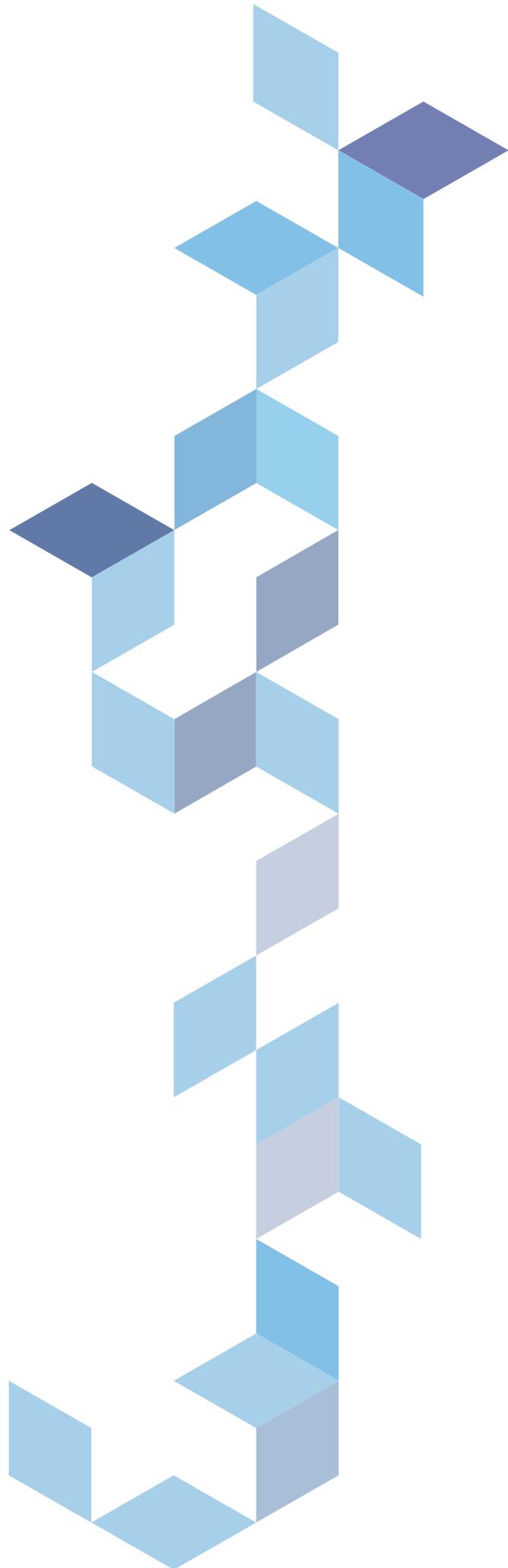


Proformas

Proformas

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Sample

Induction Checklist

Worker's name

Position / job title

Employment start date

Supervisor / manager

Introduction *(explain to new workers about ...)*

- the industry, nature and structure of your business
- roles of key people in your business
- job, tasks and responsibilities

Job introduction

- Demonstrate to the worker how to do the job correctly and safely.
- Provide required information and supervision.
- Introduce other workers and the supervisor.
- Introduce the first aid officer and show location of first aid supplies.
- Explain and demonstrate emergency procedures.
- Show the location of exits and emergency/fire equipment.
- Show the work area, toilet, drinking water and eating facilities.
- Show how to safely use, store and maintain tools, machinery, hazardous substances and personal protective equipment (PPE).
- Show where to make phone calls and collect messages.

Employment conditions

- work times and meal breaks
- rates of pay and how payment is made
- superannuation and other deductions
- leave entitlements
- notification of sick leave or absences

Sample

Health and safety

- health and safety policy, safe work procedures (provide a copy)
- roles and responsibilities of people in the workplace (e.g. Health and Safety Representatives)
- hazards in the workplace, how they are controlled, and how to report them
- how to report health and safety issues (including forms)
- how they will be kept informed about and consulted on health and safety issues
- Work injury insurance claims (show where forms are)
- incident reporting
- communication (e.g. when in remote location)

Other requirements

- quality procedures
- security issues
- hygiene procedures and facilities

Conducted by

Signature

Date

Worker's name

Signature

Date

Sample

Risk Control Plan

Business name

Date

Completed by

Hazard	Action required to control the hazard	Completion date	Responsible person
Extreme			
High			
Medium			
Low			

Sample

Incident/Hazard Report

Business name

Date of incident

Time (am/pm)

Date reported

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name of person reporting the incident/hazard

First aid

Medical treatment

Hazard report

Near miss

Property damage

Notifiable incident reported to SafeWork SA

Name of person injured (if applicable)

Nature of injury

Part of body injured

Location of the incident

Description of incident or hazard

How did the incident occur (contributing factors)?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Sample

Corrective actions

What needs to happen	By when	Person responsible

Sign off

Name of person reporting	Signature	Date
Supervisor's name	Signature	Date
Manager's name	Signature	Date

Sample

Confined Space Entry Permit

General

Location of work

Description of work

Isolation

Space needs to be isolated from (location/method)

Water / gas / steam / chemicals

Mechanical / electrical drives

Auto fire extinguishing systems

Hydraulic / electric / gas / power

Sludge / deposits / wastes

Locks and/or tags have been affixed to isolation points

Yes No

Atmosphere

The atmosphere in the confined space has been tested.

Result of tests

Oxygen

Flammable gases

Other gases

%

% LEL

ppm (less than

ppm)

%

% LEL

ppm (less than

ppm)

Other airborne contaminants

Sample

The conditions for entry are as marked below

- 1. With supplied air breathing apparatus Yes No
- 2. Without respiratory protection Yes No
- 3. With escape unit Yes No

Hot Work

Area clear of all combustibles including atmosphere Yes No

Type of appropriate fire prevention equipment available

Suitable access and exit Yes No

Hot work permitted Yes No

Personal protective equipment

The following safety equipment must be worn (types)

Respiratory protection

Harness/ lifelines

Eye protection

Hand protection

Footwear

Protective clothing

Hearing protectors

Safety helmet

Communication equipment

Other

Sample

Other precautions

Warning notices/barricades Yes No

All persons have been trained Yes No

Continual air monitoring is required Yes No

Notes

Emergency response

Procedures / equipment

Standby person

Name

--

Procedures / equipment

Authority to enter

The control measures and precautions appropriate for the safe entry and execution of the work in the confined space have been implemented and persons required to work in the confined space have been advised of and understand the requirements of this written authority.

Signed (person in direct control)

Date

Time

--	--	--

This written authority is valid until

Date

Time

--	--	--

Sample

Drug and Alcohol Policy

This policy shows:

- our commitment to health and safety in this workplace, and to reducing health and safety risks for all workers, contractors and visitors
- our commitment to complying with the requirements of the *Work Health and Safety Act 2012 (SA)* and the *Work Health and Safety Regulations 2012 (SA)*, especially those for drugs and alcohol
- how we will deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to everyone at

..... (PCBU name).

Definition

Drug and alcohol use can affect a person's ability to work safely and creates a risk to work health and safety.

Responsibilities

No-one must drink alcohol or use drugs at the workplace, except:

- for legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication
- at workplace-based social events: This is dealt with in more detail under 'Social events' in this policy.

The manager/supervisor at this workplace must arrange for you to be removed safely from the workplace, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor who may assign you other duties or arrange for you to leave the workplace.

Managing drugs and alcohol

..... (PCBU name) will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

..... (PCBU name) will consult with workers, Health and Safety Representatives and/or the work health and safety committee on this issue.

(Outline the specific actions you will take to address any factors in your workplace that may influence someone to turn to drugs or alcohol.)

Disciplinary action

If anyone is found to breach this policy, management will *(outline the actions you will take e.g. giving a formal warning, followed by encouraging them to get treatment, suspension, and finally, dismissal)*.

Testing

If you decide to introduce a testing program, you must include details about it in this policy. This includes:

- the practicalities of testing: who will do it, when and how it will be done, and what type of procedure will be used
- the procedures for the action you will take for a positive test result
- acknowledgement that people have the legal right to refuse to be tested, unless specified in legislation or in their contract or employment agreement.

Sample

Social events

Responsible social events can be held at this workplace (*include likely events*). To ensure everyone remains safe:

- everyone is expected to be responsible and mindful of the workplace
- non-alcoholic drinks and food will be provided
- alternative transport arrangements will be provided to discourage drink-driving
- (*include any other measures you may take*).

Information and support

..... (PCBU name)
will provide regular information and training about the effects of drug and alcohol use on personal and work health and safety, and on the components of this policy.

(*Include any support, whether internal or external, that you can provide workers, especially those who admit they have a drug or alcohol problem*).

Policy authorised by

Name

Signature

Date

Review date

Sample

Work Health and Safety Policy

This policy shows:

- the commitment of the management and workers in this workplace to health and safety
- aims to remove or reduce risks to the health and safety of all workers, contractors and visitors to this workplace and anyone else who may be affected by our operations
- aims to ensure all work activities are done safely
- recognises that health and safety is most effective when a collaborative approach is used to identify and solve problems
- commits to continuously improving work health and safety by addressing hazards and reviewing outcomes.

The Person Conducting a Business or Undertaking (PCBU) must:

- ensure their responsibilities under the *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)* are met
- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers
- provide ways for workers to be informed about and involved in health and safety issues at work
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- conduct regular workplace inspections
- ensure this policy and all safe work procedures are kept up-to-date.

Workers must:

- take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- follow reasonable instructions given by the PCBU to protect their health and safety
- identify and report any workplace incidents or hazards to their supervisor
- not wilfully interfere with or misuse items or facilities provided.

Visitors and contractors must:

- not put themselves or any other person at the workplace at risk
- comply with our safety policy.

Policy authorised by

Name

Signature

Date

Review date

Sample

Contractor Safety Management

Name

Position

Company name

ABN

Licence / registration number (if applicable)

<input type="text"/>	<input type="text"/>
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Address

Phone number

Mobile

<input type="text"/>	<input type="text"/>
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Email

Names of your workers who could attend on site

Services provided

Provide a summary of any relevant insurances you hold (e.g. public liability, workers compensation, personal accident/disability, relevant other).

Type	Insurer	Policy number	Expiry date
1.			
2.			
3.			
4.			
5.			

I have read and understood the CONTRACTORS SAFETY REQUIREMENTS attached.

Signed

Name

Dated

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Sample

Contractor safety management requirements

- 1** As a contractor to our site, we regard you as a professional in your trade/area of expertise. You have responsibility for your own safety and the safety of your co-workers and others that your work activities may impact upon.
- 2** All contractors are responsible for ensuring they, and all persons working for or contracted by them, have completed a basic site induction and have read and understood the safety requirements detailed below. This must be done before starting work.
- 3** If working on a construction site, all workers must hold a White Card.
- 4** All contractors must sign in upon arrival and contact the person in charge of the area they will be working in. Sign out when you leave the site.
- 5** No work is to start until contractors, and everyone working for them or contracted by them, have been authorised to do so by the person in charge of the area they are working in.
- 6** Before starting work, all contractors working at this site have a duty to consult with other workers who may be affected by the planned work activities and where work health and safety matters arise during the course of the work.
- 7** All contractor equipment, materials, and personal protective equipment (PPE) must be in good condition, properly maintained and suitable for the job at hand. They must comply with the relevant legislative requirements and/or Australian Standards.
- 8** All work must be conducted in a safe, healthy and environmentally responsible manner, and comply with all legal/regulatory requirements.
- 9** Control any hazards (as deemed appropriate).
- 10** No equipment is to be repaired or maintained unless properly isolated/switched off and/or stopped.
- 11** Any equipment or materials found to be unsafe should be reported immediately to the person in charge and be tagged "out of service".
- 12** On a construction site, all mains powered electrical equipment must have a current test tag.
- 13** A current safety data sheet must be available for any hazardous/dangerous chemical used.
- 14** For any high risk work (such as work at heights over 2m, confined space work, working with hazardous substances) you must have appropriate training and the correct equipment. An appropriate formal risk assessment, safe work method statement or job safety analysis must be completed before starting work.
- 15** PPE (e.g. hearing, foot, eye protection, hard hats, high visibility vests) must be worn/used as appropriate to the area and work being carried out.
- 16** All injuries, incidents and equipment damage/breakages/failures are to be reported immediately to the person in charge. If appropriate, an incident/injury form is to be filled out and submitted to the person in charge of the area.
- 17** A serious incident may be notifiable to SafeWork SA. Call 1300 365 255 to notify and preserve the scene of the incident.
- 18** Beware of vehicle traffic operating on site. Where possible, you must follow the designated pedestrian walkways (designated by yellow lines).
- 19** Demarcate/isolate visitors/clients from the work you are doing with appropriate warning signage and barriers.
- 20** Do not enter any areas which you are not authorised to enter.
- 21** Agree to follow the business privacy/confidentiality policy.
- 22** Maintain reasonable standards of housekeeping, cleanliness and hygiene.
- 23** Smoking, alcohol and illegal drugs are prohibited at the site.
- 24** No form of harassment/bullying will be tolerated.
- 25** Understand site emergency requirements (basic evacuation procedures, exit locations, evacuation assembly location).
- 26** Comply with any reasonable direction from the PCBU, Principal Contractor or Site Management. You could be asked to leave the site if any of the above requirements are not followed to reasonable expectations. Please ask the person in charge of your work if any doubt exists.
- 27** Remember, at (Insert PCBU name) we want you to be safe at work so you can go home at the end of each day.