use your own if desired.

**Potential hazards**

Using the table below on page 6, list the foreseeable hazards at the selected site and the actions implemented to minimise the risk.

Follow these steps:

1. **Identify hazard/risk and list in column 1**

Some examples of hazards to consider could be (but are not limited to):

- Security, people/crowds (barriers, crowd control)
- Plant, hazardous substances/dangerous goods (gas, chemicals etc)
- Legal compliance issues, planning, all ability access
- Manual handling (exertion of force), slips /trips/falls
- Contractors (carnival operators, security, first aid)
- Vehicle safety (parking, pedestrians, vehicle maintenance)
- Electrical safety (electrical leads, adaptors, weather conditions, overhead power lines)
- Fire safety (fire extinguishers, CFA)
- Working at heights (stages/platforms, marquees/tents)
- Food preparation (education of all staff including volunteers).

2. **Rate likelihood - insert in column 2**

<table>
<thead>
<tr>
<th>Likelihood (probability and indicative frequency of exposure)</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eliminated</td>
<td>0</td>
<td>Risk eliminated</td>
</tr>
<tr>
<td>Unlikely</td>
<td>1</td>
<td>May occur, but only in exceptional circumstances</td>
</tr>
<tr>
<td>Possible</td>
<td>2</td>
<td>Might occur at some time.</td>
</tr>
<tr>
<td>Likely</td>
<td>3</td>
<td>Will probably occur in most circumstances.</td>
</tr>
<tr>
<td>Almost certain</td>
<td>4</td>
<td>Is expected to occur in most circumstances.</td>
</tr>
<tr>
<td>Certain</td>
<td>5</td>
<td>Is expected to occur in all circumstances.</td>
</tr>
</tbody>
</table>

3. **Rate consequence - insert in column 3**

<table>
<thead>
<tr>
<th>Consequence (likely outcome of exposure)</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negligible</td>
<td>1</td>
<td>No injuries, bruising, temporary rash / irritation, low financial loss.</td>
</tr>
<tr>
<td>Minor</td>
<td>2</td>
<td>First aid treatment, irritation, burning with withdrawal from exposure,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>discomfort, nausea, on-site release immediately contained, minor financial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>loss.</td>
</tr>
<tr>
<td>Moderate</td>
<td>3</td>
<td>Medical treatment required, chemical burn which may heal with treatment,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>unconsciousness, medium financial loss, some environmental damage.</td>
</tr>
<tr>
<td>Major</td>
<td>4</td>
<td>Extensive injuries, permanent disability, major financial loss.</td>
</tr>
<tr>
<td>Extreme</td>
<td>5</td>
<td>Death, huge financial loss.</td>
</tr>
</tbody>
</table>
4. Risk rating is Likelihood x Consequence - insert into column 4
Find risk rating figure in Risk Rating Matrix table below and identify risk in Legend table.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Negligible (1)</th>
<th>Minor (2)</th>
<th>Moderate (3)</th>
<th>Major (4)</th>
<th>Extreme (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
<td>EXTREME</td>
<td>EXTREME</td>
</tr>
<tr>
<td>Likely</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>MEDIUM</td>
<td>HIGH</td>
<td>EXTREME</td>
</tr>
<tr>
<td>Possible</td>
<td>LOW</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
<td>HIGH</td>
</tr>
<tr>
<td>Unlikely</td>
<td>LOW</td>
<td>LOW</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
</tr>
<tr>
<td>Rare</td>
<td>LOW</td>
<td>LOW</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
</tr>
</tbody>
</table>

5. List control measures in column 5
6. Re-assess likelihood and consequence and rate risk – insert in columns 6, 7 and 8
7. Identify responsible person - insert in column 9
8. Initial date in column 10.

Legend

<table>
<thead>
<tr>
<th>Score</th>
<th>Assessment of Risk</th>
<th>Priority of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>LOW</td>
<td>Address or repair if low cost. Schedule for action after other risks have been controlled.</td>
</tr>
<tr>
<td>3-7</td>
<td>MEDIUM</td>
<td>Further improvements required: assess feasibility for risk controls; management sign-off required if the risk/s are to be accepted.</td>
</tr>
<tr>
<td>8-12</td>
<td>HIGH</td>
<td>Risk controls required as soon as possible.</td>
</tr>
<tr>
<td>+13</td>
<td>EXTREME</td>
<td>Immediate attention required. Consider shutdown or cessation of process until additional risk controls are implemented.</td>
</tr>
</tbody>
</table>
### Hazard Identification and Risk Assessment

This structure for this hazard identification and risk assessment is based on AS/NZ ISO31000:2009 Risk Management.

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>Date of Assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Event:</td>
<td>Last Assessment:</td>
</tr>
<tr>
<td>Location:</td>
<td>Event Organiser:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard description (before controls)</td>
<td>Likelihood Probability of hazard causing injury/loss (before controls)</td>
<td>Consequence Likely outcome severity (before controls)</td>
<td>Risk rating (before controls)</td>
<td>Controls that will be evident to reduce the risk as far as is practicable</td>
<td>Likelihood Probability of hazard causing injury/loss (after controls)</td>
<td>Consequence Likely outcome severity (after controls)</td>
<td>Risk rating (after controls)</td>
<td>Who is responsible?</td>
<td>Initial and Date</td>
</tr>
<tr>
<td>EXAMPLE: Slips and tripe around stalls</td>
<td>4</td>
<td>2</td>
<td>Likelihood x Consequence = 8</td>
<td>1. Restricting access to customers to front of stall only. 2. Ensure stall holder is aware of their responsibility to maintain clear access to stall. 3. Use of a non-slip mat if area is wet and slippery.</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>Event organiser and stall holder</td>
<td></td>
</tr>
</tbody>
</table>

---

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OH&S Safety Pack

Section 86 Committees of Management – Halls, Community Centres and Recreation Reserves V2
### 3.2 Please complete a site plan including:

<table>
<thead>
<tr>
<th>Event Co-coordinator site</th>
<th>Entrances and Exits</th>
<th>Lost kids/property</th>
<th>Food stalls</th>
<th>Toilets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinking water sites</td>
<td>First Aid locations</td>
<td>Alcohol and non-alcohol areas</td>
<td>Entertainment sites</td>
<td>Seating</td>
</tr>
<tr>
<td>Vehicle access routes</td>
<td>Parking</td>
<td>Main power/water/gas</td>
<td>Public transport areas</td>
<td>Rubbish bins</td>
</tr>
<tr>
<td>Emergency equipment</td>
<td>Assembly area</td>
<td>Fenced areas</td>
<td>Marquees</td>
<td>Incident management</td>
</tr>
</tbody>
</table>
3.3 Contingency controls
List the major influences (e.g. rain, extreme heat, storms, etc) which may disrupt your event and the contingency plans (e.g. cancel event, provide alternate venue or shelter) you will put in place.

4. Traffic, parking and pedestrian management

4.1 Traffic, parking and pedestrian management plan
A Traffic, Parking and Pedestrian Management Plan is required where the event:

- Is on a highway or major roadway – refer to Local Laws to identify type of road
- Involves a road closure
- Involves a diversion of traffic
- Requires authorisation from Vic Roads, Victoria Police or the Department of Sustainability and Environment due to the type of event
- The event has more than 35 participants and/or the event involves bicycles or running
- The event may impact or interrupt the normal running of public transport.

Has a Traffic, Parking and Pedestrian Management Plan been developed for this event?  
Yes ☐ No ☐

If you do require Traffic, Parking and Pedestrian Management Plans, please allow six weeks for the plan to be processed by the relevant authority prior to the event.

Is there parking and access available for:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Key stakeholders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled patrons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overspill of vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxis</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 Adjoining properties and affected parties
Have adjoining property owners/occupants and other affected parties been contacted regarding the proposal of this event?  
Yes ☐ No ☐

If the event is likely to impact in any way on these adjoining properties, e.g. noise, extra cars, road closures, it is highly recommended that you contact the owners/occupants well in advance of the event.
Please circle below which method(s) you will use.

Flyers  Letter drop  Advertising in local paper  Door knock/face to face  Radio

4.3 Other Hazards
Will adjoining properties, structures or water bodies, pose additional risks to public and others?  
Yes ☐ No ☐
5. **Incident management**

5.1 **Incident control centre**

Ensure the Incident Control Centre is clearly marked on the site plan (refer section 3.2) and detail where First Aid will be supplied. Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan.

**Pre-event briefing and post event de-briefing**

How will event staff and volunteers and security be trained and given an induction prior to and at start of event and post event?

---

5.2 **Incident Management Plan including first aid arrangements**

Has an emergency response plan been developed and tested and do all involved clearly know their roles?  
Yes ☐  No ☐

5.3 **Incident management contact details**

<table>
<thead>
<tr>
<th></th>
<th>Contact details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Officer 1</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>First Aid Officer 2</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>St John Ambulance</td>
<td></td>
</tr>
<tr>
<td>Incident Officer</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Local Police Station:</td>
<td>000</td>
</tr>
<tr>
<td>Local Ambulance Station:</td>
<td>000</td>
</tr>
<tr>
<td>Local CFA Station:</td>
<td>000</td>
</tr>
<tr>
<td>Local SES Station:</td>
<td>132 500</td>
</tr>
<tr>
<td>Local Hospital Name:</td>
<td></td>
</tr>
<tr>
<td>Contact details:</td>
<td></td>
</tr>
</tbody>
</table>
5.4 Fire fighting equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers?  
Yes ☐ No ☐

5.5 Fire danger period

Has a day of total fire ban or fire danger period been considered?  
Yes ☐ No ☐  
Please refer to www.cfa.vic.gov.au for further details.

Has your site plan been submitted to your local CFA?  
Yes ☐ No ☐

5.6 Lost and stolen property / lost children

What arrangements have been made for lost or stolen property and/or lost children?

5.7 Incident reports

If there are any incidents that result in an injury or property damage this needs to be recorded on the Incident form on page 11.

If the Notifiable Incident occurs, the event manager must contact WorkSafe on 132 360.

The event manager must take immediate action to ensure:

- Nobody is in further danger
- All injured people are taken care of
- The site and any equipment involved in the incident is preserved and undisturbed unless movement is required to render first aid or make site safe.

Notifiable Incidents are:

- A death
- A serious injury or injury requiring immediate medical treatment for including (but not limited to)
  - Broken bone
  - Laceration requiring stitches or gluing
  - Head or eye injury including loss of consciousness
- An injury involving a substance that requires medical attention
- An injury requiring admission as an in-patient to hospital
- Collapse or other malfunction of registered plant
- Collapse or failure of an excavation or shoring
- Collapse of part or all of a building
- Explosions and fires
- Escape or spills of dangerous goods
- The fall or release of plant, substances or objects from a height.

For further information on notifiable incident requirements refer:  
5.8 Emergency Spokesperson(s) regarding the media

In the event of an accident or emergency, your organisation is likely to be contacted by the media for comment, either at the time, or afterwards. It can be helpful to decide in advance, who is authorised; 1) to make decisions, and 2) speak on behalf of your organisation and to make sure that this information is conveyed to everyone involved in organising your event. It can also be important to decide what your key messages will be in the event of an accident or emergency. These should include:

- The safety and wellbeing of event patrons and the public as a priority
- Factual information about the emergency and steps being taken to address it.

Your organisation may decide not to make any comment, pending legal advice.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Organisation</th>
<th>Phone Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorised to make emergency decisions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nominated Emergency Spokesperson 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nominated Emergency Spokesperson 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Incident form**

<table>
<thead>
<tr>
<th>Date and time of incident</th>
<th>Description of incident</th>
<th>Person(s) involved - name, address, phone</th>
<th>Witness (must be over 18 years)</th>
<th>Action taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Event Name:**

**Date of Event:**

**Contact Name:**

**Contact Number:**

Please forward a copy of the completed form to GSCC
6. Public health

6.1 Food providers
Is food going to be sold at the event? Yes ☐ No ☐

If yes, please note:
- It is the responsibility of the food provider to contact the GSCC Environmental Health Unit on 583297731. Event organisers should contact GSCC Environmental Health Unit on 583297731 for assistance and information on food and alcohol requirements during an event.

For further information on food handling requirements refer: http://streattrade.health.vic.gov.au

6.2 Alcohol
Will there be alcohol at the event? Yes ☐ No ☐
Please tick relevant box below.
- ☐ BYO for consumption on site - requires permit to consume from Local Laws Unit at council.
- ☐ Tasting only (can buy and take away unopened) - requires Temporary Food Permit from Environmental Health Unit at council.
- ☐ Sell and consume on site - Liquor Licence permit required from Liquor Licencing Victoria, http://responsiblealcohol.vic.gov.au/wps/portal/rav/licences/apply/ (depending on the conditions of the permit, a council permit may also be required).

6.3 Toilets

<table>
<thead>
<tr>
<th>Male</th>
<th>How many toilets will be provided at the event?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Disabled</td>
<td></td>
</tr>
<tr>
<td>Portable</td>
<td></td>
</tr>
</tbody>
</table>

If you are providing portable toilets, who will be responsible for the cleaning of toilets and provision of supplies during the event?
Name: Phone: Mobile:

6.4 Water
Is the location of water signposted and marked on the site plan (refer 3.2)? Yes ☐ No ☐

How will extra water be supplied to patrons on very hot days if needed?
Bottled water ☐ Tap water ☐ Other ☐

What is the source of water, i.e. reticulated/town water, tank, other?

6.5 Shelter
Describe where shelter will be provided at the event. Mark on site plan (refer section 3.2).

Will sunscreen be available at the event? Yes ☐ No ☐
6.6 Waste management

All waste and recycling at events must be adequately contained (in bins or bags) and either placed in a designated waste collection area or, in the case of events held in public parks, streets, etc., removed from the site by the event organiser or a waste collection contractor employed by the event organiser.

The event organiser must meet the cost of any additional bins provided by Council as well as the cost of the collection and disposal of all garbage and recyclables from the event.

What arrangements do you have in place for the management of garbage and recycling at your event? (you may need to submit a Waste Management Plan if applicable; see below).

How will garbage and recycling be contained at the event site? (e.g. bins, skips and existing street bins, etc.)

How will garbage and recycling be removed and disposed of from the event site?

Do you require council to supply garbage and recycling bins for your event?  Yes  □  No  □

You will need to contact and make arrangements at least 14 days prior to your event.

If yes, how many?

240 litre Mobile Garbage Bins x 240 litre Mobile Recycling Bins x

Do you require Council to organise the removal and disposal of garbage and recyclables from the event site?  Yes  □  No  □

For all significant events on public land, a Waste Management Plan must be submitted to council at least 14 days prior to the event. The plan should detail:

Arrangements for collection and disposal of waste
Arrangements for collection and disposal of recyclables
Plan for reduction of litter on and adjacent to the event site
Please indicate proposed location of the garbage/recycle bins and skips on the site plan (refer section 3.2).

For further information or assistance, please contact council’s Waste Management on 58329 700

Other:

Has provision been made to deal with any discarded sharps or needles? Yes  □  No  □

Will training been given to event personnel on handling or dealing with discarded sharps? Yes  □  No  □

6.7 Noise

Refer 4.2 have persons who may be affected been advised?  Yes  □  No  □
Are there activities/mechanisms likely to create higher noise levels (than is typically present) at your event?

Describe how you will monitor and minimise these noise levels.

EPA sets standards for noise to provide a balance between protecting community wellbeing and supporting social needs. For further information on possible restrictions refer.


6.8 People/contractors
The Occupational Health and Safety Act 2004 requires that staff/people under the control of the event organiser are provided with information, training, instruction and supervision to perform the work they are doing at the event in a manner that is safe and without risk to health.

When considering outsourcing a service to a contractor, the following should be considered in your review:
\* Previous Performance - what experience do they have? How do they perform?
\* Qualifications - are they qualified and competent to deliver the tasks they are engaged to deliver?
\* Commitment to Safety - do they have a Safety Management Plan? Has their safety plan been audited? What were the results? What is their injury record?
\* Cost - to the event organiser could be increased due to fines and penalties if lower safety standards of the contractor are accepted by the event organiser.
\* Industry Standards - what are the standard safety practices in the industry?
\* Insurances - do they carry appropriate workers compensation and public liability insurance?
\* Understanding the task - can the contractor demonstrate that they understand the tasks required and can they do so safely? (This may require the contractor to submit a safety plan or safe work method statement).
\* Sub-Contractors - does the contractor intend on sub-contracting some of the functions?
If so:
\* What are the qualifications of the sub-contractors?
\* Have they provided a job safety analysis or risk assessment?

7. Public Safety

7.1 Lighting and power
Do you require emergency power & lighting? Yes ☐ No ☐
If yes, it is recommended that an electrician be available for the event.

Name of Certified Electrician: _________________________________

Contact details during the event: _________________________________

Describe emergency power and lighting systems.

Location of lighting control – indicate on site plan (refer section 3.2).
Location of mains power control – indicate on site plan (refer section 3.2).

7.2 Temporary structures
Will there be temporary structures at the event? If yes, please indicate on the site plan (section 3.2) and provide details of size, etc.
Stages and platforms  Yes □ No □

Break-away stage skirts  Yes □ No □

Seating  Yes □ No □

Marquees/tents  Yes □ No □

Is the area fenced off?  Yes □ No □

Have you submitted an application for a temporary structure(s)?  Yes/No

If yes, please quote the permit details below.

Permit Name:
Permit Number:
Permit Date:
Description of structure:

**AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusements structures are not used or operated unless a current certificate of registration issued by WorkSafe</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>All structures have current certificate of inspection issued by a professional engineer and qualified electrician</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>There is appropriate fencing surrounding rides</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>There is appropriate soft-fall area for inflatable structures</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes on stakes or ballast are undamaged and fit for continual use)</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Operator monitors prevailing wind conditions</td>
<td>Yes □ No □</td>
</tr>
</tbody>
</table>

7.3 Gas cylinders

Caters using liquefied Petroleum Gas (LPG) at an outdoor event must complete a checklist before the event starts. This is a requirement of the gas safety regulator, Energy Safe Victoria (ESV).


7.4 Fireworks display

Will there be a fireworks display?  Yes/No

If yes, has the 'Notice to discharge fireworks' been submitted by the Fireworks Provider?

Has a permit been obtained?  Yes/No

If yes, please provide details:

Permit number:
Person responsible for fireworks:
8. Event promotion

8.1 Ticketing
Are there tickets for the event? [ ] Yes [ ] No
Pre-Sold [ ] At the Gate [ ] Both [ ]
Advertising promotion
How will the event be promoted? It may affect the quantity and variety of people attending.
Has the event been advertised via:
TV [ ] Paper [ ] Radio [ ] Social media i.e. Facebook, mobile phones [ ]

8.2 Signage
Are signs needed for easy identification of the following:

- [ ] Phones
- [ ] Entrances
- [ ] Exits
- [ ] Toilets
- [ ] Water
- [ ] First aid / incident control centre
- [ ] Camping areas and facilities
- [ ] Animals
- [ ] Parking – cars, buses, disabled
- [ ] Information/communication
- [ ] Rules relating to alcohol consumption
- [ ] Lost and found
- [ ] Public transport pick up/set down
- [ ] Security
- [ ] No smoking

8.3 Health Promotion
List any messages that will be promoted on the day, e.g. smoke free, sun smart.

8.4 Advertising
When and where will advertising be conducted?

<table>
<thead>
<tr>
<th>Date</th>
<th>Method, eg. Newspaper, radio/UGFM, letter drop, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. Monitoring
Have personnel been appointed to monitor:
- Public behavior within the event? Yes □ No □
- Stall Holders compliance to event requirements? Yes □ No □
- Staff and volunteer compliance to event requirements? Yes □ No □

10. Review
Upon completion of the “Event”, the Risk Control Plan should be reviewed against any “Unplanned Occurrences”, and suggestions documented for the planning of future events while the information is fresh.

### Event Review

<table>
<thead>
<tr>
<th>Unscheduled Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of occurrence and outcome</strong></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Future management strategy to prevent repeated occurrence</strong></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Description of occurrence and outcome</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Future management strategy to prevent repeated occurrence</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### 4.23 Risk Assessment Form (M12/33518)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Complete <strong>details</strong> of the project/task or event.</td>
</tr>
<tr>
<td>2.</td>
<td>Identify Hazards with the use of the Potential Hazards List</td>
</tr>
<tr>
<td>3.</td>
<td>Evaluate the risk rating using the risk calculator</td>
</tr>
<tr>
<td>4.</td>
<td>Decide on appropriate control methods</td>
</tr>
<tr>
<td>5.</td>
<td>Reduce risk hazard to an acceptable level (Reevaluate the risk rating using the risk calculator)</td>
</tr>
</tbody>
</table>

#### Step 1 - Details

<table>
<thead>
<tr>
<th>Date of assessment</th>
<th>Department</th>
<th>Directorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons completing risk assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the Project / task or event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details of Project / task or event will occur. What is to occur?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Have you contacted Risk Management to identify if a Risk Assessment is required to identify any other Organisational Risks?
Completing a risk assessment

Risk assessment is the process where you:
- Identify hazards.
- Analyze or evaluate the risk associated with that hazard.
- Determine appropriate ways to eliminate or control the hazard.

In practical terms, a risk assessment is a thorough look at the Project / task or event, to identify those things, situations, processes, etc. that may cause harm, particularly to people and then decide on the procedures or actions required to eliminate or reduce the risk.

Evaluate what the risks in each four My Safety elements
- Who
- Where
- What
- How

and then decide what measures should be in place to effectively eliminate, prevent or control the harm from happening.
Hazard Types to Assess

- **CHEMICAL & DUST HAZARDS**
  - (cleaning products, pesticides, asbestos, etc.)

- **BIOLOGICAL HAZARDS**
  - (mold, insects/pests, communicable diseases, etc.)

- **ERGONOMIC HAZARDS**
  - (repetition, lifting, awkward postures, etc.)

- **WORK ORGANIZATION HAZARDS**
  - Things that cause STRESS!

- **SAFETY HAZARDS**
  - (slips, trips and falls, faulty equipment, etc.)

- **PHYSICAL HAZARDS**
  - (noise, temperature extremes, radiation, etc.)
Potential Hazards List

**SAFETY HAZARDS:** These are the most common and will be present in most workplaces at one time or another. They include unsafe conditions that can cause injury, illness and death.

Safety Hazards include:
- Spills on floors or tripping hazards, such as blocked aisles or cords running across the floor
- Working from heights, including ladders, scaffolds, roofs, or any raised work area
- Unguarded machinery and moving machinery parts; guards removed or moving parts that a worker can accidentally touch
- Electrical hazards like frayed cords, missing ground pins, improper wiring
- Confined spaces
- Machinery-related hazards (lockout/tagout, boiler safety, forklifts, etc.)

**BIOLOGICAL HAZARDS:** Associated with working with animals, people, or infectious plant materials. Work in schools, day care facilities, colleges and universities, hospitals, laboratories, emergency response, nursing homes, outdoor occupations, etc. may expose you to biological hazards.

Types of things you may be exposed to include:
- Blood and other body fluids
- Fungi/mold
- Bacteria and viruses
- Plants
- Insect bites
- Animal and bird droppings

**PHYSICAL HAZARDS:** Are factors within the environment that can harm the body without necessarily touching it.

Physical Hazards include:
- Radiation: including ionizing, non-ionizing (EMF’s, microwaves, radioswaves, etc.)
- High exposure to sunlight/ultraviolet rays
- Temperature extremes – hot and cold
- Constant loud noise

**ERGONOMIC HAZARDS:** Occur when the type of work, body positions and working conditions put strain on your body. They are the hardest to spot since you don’t always immediately notice the strain on your body or the harm that these hazards pose. Short-term exposure may result in “sore muscles” the next day or in the days following exposure, but long-term exposure can result in serious long-term illnesses.

Ergonomic Hazards include:
- Improperly adjusted workstations and chairs
- Frequent lifting
- Poor posture
- Awkward movements, especially if they are repetitive
- Repeating the same movements over and over
- Having to use too much force, especially if you have to do it frequently
- Vibration

**CHEMICAL HAZARDS:** Are present when a worker is exposed to any chemical preparation in the workplace in any form (solid, liquid or gas). Some are safer than others, but to some workers who are more sensitive to chemicals, even common solutions can cause illness, skin irritation, or breathing problems.

Beware of:
- Liquids like cleaning products, paints, acids, solvents – ESPECIALLY if chemicals are in an unlabeled container!
- Vapors and fumes that come from welding or exposure to solvents
- Gases like acetylene, propane, carbon monoxide and helium
- Flammable materials like gasoline, solvents, and explosive chemicals.
- Pesticides

**WORK ORGANIZATION HAZARDS:** Hazards or stressors that cause stress (short-term effects) and strain (long-term effects). These are the hazards associated with workplace issues such as workload, lack of control and/or respect, etc.

Examples of work organization hazards include:
- Workload demands
- Workplace violence
- Intensity and/or pace
- Respect (or lack of)
- Flexibility
- Control or say about things
- Social support/relations
- Sexual harassment
Identify for each hazard, the risk rating and the required safety control measures to be implemented.

List what hazards workers could be possibly exposed to. Then note the Risk Rating and what safety control measures will be implemented to reduce the identified risk.

<table>
<thead>
<tr>
<th>Identified hazards</th>
<th>Risk Rating</th>
<th>Control Measures</th>
<th>Actions Required.</th>
<th>Re-assess the risk rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Potential OH&amp;S Hazards and Control Measures Table to assist in identifying.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Steps 2 - 5

Identify for each hazard, the risk rating and the required safety control measures to be implemented.

List what hazards workers could be possibly exposed to. Then note the Risk Rating and what safety control measures will be implemented to reduce the identified risk.

<table>
<thead>
<tr>
<th>Identified hazards</th>
<th>Risk Rating</th>
<th>Control Measures</th>
<th>Actions Required</th>
<th>Re-assess the risk rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Potential OH&amp;S Hazards and Control Measures Table to assist in identifying.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What is required to reduce the risk of this hazard? By whom?
Identifying the best Corrective Actions.

Once you have prioritised the risks, you can decide on ways to control each specific hazard.

Each option from 1-5 is least effective than the previous.

1. First option will be to eliminate the risk e.g. stop using a chemical if can do without it

2. Second option is to substitute one risk with another lesser risk e.g. use a chemical that is not as dangerous as another

3. Third option is to have engineering controls e.g. machine guards, safety switches, reverse beepers, etc

4. The fourth option is to have administrative options e.g. use of checklists, safe work method statements, written instructions or training or combination of all

5. The fifth option is to provide personal protective equipment e.g. masks, gloves etc.
### Consequences (Potential Impact risk may have)

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Negligible (1)</th>
<th>Minor (2)</th>
<th>Moderate (3)</th>
<th>Major (4)</th>
<th>Extreme (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain (5)</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
<td>EXTREME</td>
<td>EXTREME</td>
</tr>
<tr>
<td>Likely (4)</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>MEDIUM</td>
<td>HIGH</td>
<td>EXTREME</td>
</tr>
<tr>
<td>Possible (3)</td>
<td>LOW</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
<td>HIGH</td>
</tr>
<tr>
<td>Unlikely (2)</td>
<td>LOW</td>
<td>LOW</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
</tr>
<tr>
<td>Raro (1)</td>
<td>LOW</td>
<td>LOW</td>
<td>LOW</td>
<td>MEDIUM</td>
<td>HIGH</td>
</tr>
</tbody>
</table>

### Likelihood (The probability that a risk will occur)

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
</tr>
</thead>
</table>
| Almost Certain | 1. Will probably occur, could occur several times per year  
2. Event expected to occur several times per year. |
| Likely | 1. High Probability, likely to occur once per year  
2. Will probably occur at some stage based on evidence of previous incidents. |
| Possible | 1. Reasonable likelihood that it could occur during a five year period  
2. Not generally expected to occur but may under specific circumstances. |

1. Loss of life probable and serious injury inevitable.  
2. Event/project/activity would occur again.  
3. Financial impact could not be managed within corporate budget.  

1. Loss of life possible and serious injury probable.  
2. Most success measures threatened or one severely affected.  
3. Significant reworking of corporate budget, including cuts to items.  

1. Loss of life unlikely but serious injury possible.  
2. Some success measures affected with considerable effort necessary to rectify.  
3. Minor reworking of corporate budget or significant reworking of jurisdictional budget.
## ANALYSIS METHODOLOGY

**How big are the risks we have identified?** Determine how likely a risk is to occur and how large the impact would be if it did occur. These tables are generic in nature and careful consideration should be given to their suitability for the specific risk profile being assessed.

<table>
<thead>
<tr>
<th>Minor</th>
<th>Unlikely</th>
</tr>
</thead>
</table>
| 1. Serious injury unlikely but minor injury probable.  
2. Success able to be achieved with some effort.  
3. Some reworking of jurisdictional budget required. | 1. Plausible, could occur in a five to ten year period |

**Negligible**

<table>
<thead>
<tr>
<th>Negligible</th>
<th>Rare</th>
</tr>
</thead>
</table>
| 1. Minor injury possible.  
2. Able to be rectified using management processes.  
3. Financial impact easily manageable within jurisdictional budget. | 1. Not impossible, but unlikely at less than a ten year period  
2. Only ever occurs under exceptional circumstances. |
### Assessment summary

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have all parties involved in this project/Event activity been consulted with the hazard identification?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have appropriate control measures been put in place, do they reduce the risk to an acceptable level?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Action List Summary

<table>
<thead>
<tr>
<th>RECOMMENDED ACTIONS</th>
<th>WHO IS RESPONSIBLE FOR ACTIONS</th>
<th>REQUIRED IMPLEMENTATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
4.24 OH&S Incident / Near Miss / Hazard Form (M10/102423)

OH&S INCIDENT / NEAR MISS / HAZARD FORM

Please Note:
All incidents must be lodged electronically via Elumina.
All paper copy reports received by Managers, Co-Coordinators, Team Leaders or Supervisors
must be entered into Elumina via InSite.

SECTION 1: Details

Person involved in Incident or reporting a Near Miss or Hazard

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>CONTRACTOR</th>
<th>VOLUNTEER</th>
</tr>
</thead>
</table>

Name of person involved in incident or reporting a hazard:
Address of person involved in incident: Postcode:
Contact Telephone:

Who is your direct Manager / Supervisor / Coordinator?
Responsible Directorate: (or Directorate responsible for Contractor/Volunteer)
Infrastructure ☐ Sustainable Development ☐ Office of the CEO ☐ Community ☐ Business ☐

Section 2: What are you reporting?

<table>
<thead>
<tr>
<th>An incident</th>
<th>A Near Miss or Hazard Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>An injury occurred ☐</td>
<td>An injury occurred but no injury ☐</td>
</tr>
<tr>
<td>Complete appropriate Sections 1 through to 8 ☐</td>
<td>Complete Sections 1, 2 &amp; 3 only ☐</td>
</tr>
</tbody>
</table>

Date incident occurred: Incident time:
Location incident/Near Miss/Hazard occurred (i.e. Service or Facility name):
Area Incident or Near Miss/Hazard occurred (i.e. specific location, room name etc):
Who was the Incident / Near Miss / Hazard reported to: Date reported:

Section 3: Detailed description of Incident / Near Miss / Hazard.
Describe what led up to, during, after the incident or what you were doing at the time of the incident.

(Attach or supply photos and drawings if required)

Please list any witnesses to the incident
There were no witnesses ☐

Name
Name
### Section 4 My incident / Injury suspected cause was……..

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Box Marked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip / Fall / Slip</td>
<td></td>
</tr>
<tr>
<td>Manual Handling</td>
<td></td>
</tr>
<tr>
<td>Fall from Heights</td>
<td></td>
</tr>
<tr>
<td>Electric shock</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle</td>
<td></td>
</tr>
<tr>
<td>Entanglement</td>
<td></td>
</tr>
<tr>
<td>Involving animal</td>
<td></td>
</tr>
<tr>
<td>Hit by Machinery</td>
<td></td>
</tr>
<tr>
<td>Chemical</td>
<td></td>
</tr>
<tr>
<td>Incident involving Plant (Detail below)</td>
<td></td>
</tr>
<tr>
<td>Psychological Incident</td>
<td></td>
</tr>
<tr>
<td>Dropping of item</td>
<td></td>
</tr>
</tbody>
</table>

**Other/Details**

### Section 5 My injury was...

<table>
<thead>
<tr>
<th>Injury Location</th>
<th>Box Marked</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Injury</td>
<td></td>
</tr>
<tr>
<td>Body Front</td>
<td></td>
</tr>
<tr>
<td>Body Back</td>
<td></td>
</tr>
<tr>
<td>Foot (left / right)</td>
<td></td>
</tr>
<tr>
<td>Leg (left / right)</td>
<td></td>
</tr>
<tr>
<td>Knee (left / right)</td>
<td></td>
</tr>
<tr>
<td>Eye (left / right)</td>
<td></td>
</tr>
<tr>
<td>Arm (left / right)</td>
<td></td>
</tr>
<tr>
<td>Hand / Wrist/ Fingers</td>
<td></td>
</tr>
<tr>
<td>Neck</td>
<td></td>
</tr>
<tr>
<td>Head</td>
<td></td>
</tr>
<tr>
<td>Ankle left / right</td>
<td></td>
</tr>
</tbody>
</table>

**Other/Details**

**Has this injury occurred before?**

- Yes [ ]
- No [ ]

### Section 6 My treatment required was…..

<table>
<thead>
<tr>
<th>Treatment Type</th>
<th>Box Marked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Hospital Treatment</td>
<td></td>
</tr>
<tr>
<td>First Aid</td>
<td></td>
</tr>
<tr>
<td>Doctor</td>
<td></td>
</tr>
</tbody>
</table>

**Other/Details**

### Section 7: My lost time was…….(at time of completing report)

- Nil time off from work [ ]
- I had …….Hours off from work [ ]
- I had ……….Days off from work [ ]

### Section 8: Signature

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of person completing report (involved in incident):</td>
<td></td>
</tr>
</tbody>
</table>

*Thank you for your report, please ensure this is provided to your direct supervisor promptly.*

### Section 9 - Manager or Direct Supervisor to complete

#### Section 9 Investigations and Notifications

**Consider the severity.**

**Has this Incident / Near Miss / Hazard been reported to the appropriate levels of Management within your Department?**

- Yes [ ]
- No [ ]

**If no, why?**

**Has an investigation started on this Incident / Near Miss / Hazard?**

- Yes [ ]
- No [ ]

*All Incidents / Near Misses / Hazards are to be investigated.*
Investigation to be completed by a GSCC responsible officer or investigation team within Department or by coordinating with OH&S Advisor.

Document investigation by completing Hazard Corrective Action Form (M10/102398).

Please nominate person or team who will be investigating this Incident/Near Miss/Hazard?

VICTORIA WORKCOVER AUTHORITY (WorkSafe)-NOTIFIABLE INCIDENT.  Report Phone Line: 13 23 60

In accordance with WorkSafe Victoria requirements where a serious injury or incident occurs.

Is this a VICTORIA WORKCOVER AUTHORITY Notifiable Incident?  Yes ☐ No ☐

If “Yes”, Contact OH&S (People Performance Department) to co-ordinate:

- WorkSafe phone and online notifications
- Up-line reporting to management and Communications Department.

Refer procedure: Accident / Incident and Near Miss Reporting Procedure - 46.PRO3.7. M10/105068

WorkSafe Notification No:  Date WorkSafe notified  Time WorkSafe notified

Manager or direct Supervisor to sign completed form (Trimming will provide an “electronic” signature)

Signature of Manager (or direct Supervisor):  Date:

Manager Comments:

REPORT INCIDENT

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>Person involved in an OH&amp;S Incident or reporting a Hazard to report via Incident /Near Miss/Hazard electronic form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 2</td>
<td>If report completed/received hard copy, the immediate supervisor is to ensure it is entered into Elumina via InSite as soon as possible. OH&amp;S will receive an automatic alert of the incident, no need to work flow or TRIM document.</td>
</tr>
<tr>
<td>STEP 3</td>
<td>Hard Copy Incident Reports to be shredded or placed in Document destruction RED bin once entered in Elumina.</td>
</tr>
</tbody>
</table>

INVESTIGATE INCIDENT

<table>
<thead>
<tr>
<th>STEP 4</th>
<th>Incident to be investigated by a GSCC Immediate Supervisor in consultation with individual or work group reporting incident using Hazard Corrective Action Form (M10/102398).</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP 5</td>
<td>When the investigation is completed, Trim the Hazard Corrective Action Form to: 46/544/0015. Hazard Correction Form&gt;SURNAME, First name&gt; Day / Month / Year</td>
</tr>
</tbody>
</table>

All incidents involving Members of the Public, damage to plant or vehicle or property, contact Risk Management to report.
4.25 OH&S Induction Handout (M10/103600)

FIXED PLANT WORKS
- Tag out procedures are to be in place before operating on any plant items.
- Appropriate manual handling aids used for heavy and awkward items.
- Work areas are to have appropriately barricaded safe route areas for pedestrians.

USE OF SUB CONTRACTORS
- All sub contractors must be inducted to work site.
- All sub contractors must be provided with induction handbook.
- All sub contractors are to abide by all approved safety regulations of work.

HIGH RISK CONSTRUCTION WORK
- Any high risk construction work as per WorkSafe definitions may only take place when GSACC has been provided with appropriate Safe Work Method Statements.

WorkSafe Notifiable Incidents
Notification is required as soon as you become aware of the incident that results in:
- Death or serious injury.
- They include, but are not limited to, incidents that result in a person requiring:
  - Medical treatment within 48 hours of exposure to a substance.
  - Immediate treatment as an in-patient in a hospital.
  - Immediate medical treatment for:
    - Amputation—serious head injury—serious eye injury—separation of skin from underlying tissue—electric shock—spinal injury.
  - Loss of bodily function—serious lacerations.

GSACC RO is to be notified.

Telephone WorkSafe on 132 360

<table>
<thead>
<tr>
<th>Important Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Police/Ambulance</td>
</tr>
<tr>
<td>Poisons Help Line</td>
</tr>
<tr>
<td>Dial Before You Dig</td>
</tr>
<tr>
<td>Powercorp</td>
</tr>
<tr>
<td>G.V. Water</td>
</tr>
<tr>
<td>Gas</td>
</tr>
<tr>
<td>Telstra</td>
</tr>
</tbody>
</table>

The Greater Shepparton City Council Responsible Officer (GSACC RO) to contact for any issues is:

GSACC RO Name: ________________________
Contact phone number ___________________ 
Description of Works ___________________

All contractors, their employees and any sub-contractors who may be engaged to perform works or deliver services within any GSACC worksite are required to successfully complete GSACC’s Online Contractor Induction Course. Contact Council for details.

GSACC seeks to promote Health & Safety awareness in the work place and all work sites. The use of Safe Work Practices by all workers is required at all times.

GSACC will, so far as is reasonably practicable provide a safe working environment. However this in no way relieves individual contractors or their employees from full compliance of the Victorian Occupational Health & Safety Act 2004, relevant Regulations and Compliance Codes / Codes of Practice and GSACC Policies and Procedures.

Work Place Health & Safety is the responsibility of all workers and GSACC requires that all workers recognise their individual health & safety responsibilities.

MySafety

Extracts from Occupational Health & Safety Act 2004

Trim M10/103600
Issue date Jan 2011

OH&S Safety Pack
Section 86 Committees of Management – Halls, Community Centres and Recreation Reserves V2
Section 21: Duties of the Employer - Employees

(1) An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer’s working environment that is safe and without risks to health.

(2a) Provide or maintain plants or systems of work that are, so far as is reasonably practicable, safe and without risks to health.

(2b) Make arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage, or transport of plant or substances.

(2c) Maintain, so far as is reasonably practicable, each workplace under the employer’s management and control in a condition that is safe and without risks to health.

(2d) Provide, so far as is reasonably practicable, adequate facilities for the welfare of employees at any workplace under the employer’s management and control.

(2e) Provide such information, instruction, training or supervision to employees of the employer as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.

Excerpts from Occupational Health & Safety Act 2004

Section 25: Duties of the Employee

(a) take reasonable care for his or her own health and safety,

(b) take reasonable care for the health and safety of persons who may be affected by the employee’s acts or omissions at a workplace; and

(c) cooperate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.

CONTRACTOR’S RESPONSIBILITIES:

Contractor and contractor employees will abide all appropriate Acts, Regulations, Codes of practice and Standards as mandatory to comply with and effectively manage occupational health and safety.

Contractors are to ensure that their OHS management system, accepted Safe Work Method Statements, risk assessments and approved safe systems of works are implemented and followed by the contractor and contractor’s employees at all times.

SITE BEHAVIOUR & PUBLIC AWARENESS:

- Contractors are to maintain the highest levels of public protection that is reasonably practicable by keeping and maintaining a safe work place at all times.
- Contractors are to provide the highest level of consideration and courtesy to members of the public at all times.
- All workers and visitors must be inducted to work sites.
- Persons affected by drugs or alcohol are not to be permitted on site.
- Smoking is prohibited in designating areas.
- Illegal drugs or alcohol are not permitted on any workplace.
- Bullying and harassment is not tolerated and any reports received by GSIC will be dealt with appropriately.
- Appropriate worker facilities are provided.

INCIDENT REPORTING AND INVESTIGATING:

- All accidents, incidents, hazards and near misses are to be reported to the GSIC.
- All incidents, accidents, hazards and near misses are to be appropriately investigated to ensure there is no recurrence or escalation of incidents.
- All WorkSafe notified incidents are to be reported as per requirements outlined within this document.

TRAFFIC MANAGEMENT:

- Contractors are to abide by any GSCC sign in procedures.
- Work sites are to have a properly barricaded safe route area for pedestrians and vehicles where required.
- Work sites are to be properly barricaded to ensure separation of operating plant and other workers.
- Appropriate security is to be in place for storage of plant and equipment.
- Traffic management plans are to be developed where required.

SIGNAGE WITHIN AND AROUND WORK SITES:

- All contractors must display appropriate signage for any hazardous activities, conditions, or substances.
- Safety signs in place are to be obstructed or impaired from view and to be obeyed at all times.

PLANT / EQUIPMENT SAFETY:

- Plant or Machinery operators are to have appropriate certificates of competency and licences.
- Plant or equipment is to be maintained in accordance with manufacturer’s requirements.
- Use of pre start check lists for large plant is mandatory.
- All appropriate PPE is to be used. Hard hats, ear protection, high vis, vest is required.
- Defective plant/equipment is to be tagged out and made inoperable.

OUTDOOR WORK:

- Contractors are to identify any environmental hazards faced by workers performing duties such as UV exposure or heat exposure and apply appropriate control measures.
- Broad Brim hats are to be worn between 1 Sept and 1 May.
- Long pants and shirts are required at all times.

HEIGHT SAFETY:

- No work above a height of 2 metres is to take place unless there is an approved safe method of work.
- At no time is a person to work directly under another person without appropriate protection.
- Only certified operators are to operate cranes, booms, elevated work platforms (EWP) or any equipment required.
- All ladders to be appropriately maintained.
- All ladders to extend 1 metre or 3 rungs above the landing point and be used only as an entrance to a work area.
- All penetrations, trenches and excavations are to be appropriately barricaded or guarded.
- All hand railings must be erected as required.
- All hoist scaffolds to be constructed in accordance with Regulations.
- Mobile scaffolds are to be built in accordance with Regulations.

NO GO ZONES:

- Prior to works, all overhead or underground no Go Zones are to be identified.
- Qualified personnel will be used as required.
- “Dial before you dig” service used to identify underground assets.
- All works associated with overhead and underground assets are subject to approved safe work method statements and NO GO ZONE approvals from asset owner.

PERMIT ACTIVITIES:

- All confined space work or hot works require a permit and approval from a GSIC prior to works being undertaken.
- All workers are to be appropriately trained to perform permitting activities.
- All appropriate emergency procedures are to be in place for all permitted activities.
- All gas bottles to be securely fixed.
- Flashback arresters are to be fixed to all gas bottles.
- Suitable fire extinguisher to be available.
- Shading is to be provided at all times.
- Compressed Air/Oxygen and Acetylene bottles shall be stored in accordance with relevant Regulations.
To: The Greater Shepparton City Council Contractor

Online Contractor Induction Course

Greater Shepparton City Council, Indigo Shire Council, Benalla Rural City, Shire of Strathbogie Council, City of Wodonga Council, Alpine Shire Council, Rural City of Wangaratta Council and Moira Shire Council have collaborated to develop and implement an Online General OH&S Induction Course.

This standardised induction course is designed for contractors who may be engaged to perform work on any site controlled by or on behalf of any Council participating in the North East Council Contractor Induction program. This course will advise contractors of the expected safety requirements and standards when performing works for participating Councils.

All contractors, their employees and any sub-contractors who may be engaged to perform works or deliver services within any worksite controlled by or on behalf of, any of the above Councils are required to successfully complete the Online Contractor Induction Course.

The course takes about 20-30 minutes. Being online, courses can be completed using a standard Web Browser.

Please arrange for ALL relevant staff/workers to complete the induction course:

- prior to their next visit or
- contact your Council representative to arrange a suitable time frame.

How to access the course

You can access the web site directly by:

2. Enter the Course Code – necci101
3. Press the Start Course button and follow instructions

Or

By accessing the Greater Shepparton City Council’s external web site http://greatershepparton.com.au/, type OH&S in the search field and select the link to Online Contractor Induction and follow the instructions.

Or

Access the link in the Greater Shepparton City Council’s external web site directly, by typing http://greatershepparton.com.au/online-contractor-induction

At the end of the course you will receive an email with an attached Certificate-ID which must be cut out and signed. This completed card must be carried and available if requested within any participating Council work site at all times.

NOTE:

Please note that a No Induction Card, No Entry policy will be applied to all work sites.

Please contact the undersigned if you need any help or have any questions.

Yours sincerely,

Brian Doyle
Occupational Health and Safety Advisor
Greater Shepparton City Council
Phone: (03) 5832 9771
Mobile: 0417 535 514
Fax: (03) 5831 1987
Email: brian.doyle@shepparton.vic.gov.au
Website: www.greatershepparton.com.au
1. Why does Council have an online induction program?

- To ensure that all contractors undertaking work or delivery services understand and follow Council’s safety requirements to provide a safe work place for contractors, employees and public.
- An online version was chosen, as it enables contractors to access a consistent and standardised induction anywhere, anytime.

2. Which contractors are required to complete this Induction?

Any contractor engaged to perform works or provide services within any site controlled by or behalf of any Council participating in the North East Council Contractor Induction program. This includes:
- Contractors
- Contractors employees who will be “on site”
- Sub-Contractors
- Consultants

3. Is the induction mandatory? Yes.

4. How will a contractor know if the induction course has been successfully completed?

There are a series of questions or statements during the Online Contractor Induction Course. Contractors will be advised immediately on conclusion of the course and Greater Shepparton City Council will also be advised via email.

Contractors will then be required to print their induction card. This card must be carried by the contractor when on any work site controlled by or on behalf of any Council participating in the Online Contractor Induction course.

5. What if a contractor does not pass the course?

You will have two attempts to complete the assessment once logged into the training. If you do not pass on the second attempt you will be required to log back into the course and complete it again before you can recommence the assessment. You will always have two attempts to complete the assessment before having to log back in to re-complete the course (if you do not pass). There is no limit on the number of times you can attempt the course to be able to apply for an induction card.

Contractors are asked to contact their Council representative if any information or safety requirements are not clearly understood.

6. What if I need assistance to complete the Course?

Any persons requiring assistance to complete the course (for example) due to disability, low literacy or requires translation assistance, please advise your employer or contact your representative at Greater Shepparton City Council.

7. Who is my “Council Representative” or GSCC RO?

Your Council representative or GSCC RO (Responsible Officer) is the Council employee who has engaged you to perform any tasks or services for the Council.

8. What if a contractor misplaces their card?

When you successfully complete the online course, you will be instructed to print off the induction card; you may choose to print off two, preferably get one laminated or place it in a plastic sleeve for durability and place the other card and the induction number in a safe place. When one card
wears out or if you lose it you can use your replacement card. If for some reason both cards are lost or unusable you may contact your Council representative to enquire about a replacement.

9. How long will the course take?

The course will take approximately 30 minutes to complete. On successful completion you will be able to print an induction card that will be valid for one (1) year.

Example induction card

1. What resources or equipment are required to complete the Online Contractor Induction Course?

You will require access to a computer and the internet. Once you have successfully completed the assessment you will require a printer (and preferably some durable paper/card to be able to print your card).

2. What if a contractor is having difficulty navigating the course?

Contractors are asked to contact their Council representative if they are having difficulty navigating the course.

3. What if a contractor has any queries regarding the content?

All the information that you will need to answer the assessment questions is contained within the Induction course. Contractors can contact their Council representative if any information or safety requirements are not clearly understood.

4. What if a contractor arrives at a site without a Contractor General Safety Induction Card?

Contractors will not be allowed onto a work site without an induction card until verification of the contractor’s successful completion of the course has been established.

5. What sites does this Induction apply to?

All Council work sites controlled by or on behalf of any Council participating in the North East Council Online Contractor Induction Course.

6. What if a contractor is not able to access the Induction online?

Contractors are asked to consider all the options in relation to accessing the Internet.
- Can you use your employer’s computer?
- Can you access a computer at the library or an internet café?
- Can you use a family member or friend’s computer?

Contractors who are not able to access the internet are encouraged to contact their representative within Council to assist with finding alternative arrangements to do so.

7. The program is asking me to choose a ‘Council’ and I am not sure what Council to choose. Select a Council that you have previously been engaged to perform work or may be engaged to perform work. Successful completion of the Online Contractor Induction Course for one Council is recognised by all other participating Councils.

8. I have previously pre-qualified with Ipro Live at a Council; do I have to complete the Online Contractor Induction Course as well?
Not all Councils require a contractor to register with Ipro Live. Those that require contractors to register with Ipro Live must also complete the General Online Induction. In simple terms Ipro Live is a contractor’s way of providing Council with information, documentation and verification on various items required to perform works for Council. The Online induction course is Council’s way of providing the contractor with the acceptable minimum general safety requirements.

9. **What is the cost?** Nil.

10. **Are contractor’s still required to perform / take part in, work site specific inductions?**

    This is a “general” induction only. A site specific induction may still be required where applicable.

    Any further clarification or specific information on safety or legislative requirements are the contractor’s responsibility to initiate and implement and will be audited and monitored by a Council representative.

**Please note**
It is important all contractors with multiple employees completing this Online Induction Course provide correct and consistent details on the name and primary activity of the company or business they represent.

Confirmation that employees of a contractor have successfully completed the Online Induction Course may not be possible if inconsistent or incorrect information is given when asked to provide details of their employer.

**Example**
All employees are to enter consistent details i.e. – “Bill Smith Plumbing”, primary activity “Plumbing”. Do not use variations such as “Bill Smith Plumbing P/L”, primary activity “Plumber” or “B Smith Plumbing”, primary activity “Drainage”.

To assist your employees comply with the above requirement, please enter the correct details on your company below and provide copies to employees completing the Online Induction course.

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**To all employees, when completing details of our company in the Online Induction Course, please use the below information exactly as written.**

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Indigo Shire Council</th>
<th>Benalla Rural Council</th>
<th>Greater Shepparton</th>
<th>City of Wodonga</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (Choose a Council) Please Tick</td>
<td>Alpine Shire</td>
<td>Shire of Strathbogie</td>
<td>Rural City of Wangaratta</td>
<td>Moira Shire Council</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary activity of business</th>
</tr>
</thead>
</table>

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OH&S Safety Pack
Section 86 Committees of Management – Halls, Community Centres and Recreation Reserves V2
4.27 Hot Works Permit (M11/51173)

**HOT WORKS PERMIT**

(permit only required for works within or in close vicinity of GSCC buildings or on roof tops)

**THIS PERMIT IS VALID FOR ONE JOB ONLY**

<table>
<thead>
<tr>
<th>1. PERMIT VALID DATE</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. EXACT LOCATION OF JOB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. DESCRIPTION OF WORKS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. **LIST ANY IDENTIFIED HAZARDS RELVANT TO THIS WORKS**

5. **STANDARD PRECAUTIONS TO BE TAKEN**

- Can mechanical methods be used (ie bolting) instead of hot works?
- Is all equipment in good working order?
- Work zone isolated by signage and any other means
- All combustibles removed a minimum of 11 metres from the work area.
- Emergency procedure in place?
- Correct Fire extinguisher available?
- Area checked for explosive gas sources
- Ventilation provided/required?
- A check will be conducted post hot works to ensure no hot spots are present?

6. **Are any of the following required for works?**

- Fire blanket
- Welding curtains/pads/blankets
- Hose reel or other fire fighting equipment

**Persons conducting any hot works must adhere to any and all fire restrictions that apply on the day of hot works performed.**

I verify that the hot work will be completed in accordance with the precautions outlined on this form.

**SIGN**

**DATE**

**NAME OF PERSON(S) PERFORMING HOT WORK**

**CONTACT PHONE NUMBER**

**COMPANY NAME**

**GSCC RO**

**SIGN**

**DATE**

Trim copies to alternative container 46/544/0025 Human Resources - Occupational Health & Safety (OH&S) - Contractor Management (appropriate Department sub folder)