

Procedure:

Safety Management System Procedure - My Safety

1. Purpose

Ensure a framework for managing OHS risks is implemented integrating the organisation's planning, management, reporting processes, communication, policies, values, culture, governance and strategy.

2. Actions Required

- Identify areas of responsibility within OHS management system
- Identify and keep current all areas of required legislative compliance
- Identify trends and implement required actions to improve OHS performance
- Communicate with all workers on roles, responsibilities, objectives and targets
- Advise of any OHS statutory notifications received
- Conduct OHS audits
- Review OHS performance.

3. Scope

The contents of this system shall be applied to all business activities by GSCC workers or work conducted on behalf of GSCC.

4. Definitions

My Safety – Council's Safety Management System

EM - Executive Meeting

GSCC - Greater Shepparton City Council

GSCC RO - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers

INTERNAL AUDIT- An audit conducted or initiated by a Director or Manager that audits all or part of their area of responsibility to measure or review the OHS processes

ISSUING AUTHORITY - The person classified as the Issuing Authority is that person who creates the original document. In most cases the Issuing Authority for documents will be the SMS representative with final authorisation by the CEO

SMS - Safety Management System

SWMS - Safe Work Method Statements

SYSTEM AUDIT-An audit performed on the overall system or on a part of the GSCC safety management system

TRIM - Council Electronic Document Management System.

5. Responsibilities and Authority

Directors

- Ensure OHS performance is monitored, evaluated and implement improvement measures where required
- Delegate appropriate OHS responsibilities and accountabilities to all levels of management
- Review the OHS activities to ensure compliance with legislative requirements and My Safety Procedures and Policies

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- Promote and enforce the Council's safety policies, rules and regulations
- Ensure adequate consultation with employees regarding health and safety issues
- Ensure reviews of performance include OHS performance.

Managers / Supervisors / Teams Leaders

- Review the OHS activities to ensure compliance with legislative requirements and My Safety Procedures and Policies
- Ensure MY SAFETY is applied within all areas of responsibility including Contractors, volunteers and visitors
- Promote safety awareness, communications and safety effectiveness
- Ensure volunteers, work experience students, and employees are placed with responsible personnel, directed to work within their capabilities and supplied with all relevant information, instruction and training.

OHS Advisor

- Ensure information required for the monitoring and evaluation of OHS is developed, collected and disseminated to appropriate persons
- Promote safety awareness, communications and safety effectiveness
- Ensure adequate consultation with employees regarding health and safety issues

Workers

- Obey all instructions from their supervisors, issued to protect their own personal health and safety and that of others
- Ensure that they do not endanger any other person through an act or omission at work
- Participate in provided safety training and awareness programs.

6. Procedure

The Safety Management System is structured so that OHS requirements are contained within Policies and Procedures and:

- Give guidance to formulation of standard operating procedures within work groups
- Ensure that all documents that form part of My Safety are created, changed, identified, issued and stored under controlled conditions.

Updating OHS Legislative Requirements

- GSCC RO's must ensure all legislative requirements are identified and included on the GSCC compliance register within Advent
- GSCC shall maintain awareness and access to current OHS legislation, codes and standards via the Advent compliance software
- Managers and GSCC responsible persons are to ensure all legal requirements, required worker licences, permits and any other compliance requirements applicable to their core duties are met.

Contractor OHS Systems

- Contractors must comply with *Occupational Health and Safety Act 2004*, appropriate regulations and My Safety Policies and Procedures at all times
- The GSCC RO is accountable for requesting, assessing, monitoring and auditing of contractors OHS responsibilities and activities.

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OHS Reporting

Two types of statistical techniques will be used to validate OHS performance:

- Proactive (positive) performance indicators
 - Training taken
 - Hazards and near misses reported
 - Risk Assessments completed
 - SWMS completed.
- Outcome (negative) Indicators
 - Medical treatment injuries
 - Lost Days due to incidents
 - Workers compensation / Work cover figures.
- The OHS Advisor and People Performance Team are responsible for the maintenance and reporting of OHS statistics to the Occupational Health and Safety Committee, The Executive and within the organisation. The information is to be available electronically and where appropriate at various work sites as a paper based report
- The OHS Advisor will record the relevant data from information obtained and communicate to Managers and Supervisors via Vault OHS program.

Objectives and Targets (Attachment 1)

- The OHS Committee shall, at the first annual meeting set objectives and targets for the next 12 months. The objectives will be based on the results achieved in the previous year with an aim of attaining continual improvement. The objectives and targets are to be communicated throughout the organisation
- Progress reports on GSCC OHS objectives and targets are to be provided biannually. Where appropriate, the OHS Committee / EM will assign actions to ensure GSCC objectives and targets are achieved
- Individual Departments and Branches are to ensure a commitment to achieving OHS objectives and targets.

Document Control

Amendments to OHS documents must be submitted to Risk Management for approval. Where appropriate, submissions will be forwarded the OHS committee for review.

If approved the original document is to be amended and changes recorded in the Safety Management System Procedure, Version Control Table (Attachment 2) noting:

- Document name and number
- Amendment date
- Amendments
- Approved by.

Statutory Notifications

Any statutory authority notices, entry reports, infringement or improvement notices issued must:

- Be reported to the supervisor or manager by close of business next working day
- Be Trimmed in 46/961/0002 Human Resources - WorkCover WorkSafe Authority, within 2 working days
- Be forwarded to People Performance
- Notices are to be retained by GSCC and include follow up reports and actions taken

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Internal Audits

Management are to conduct internal audits of OHS activities to ensure compliance with identified legalisation, My Safety Policies and Procedures, standard operating procedures or SWMS.

OHS Audits can be conducted be utilising the Internal OH&S System Audit Form.

Review

A monthly OHS report is to be provided to an EM detailing:

- OHS activities and initiatives
- Compliance
- Performance indicators
- Incident data
- Current OHS statistics

The CEO or Directors shall add to the agenda for detailed discussion, any subject which affects the OHS System or workers safety.

7. References

- *Occupational Health and Safety Act 2004*
- AS/NZS 4801:2001
- M10/103302 Internal OH&S System Audit Form

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“My Safety” aligns its Objectives and Targets of Achievement with the objectives of the Greater Shepparton City Council (GSCC) and the principles of the Herman Brain Dominance Institute (HBDI).

| Objectives | Actions to achieve | Targets of Achievement |
|---|---|--|
| GSCC will support our Health and Safety Representatives in their role to help promote and identify safe methods of work and a safe work place | <ul style="list-style-type: none"> Those in position of management to provide HSR's with appropriate time and facilities to fulfil their duties. Work groups to include the nominated HSR in safety discussions and meetings. Employees to consult with HSR's on safety matters | <ul style="list-style-type: none"> 90% attendance by HSR's and Management at OHS Committee meetings |
| GSCC will identify areas where workers health may be affected by activities conducted. | <ul style="list-style-type: none"> Those in position of management to ensure any activities conducted by employees that exposure workers to hazardous substances or environments are appropriately monitored. Early Intervention to schedule health assessments for the purpose of determining the risk of harm to a person when placing them in a role or when returning from injury | <ul style="list-style-type: none"> 90% scheduled employee health attended or completed. (E.g. Hearing testing, sight tests, immunisations) 100% of Pre-Employment Screenings performed on appointed positions. |

| Objectives | Actions to achieve | Targets of Achievement |
|---|---|--|
| GSCC will identify potential areas of injury workers may be exposed to. | <ul style="list-style-type: none"> Responsible Officers of workers to assess and ensure documented and communicated safe methods of work are in place. Managers of GSCC facilities to ensure scheduled workplace inspections are conducted and identified hazards appropriately addressed. Employees to complete Hazard or Near Miss Reports for unsafe activities and any potential areas of injury. OHS to annually schedule track and report to OHS Committee and Executive all work place inspections and compliance. | <ul style="list-style-type: none"> 10% reduction in incidents requiring medical treatment 10% increase in Near Miss and Hazard Reports 90% completion of scheduled workplace inspections. |

| Objectives | Actions to achieve | Targets of Achievement |
|---|---|--|
| My Safety documents are current, meet relevant legislation and endorsed by the OHS Committee. | <ul style="list-style-type: none"> OHS Advisor to have in place a schedule of review of all My Safety generated documents and ensure they display information on the issue and review date of the document. | <ul style="list-style-type: none"> Review 10 OHS Procedures or OHS documents annually. |
| GSCC complies with all requirements of the Occupational Health and Safety Act 2004 | <ul style="list-style-type: none"> Responsible Officers to continuously review worker activities to ensure compliance to My Safety Procedures. | <ul style="list-style-type: none"> Complete 10 Audits annually of work practices or activities. |
| GSCC will appropriately investigate incidents and ensure effective and meaningful corrective actions are developed, implemented and communicated to workers | <ul style="list-style-type: none"> Responsible Officers to investigate all incidents and implement identified corrective actions. Responsible Officers and all other workers to ensure OHS documentation and reports are appropriately completed. | <ul style="list-style-type: none"> 90% of incidents to be investigated and corrective actions identified and implemented. |

| Objectives | Actions to achieve | Targets of Achievement |
|---|--|---|
| GSCC will promote communication, supervision and support as effective safety tools in ensuring a safe work place. | <ul style="list-style-type: none"> OHS Advisor to schedule monthly OHS Committee meetings, call for agenda items, produce an agenda and minutes HSR's to assist in displaying committee minutes and safety information on safety boards. Appropriate and effective communications are sought and used to inform all workers on Safety and Wellbeing information. Employees and management to communicate and include HSR's in safety discussions and meetings OHS Branch to provide OHS Committee and other required parties with monthly and quarterly reports on progress on Objectives and Achievements and GSCC Safety Management System. | <ul style="list-style-type: none"> 90% of scheduled OHS Committees held over calendar year (10) 90% of Designated Work Groups (DWG's) have HSR representation. OHS Committee provides 2 OHS progress reports annually to be communicated to staff through organisational "All Staff" meetings. |
| GSCC will promote a safety culture. | <ul style="list-style-type: none"> Workers to report all incidents, Near Misses and hazards promptly to management. Responsible Officers assess the severity of incidents and report up line as required. | <ul style="list-style-type: none"> 90% of incidents reported up line and to OHS within 48 hours of occurrence. |

Attachment 2

Safety Management System Procedure - Version Control Table

| Version Control Table | | | |
|---|--------------|--|---------------|
| Document Name and number | Date Amended | Amendment | Approved by |
| All OHS Documents | 14/5/2013 | All documents re branded from CoGSAFE to My Safety | OHS Committee |
| Working During Extreme Weather Procedure - 46.PRO3.21 | 26/7/2014 | Change of dates for requirement to wear PPE (headwear) | OHS Committee |
| Safety Management System Procedure - 46.PRO3.2 | 28/5/2015 | Objectives and Targets reviewed | OHS Committee |
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