



SNAPPY GUM
HERITAGE SERVICES

Workplace Health and Safety Management Plan

This document is designed
to be compliant with

AS/NZS 4801:2001



This **WHS Manual** is endorsed as at the
21 November 2017.

A handwritten signature in black ink, appearing to read 'RH', written over a white rectangular background.

Ryan Hovingh,
Managing Director.

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1. Appendices

Policies	Document Number
Work Health and Safety Policy	WHS-P-001

Registers	Document Number
Employee Training and Competency Register	WHS-R-001
Induction Register	WHS-R-002
Fire Equipment Register	WHS-R-003
Vehicle Register	WHS-R-004
Risk Register	WHS-R-005
Hazard Observation Register	WHS-R-006
Incident Register	WHS-R-007
First Aid Register	WHS-R-008
Legal Register	WHS-R-009

Forms	
Motor Vehicle Acknowledgement	WHS-F-001
Toolbox Meeting Record	WHS-F-002
Hazard Observation Report	WHS-F-003
Job Hazard Analysis (JHA) Template	WHS-F-004
Injury Report and Investigation Form	WHS-F-005
Vehicle Checklist	WHS-F-006
Medical Form	WHS-F-007

2. Review and Document Control

Work Health and Safety documents communicate standards to follow. Regular reviews and updates in accordance with legislative amendments and best practice activities are to be incorporated.

As such, all documentation must be current, comprehensive and verification of issue and updates is required to be maintained.

Any addition, deletion or amendment to this SMP or associated form or register will be included with the document control register below:

Date	Revised Item	Reviewed by	Approved by	Revision Reason
10/11/17	Whole Management Plan	Safety Solutions WA		Rev 1: Original Issue

3. Abbreviations and Definitions

ACT	Western Australian Occupational Safety and Health Act 1984
ALARP	As Low As Reasonably Practicable
AS/NZS	Australian and new Zealand Standard
JHA	Job Hazard Analysis
Organisation	Means Snappy Gum Heritage Services
WHS	Work Health and Safety
WHSMP	Work Health and Safety Management Plan
PPE	Personal Protective Equipment
Regulations	Western Australian Occupational Safety and Health Regulations 1996
RTW	Return to Work
SWP	Safe Work Procedure
VOC	Verification of Competency

Further definitions, as they relate to Western Australian legislative requirements can be found in the relevant Act or Regulations as detailed below.

4. References

- Occupational Safety and Health 1984 (Western Australia)
- Occupational Safety and Health and Safety Regulations 1996 (Western Australia)
- Workers Compensation and Injury Management Act 1981 (Western Australia)
- Workers Compensation and Injury Management Regulations 1982 (Western Australia)
- Mines Safety and Inspections Act (Western Australia)
- Aboriginal Heritage Act 1972 (Western Australia)
- Native Title Act 1996 (Western Australia)
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- ISO 31000:2009 Risk Management
- Australian/New Zealand Standards
- Codes of Practices
- Guidance Notes

To ensure the provision of suitable information relating to safety in the workplace, and as required by the Act, reference material in relation to Work Safety and Health will be regularly reviewed and maintained by Snappy Gum Heritage Services.

All workers will be able to view a copy of the Occupational Health and Safety Act and Regulations, along with any relevant codes of practice and Australian Standards in line with the work undertaken.

5. Introduction

This document sets out the Work Health and Safety Management standards for Snappy Gum Heritage Services activities conducted at any of our workplaces, either in the office or in the field. The content of this plan follows the requirements of AS/NZS 4801:2001 Occupational Health and Safety Management Systems.

It is recognised that the initiative for developing, implementing, monitoring and overall success of any WHSMP rests with the Director, Management, Supervisors and all Workers but also applies to any visitors, consultants and suppliers when present at any of our workplaces.

It is the job of management to ensure the whole workforce is aware of the importance that our actions can affect other workers, the public and the environment.

Snappy Gum Heritage Services has undertaken to provide a safe and healthy workplace for all workers. To assist in achieving this, Snappy Gum Heritage Services has developed this WHSMP to provide the organisational structure, planning and guidance necessary.

Snappy Gum Heritage Services Pty Ltd offers a variety of services to its clients, who range from large mining corporations, small exploration companies, native title groups, land councils, utilities, developers and government bodies.

While the range of stakeholders is broad, the activities undertaken are generally similar and all activities are collectively incorporated under Aboriginal Cultural Heritage Management.

Aboriginal Cultural Heritage Management involves a range of activities that stretch from the office to the outback. Much of our workplace conditions are controlled by our larger clients, although Snappy Gum Heritage Services staff are responsible for ensuring that they meet our minimum requirements.

The range of activities encompassed under Aboriginal Cultural Heritage Management can generally be considered as follows:

- Long distance driving and/or remote travel
- Engagement with Aboriginal communities and individuals
- Navigation and hiking within remote areas, often on foot at some distance from the vehicle
- Identification of heritage places, particularly those that concern our traditional owners
- Communication of our findings through reports, management plans and/or interpretation media.

6. Targets and Objectives

The key aim of this WHSMP is to establish the fundamental principles which must be observed by all workers whilst carrying out their work.

This WHSMP's objectives are to:

- Provide a singular, functional reference point for all safety management activities at any Snappy Gum Heritage Services workplace
- Detail the accountabilities for the effective application of these activities
- Ensure that all work activities are carried out in accordance with Snappy Gum Heritage Service's standards along with full compliance to our legislative requirements
- Ensure that all work practices are performed to the satisfaction of our clients
- Induct all workers at our workplaces in our safety standards for our workplaces
- Ensure managers, supervisors and workers are aware of and accountable for meeting their responsibilities and obligations
- Identify, assess and manage all hazards through appropriate hazard identification, risk assessment and implementation of safe work procedures
- Conduct regular workplace safety inspections and audits and to ensure any identified gaps are promptly corrected
- Report and investigate all incidents, accidents, injury or damage

- Ensure that all equipment used conforms to statutory requirements and personnel using any equipment are appropriately trained to a competent level.

Snappy Gum Heritage Services believes that workplace health and safety is the responsibility of everyone at our workplaces and has adopted the goal of 'No Injury', covering all personnel, property and the environment. Our workplace safety performance targets are:

- 100% Compliance with all applicable legislative requirements.
- 85% Minimum compliance against our internal audit requirements.
- Monthly toolbox meetings
- Bi-annual audit on safety documentation and practices in order to drive continual improvement.

7. Snappy Gum Heritage Services Work Health and Safety Policy (WHS-P-001)

Our goal at Snappy Gum Heritage Services is to prevent incidents and injuries by maintaining our commitment to workplace safety and achieving a level of ‘No Injuries’ for all personnel, property and the environment. While we often work in areas where other companies dictate their safety standards, Snappy Gum employees will adopt this WHS policy as a minimum requirement.

We will achieve this goal by:

- Complying with all Western Australian legislative requirements
- Providing safe plant, machinery and equipment
- Develop, implement and disseminate adequate information, education and training
- Provide appropriate WHS leadership, management and supervision
- Eliminating or controlling all hazards
- Consult with all workers on any WHS matters
- Completing regular audits and reviews of practices and systems
- Providing emergency and first aid treatment facilities
- Ensuring all personnel and any sub-contractors share our ‘No Injuries’ goal

To assist us in achieving this goal, all workers will be expected to support this policy by adhering to Snappy Gum Heritage Services requirements along with aligning with the AS/NZS 4801 process of risk management (identifying, assessing and controlling hazards) and using plant, equipment and PPE as instructed.

Workers are also expected to voice their concerns and if need be stop any work activity, where they feel there may be a risk of injury or harm to themselves, others or the environment, without fear of reprisals or blame.

Authorised Signature	
Authorised by	Ryan Hovingh
Title	General Manager
Date	
Review Date	

8. Primary Duty of Care

Section 19 of the Western Australian Occupational Safety and Health Act 1984 states that employers must, as far as practicable, provide and maintain a working environment where workers are not exposed to hazards.

Employers must ensure that they:

- Provide and maintain workplaces, plant and systems so that workers are not exposed to hazards
- Provide such information, instruction, training and supervision to workers to enable them to carry out their activities in such a manner that they are not exposed to hazards
- Consult and cooperate with workers regarding Work health and safety at the workplace
- Where not practicable to avoid the presence of hazards, provide workers with adequate and appropriate personal protective clothing and equipment
- Ensure the safe use, cleaning, maintenance, transportation and disposal of plant
- Ensure the safe use, handling, processing, storage transportation and disposal of substances

Section 20 of the Western Australian Occupational Safety and Health Act 1984 states that workers shall take reasonable care to:

- Ensure his or her own health and safety at work
- Avoid adversely affecting the health or safety of any other person
- Comply with any reasonable health and safety instructions given by the employer
- Use supplied personal protective clothing and equipment in a manner in which instructed
- Not misuse or damage any equipment provided in the interests of health and safety
- Report any situation within the workplace that they have reason to believe could constitute a hazard that the employee cannot correct
- Report any injury or illness which he or she sustained whilst at the workplace or in line with a work activity
- Cooperate with their employer in the carrying out of the employers responsibilities

9. Responsibilities

This WHSMP does not detract or limit the statutory WHS responsibilities placed upon the organisation, management or personnel.

9.1. Managers

Are responsible for ensuring that a commitment to Work health and safety is evident within in the workplaces under their control. Upper management has overall responsibility and accountability for the effective implementation and administration of this WHSMP and will ensure the following accountabilities are met:

- Allocating responsibilities for all workers at the workplace
- Approval of this WHSMP and associated policies/procedures
- Ensure all necessary vehicles and equipment is provided and maintained in order to enable work to be carried out safely
- Implement hazard identification, assessment and control measures for all aspects of work
- Set up facilities and make resources available for incident/accident, first aid and emergency requirements
- Take all reasonable steps to ensure the policy is understood by all workers under their control
- Identify induction and training needs and allocate resources as appropriate
- Establish and maintain methods to report and record all incidents at the workplace.
- Encourage worker participation for hazard/ incident identification and reporting
- Encourage suggestions from workers to reduce risks
- Ensure new vehicle and equipment purchased complies with relevant safety requirements
- Ensure all incidents are investigated and corrective actions implemented
- Promote the active return to work process
- Provide the necessary support, information and assistance to an injured worker and his family to enable an early return to work
- Arrange worker inductions, safety talks, demonstrations, safety publications and material to promote safety awareness and display Snappy Gum Heritage Services commitment
- Investigate methods of minimising hazards at the workplace
- Encourage all workers to maintain acceptable standards of health and safety
- Establish Key Performance Indicators (KPIs) for all management and supervisory staff that are directly linked to safety performance and commitment to Snappy Gum Heritage Services goal
- Ensure that appropriate controls and disciplinary action are applied in accordance with Snappy Gum Heritage Services policies.

9.2. Supervisors

Are responsible for the health and safety of all workers under their control. All supervisors and line managers are responsible for:

- Making themselves familiar with the requirements of this WHSMP and associated policies and procedures
- Implement the requirements of the Snappy Gum Heritage Services WHSMP
- Demonstrate commitment to the organisations goals by inspecting and monitoring the workplace to identify and eliminate/control hazards and ensure safe work practices are adhered to
- support the policy by conducting themselves in accordance with safe working procedures
- Instruct, train and supervise all workers in the appropriate safe work practices
- Consider the health and safety of workers when planning and allocating work
- Implement and enforce safe working procedures
- Immediately discuss the reasons for any non-compliance with safe work procedures and where appropriate counsel workers that fail to comply
- Encourage and support workers in the identification and reporting of hazards and incidents
- Report and be actively involved in the investigation of all incidents and near misses
- Participate in bi-annual document and process audits
- Conduct monthly toolbox talks with workers
- Attend client meetings at the discretion of the client

9.3. Workers

All workers have an obligation to work safely and pay due consideration to the health and safety of themselves and others. In doing this, they must:

- Comply with all safe work procedures that are developed and implemented at the workplace by Snappy Gum Heritage Services
- Report to their immediate supervisor any potential workplace hazard or any near miss, incidents or injuries that may or have occurred
- Use and maintain all issued Personal Protective Equipment (PPE) as instructed
- Attend workplace safety meetings and appropriate training
- Comply with the requirements of the Snappy Gum Heritage Services WHSMP
- Keep the workplace clean, tidy and free of hazards
- Comply with the requirements of all relevant health and safety legislation, codes of practice and Australian Standards
- Consult and co-operate with management
- Comply with instructions given by managers and supervisors

10. Training and Competencies

10.1. Qualifications, Certificates of Competency and Licences

Snappy Gum Heritage Services will ensure that prospective employees or sub-contractors, prior to engagement and working at any of our work places will hold the appropriate qualifications, certificates of competency and/or licenses.

They shall also be assessed to confirm abilities by a Snappy Gum Heritage Services management representative prior to being given permission to work at the workplace. All qualifications, certificates of competency and licenses shall be current and copies kept on the individuals personnel file. Personnel files will detail industry specific skills, knowledge, experience and contact details and will be treated as confidential information, only being made accessible to authorised persons.

10.2. Training and Supervision

In accordance with the requirements of section 19 of the Act, Snappy Gum Heritage Services will ensure all workers are provided with the appropriate training and level of supervision required to enable them to safely complete the tasks expected of them. All workers must be competent and appropriately trained and qualified. Snappy Gum Heritage Services will maintain a training and competency matrix containing details of employee's qualification standings. Awareness training will be delivered through the following forums:

- Company and/or site inductions
- Client inductions (where required)
- Informal training sessions prepared and delivered
- Four Wheel Drive training
- Awareness training delivered by supervisors and management
- Toolbox Safety Meetings
- Pre-start briefings and meetings
- Posters and Safety Alerts

Workers may be required to attend competency training in the following subjects or as identified by Snappy Gum Heritage Services:

- Vehicle Safety
- Manual Handling
- Hazard Identification and Risk Management
- Incident Reporting and Investigation
- Workplace Training and Assessment

If required, workers will be provided with the appropriate additional training in order to attain relevant certificates or competencies to satisfactorily and safely carry out their tasks. The competency of all workers will be assessed on an ongoing basis and refresher courses may be required to be undertaken where deemed appropriate.

Attendance at refresher courses will be used to ensure all workers remain competent in their work and up-to-date with current methods and legislative requirements.

Records of all competencies and training will be entered into Employee Training and Competency Register (WHS-R-001) and retained.

10.3. Verification of Competency

A Verification of Competency (VOC) shall be completed by any employee required to operate a vehicle or equipment. The assessment must be completed before the employee is permitted access to or use of vehicles or equipment. An approved and competent user of the item shall complete the assessment.

If any worker be assessed as “not yet competent” then additional training must be completed before further assessment and subsequent use of the item of plant is permitted.

10.4. Induction

All personnel working within our workplaces shall undergo the Snappy Gum Heritage Services induction process.

Supervisors and line managers shall actively support the induction process through participation in its delivery.

A record of inductions will be documented and retained using the Induction Register (WHS-R-002).

Workers are expected to complete and submit a Medical Form (WHS-F-007) at commencement of their employment. If there are any changes differing from the original information submitted on this form at commencement, it is important that management be advised to ensure this form is kept accurate and up to date.

The Snappy Gum Heritage Services Induction will include a minimum of:

- A summary of the scope of work within the workplace
- An overview of this WHSMP
- Training
- Consultation and resolution of issues practices
- Personal protective equipment and clothing requirements
- Hazard identification, assessment and management
- Reporting procedures for hazards, injuries, incidents and near misses
- Job Hazard Analysis and Take 5's
- First aid, medical and emergency procedures

11. Consultation and Communication

Safety will be included as the first item of the agenda at all meetings. Workers will be consulted during the development and review of procedures and JHA.

11.1. Pre-Start Meetings

Pre-Start meetings shall be conducted at the commencement of each shift. All personnel involved in the planned activities are to attend.

The pre-start meeting is to discuss the planned activities and to review safe work procedures and JHA if applicable.

11.2. Tool Box Meetings

Tool box meetings will be held monthly.

They are to be used to encourage the process of communication and consultation between all personnel at the workplace. An agenda is to be prepared before the meeting and during the meeting minutes must be taken and then disseminated amongst all workers.

Topics likely to be covered included:

- Safety performance
- Incident reviews and safety alerts
- Training needs
- Any corrective action follow-ups
- Workplace audits
- Review of JHA
- Industry changes
- Discussions on specific hazards or risks that may be introduced throughout the scope of work, proposed works or changes (e.g. onset of summer – heat stress)

All workplace personnel will be required to attend the meetings and a record of attendance will be recorded on Toolbox Meeting Record form (WHS-F-002) and details retained.

11.3. Safety Notice Board

A safety notice board shall be located in a prominent position within the head office, in an area where all personnel can access and information posted is to be updated regularly.

The safety notice board is to display:

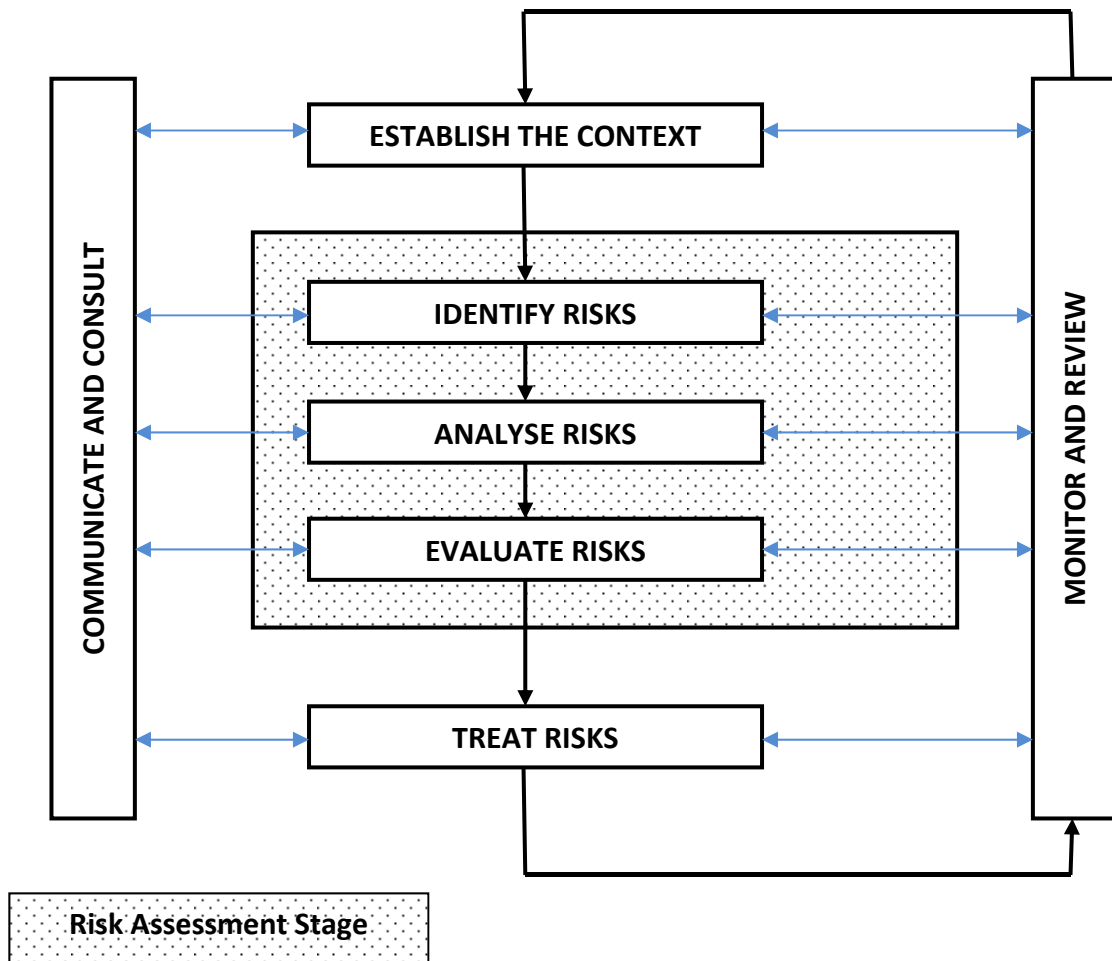
- General safety information
- Meeting minutes
- Safety Alerts
- Evacuation map
- Workplace inspection reports
- Identity of key personnel (First aiders, supervisors, who to contact in case of emergency, etc.)

12. Risk Management

Snappy Gum Heritage Services' management team fully supports immediate stopping of work where the work activity or practice is believed to be dangerous to any person, equipment or environment and exposure to the risk cannot be mitigated against with existing procedures.

The responsibility of identifying workplace hazards falls with everyone at the workplace. A hazard is anything that if left untreated, may result in injury or harm to the health of a person, or damage or the risk of damage to property. Hazards must be identified, assessed and control measures put in place to eliminate or reduce the likelihood of harm or injury using the process defined within AS/NZS 4360 (See diagram below) in order to achieve a mitigated level of risk to ALARP.

Hazards are to be report using the Hazard Observation Report form (WHS-F-003) and recorded on the Hazard Observation Register (WHS-R-006).



By utilising the AS/NZS 4360 process and understanding the definition of a hazard, assessment of tasks and decisions about safety at work should become a daily routine. The assessment of risks involves the measure of the likelihood of the identified hazard causing an incident and the exposure to the actual hazard against the consequence of such an event. All personnel must use this assessment process to identify and assess factors that could affect the chance or severity caused by the particular hazard.

Once assessed, a risk ranking system is used to evaluate the severity of the overall likelihood, exposure and consequence of the hazard in order to then identify control or management methods to eliminate or minimise the effect of a hazard.

This ranking system is done by way of a risk matrix.

See below for an example risk matrix.

LIKELIHOOD ↓	CONSEQUENCES				
	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
Almost certain 5	10	9	8	7	6
Likely 4	9	8	7	6	5
Possible 3	8	7	6	5	4
Unlikely 2	7	6	5	4	3
Rare 1	6	5	4	3	2

CONSEQUENCES: How severely could it hurt someone/cause damage?

Catastrophic: Death or large number of serious injuries, environmental disaster, huge cost

Major: Serious injury, extensive injuries, severe environmental damage, cost

Moderate: Medical treatment required, contained environmental impact, high cost

Minor: First aid treatment required, some environmental and/or financial impact

Insignificant: No injuries, low financial/environmental impact

LIKELIHOOD: How likely is it to happen?

Almost certain: Expected to occur in most circumstances (weekly)

Likely: Will probably occur in most circumstances (monthly)

Possible: Might possibly occur at some time (once a year)

Unlikely: Could occur at some time (once in 5 years)

Rare: May occur only in exceptional circumstances (once in 10 years)

Risk Score		What should I do?
9-10	Extreme	Immediate action required – stop work immediately
7-8	High	Action plan required, senior management attention needed
5-6	Moderate	Specific monitoring or procedures required, management responsibility must be specified
2-4	Low	Manage through routine procedures

Using the risk matrix above the likelihood is measured against the consequences providing a measurement or risk rating of extreme, high, medium or low. Any activity that measures extreme or high will not commence until suitable control methods have been implemented to eliminate or reduce the risk and the task has been re-assessed.

Once a risk rating is identified for each hazard, control measures can be prioritised in order of importance. Risks must be controlled by applying the hierarchy of control principals as set below, which are listed in the order of preference.

The hierarchy of control methodology:

- Elimination
- Substitution
- Isolation (Separation)
- Engineering
- Administration
- Personal Protective Equipment (PPE) – The wearing of PPE should be considered as a last resort in the risk management process.

Where it is considered that it is not practical to reduce the risk of injury to an employee by any other means, PPE will be supplied and used.

A Risk Register (WHS-R-005) will be made available which details identified risks and controls.

Snappy Gum Heritage Services have established safe work procedures to ensure the risks are either eliminated where practicable or reduced by changes to work procedures and equipment. Such procedures are to be supported by the use of JHA's for any site specific or introduced hazards that have been identified which have not been addressed within a procedure.

Australian Standards, Codes of Practice and Guidance Notes have been made available to assist workers in conducting assessments of the hazards in the workplace and to establish procedures to work safely.

A process of hazard identification and risk assessment shall be incorporated into all activities. Typically, this shall be implemented through one or more of the following:

- Site/Hazard inspections
- Completion of workplace Risk Register which shall be completed in advance of site establishment and will be considered the over-riding document that identifies the risk profile and control measures for all activities
- Preparation of Safe Work Procedures
- Completion of Job Hazard Analysis (JHA)

12.1. Safe Work Procedures

A Safe Work Procedure (SWP) is to be developed and documented for activities that are regularly undertaken by Snappy Gum Heritage Services personnel and may expose workers to the risk of injury.

The SWP's are to be developed at a task level, in consultation with those completing the task, supervisors, manufacturer's instructions for any plant or equipment to be used and if applicable, experts or those with previous experience in the task at hand. The SWP is to clearly describe the best way known to safely complete the task.

Once prepared, the SWP's are to be authorised and signed off by management and regularly reviewed.

When commencing an activity on site, a risk assessment will be conducted and if any hazards are identified that have not been addressed within the relevant SWP (or there is a need to deviate from the SWP), a Safe Work Method Statement is to be completed to complement the SWP and address the outstanding issue.

12.2. Job Hazard Analysis (JHA)

Job Hazard Analysis (JHA) are document risk assessments for a particular work task or activity.

The intent of a JHA is to identify a risk score/risk severity (from the risk matrix) and to list the control measures that are already in place, or required to control the risk.

To help find all potential hazards, activities should be broken down into smaller tasks which follow the sequence of the activity. JHA will be prepared in consultation with all workers carrying out the specific task and reviewed when the work environment, the task itself or employee carrying out the procedure changes.

JHA must be in writing and specify at a minimum:

- the specific location of the workplace that the activity is being conducted
- the identified hazards to which a person is exposed in conducting the high risk work
- the risk of injury or harm to a person from the hazard/s
- the safety measures or controls to manage the hazard/s
- a description of the equipment used, and
- the qualifications and training (if any) required for persons to carry out the task safely

Workers involved in the relevant work process will be consulted with and involved in drafting of any JHA's utilising the Job Hazard Analysis Template form (WHS-F-004).

When compiling a JHA, the following will be taken into account:

- Consultation with all workers that will be actively involved in the task
- Review of the current process involved
- Identify all operating steps
- Refer to manufacturer or suppliers instructions
- Document what is to be done in the sequence of events
- Include all steps involved in preparation for the activity
- Identify known hazards from past experience, observations and through consultation with workers
- Ascertain a risk ranking/score via the risk matrix, without any controls in place
- List all management controls to be implemented
- List all equipment that will be required to satisfactorily complete the activity
- Include type of protective clothing and equipment required to be worn
- List the specific qualifications, licences or training required to perform the task
- List all workers involved in the task and have each worker sign the JHA
- Revisit the risk ranking/score to determine the residual risk

JHA's are to be completed on Day 1 of a project on site. Take 5's are to be conducted each day.

13. Personal Protective Equipment (PPE)

PPE requirements must be observed by all personnel entering a Snappy Gum Heritage Services worksite, although the types of PPE alter depending on the location of the work. This is a condition of employment and as such, management, supervisors and clients representatives will monitor compliance. All required PPE will be supplied by Snappy Gum Heritage Services.

In the office

- Closed footwear
- Gloves as required

In the field

- Hat
- Safety helmet (as required)
- Sunglasses
- Long sleeve high visibility reflective shirt
- Long trousers
- Gloves
- 30+ sunscreen

Additional equipment will be supplied including UHF radio and GPS. Satellite Phones for each team will be provided where required and appropriate.

Workers must ensure that their PPE is clean, serviceable, worn and/or used as per the manufacturer's instructions and that it conform to the relevant Australian Standard.

Sun Protection

Snappy Gum Heritage Services will, as far as is practicable, ensure that the working environment and areas under company control are conducive to the protection from Ultra Violet radiation.

Snappy Gum Heritage Services supervisors, employees and contractors are accountable for the monitoring of this UV policy in their areas of responsibility. They are expected to:

- Identify areas of exposure;
- Manage and resolve any issues arising from the need to work in an environment with exposure to UV radiation by Snappy Gum Heritage Services employees
- It is the individual's responsibility to make use of protective clothing to protect themselves from the effect of sun exposure.
- Provide information, instruction and training in the correct use, maintenance and wearing of the above PPE and UV protective equipment for employees

All employees under Snappy Gum Heritage Services management are required to follow rules relating to the use and wearing of UV protective clothing and equipment requirements, and report any concerns relating to this area to their immediate supervision.

14. Fitness for Work

Snappy Gum Heritage Services is committed to the safety and health of all workers within its workplaces. To achieve this, we will ensure that all personnel at our workplaces are fit for work. This will be achieved through a combination of methods, including pre-employment checks, drug and alcohol testing, fatigue management and communication and awareness of other safety and health topics.

Where any worker is identified as not being fit for work, Snappy Gum Heritage Services will manage in an effective, fair and constructive manner and provide assistance through preventative, educational and rehabilitative measures.

14.1. Fatigue

Snappy Gum Heritage Services workers will be encouraged to report to a supervisor on any occasion where tiredness or a physical condition of themselves or another worker, may impact on abilities to carry out work safely.

Adequate rest periods will be provided in order for workers to remain fit for work and the expectations for working hours and rosters will be in accordance with the WA Code of Practice – Working hours.

Employees driving long distances are to follow the journey management plan in place for the project.

Supervisors are to review all personnel during pre-start, toolbox meetings and during site visits to identify any personnel displaying signs of fatigue and manage accordingly.

14.2. Drugs and Alcohol

Snappy Gum Heritage Services will ensure that any personnel are not under the effects of drugs or alcohol whilst engaged in any activity at the workplace.

The use of any prescribed drug that may inhibit the safe manner in which a person carries out his/her work tasks is to be reported to a supervisor.

Drug and/or alcohol testing may be carried out on any personnel at any time for the purpose of ensuring their use does not have any effect on workers safety. Testing may take place in the following circumstances:

- Pre-employment
- After an incident
- Targeted or 'for cause' testing
- Random testing
- Client requested testing

Any personnel failing or refusing to participate in a drug and/or alcohol test may be subject to disciplinary action and/or dismissal from Snappy Gum Heritage Services.

14.3. Climatic Stress (Hot and Cold Environments)

Snappy Gum Heritage Services is aware of the negative effects that heat, cold, climatic conditions and dehydration can place upon personnel.

As such, we will always assess and prepare for situations where work is required to be carried out in adverse conditions. A supply of cool and clean drinking water shall always be provided for personnel at any Snappy Gum Heritage Services workplace, along with suitable shelter, PPE and adequate rest breaks to compensate for extremes in temperature. Workers are to carry a filled water bottle on their persons.

Workers are to self-monitor and watch for the signs of dehydration of co-workers and take steps to avoid adversely affecting the safety at workplaces that exposure to the elements can induce.

15. Steep Terrain

Steep terrain is a hazard on a heritage survey for both vehicles and workers.

Any slope that has a gradient between 10 and 18 degrees as 'steep terrain'.

Risks include but are not limited to:

- Vehicle rollover
- Slips, trips and falls
- Falling objects

The following control should be implemented:

- Prior to survey slopes should be assessed as to whether they constitute a steep slope
- Vehicles should be placed into Low Range to ensure safe and controlled driving both up and down the slope
- If the slope is considered too steep, then personnel should discuss the slope with the other team members including the traditional owners and assess the potential for any heritage places. Things to consider would be the presence of any stone structures, rockshelters, ledges etc. Should there be heritage risk, the team should collectively determine a means to target the particular landforms and assess its potential.
- Personnel are not required to go within 5 meters from the edge of a cliff face nor within 5 meters of the base unless to inspect rock shelters. Factors to consider during these times include duration of stay and an assessment of the rock stability, taking into account factors such as cracks, wetness from recent rains, and the presence of animals. All controls should be documented in Take 5s.

16. Manual Handling

Is any activity requiring the use of force by a person to lift, lower, push, pull, carry or otherwise move, restrain or hold something.

Snappy Gum Heritage Services recognises the serious and frequent health and safety hazards that are associated with manual handling activities at the workplace. Most can cause injury and pain that are easily preventable. There is no safe weight to lift; workers are to assess each manual handling task using some simple rules in line with the WA Code of Practice for Manual Handling in order to prevent injuries.

- Assess the load and plan the job (e.g. how heavy and cumbersome is the item?)
- Use suitable mechanical devices (e.g. forklifts, cranes, chain blocks, hoists)
- If mechanical aids are not available or practicable, consider multiple person lifts
- Ensure good access and egress and housekeeping is maintained

- Use correct lifting techniques (e.g. correct foot position, correct leg action, and maintain a straight back and firm grip)
- Warm up first before handling objects.

If it is not practical to eliminate lifting from a job or activity, workers will be instructed to lift by way of manual handling training and use of safe lifting procedures/JHA.

17. Isolated/Lone Workers

In the course of work carried out by Snappy Gums Heritage Services P/L, employees are required to work on their own or in remote locations.

Employees are deemed to be “alone” when they cannot be seen or heard by another person, and/or will not expect a visit from another person for some time. Employees can be alone in the outback or in a home office.

Employees in a remote area will be within a group of people and must keep within the group as described in the journey management plan.

Snappy Gums Heritage Services P/L ensure that employees working alone or in an isolated location understand the importance of implementing, and sticking to, procedures.

Where possible employees will not be required to work alone, however where a situation arises that requires an employee to work alone or in an isolated location the following applies:

- A form of communication is provided e.g. mobile or land-based phone, satellite phone, UHF radio
- A ‘phone contact with management’ process has been agreed to ensure contact
- A journey management plan is in place for isolated works
- Snappy Gums Heritage Services provides a serviced and reliable vehicle and associated training in the use of and recovery techniques.

Management is responsible to issue tasks for employees and determines levels of communication required to work alone or in remote areas on a job to job basis.

Employees are responsible for taking all reasonable or practicable steps to ensure their own safety when working alone or in remote areas and to follow direction and instruction given to them.

18. Vehicles

Operating vehicles exposures workers to several areas of high risk. Vehicles vs. personnel interface, entanglement, trapping or pinning of personnel against another object, pinch points and burns are potentially encountered. As such, a person may be easily injured whilst operating a vehicle if not trained and licenced. Workers are to complete the Motor Vehicle Acknowledgement form (WHS-F-001) prior to using a company vehicle.

The Vehicle Checklist (WHS-F-006) is to be completed during inspections of vehicles and supplier to management.

Operators shall conduct their tasks in accordance with the following:

- Daily inspection and visual check of vehicles and the immediate reporting of any damage, defects or unsafe instances and completion of logbook and immediate notification to management
- All vehicles shall be maintained in a safe and serviceable condition in accordance with the manufacturer's recommendations
- Report any fault or problem with the vehicle immediately
- Never operate a vehicle without the proper authorisation
- Site and local speed limits shall be complied with at all times
- Wear seat belts at all times

Snappy Gum Heritage Services will:

- Ensure there are systems in place to identify hazards and implement controls
- A journey management plan is present and communicated to workers prior to works commencing
- Ensure that plant is appropriately registered
- Provide the specific training and supervision to operators
- Ensure operators hold current licences to operate vehicles
- Carry out regular inspections and maintenance of vehicles
- Document the completed inspections and maintenance history of each machine
- When repair or maintenance work is carried out on a vehicle, ensure the appropriate service record is completed and maintained

Company vehicles will be recorded within the Vehicle register (WHS-R-004).

19. Emergency Preparedness and Response

19.1 Emergency Plans

Snappy Gum Heritage Services shall prepare an emergency plan and procedure detailing the steps to be followed in the event of an emergency at the workplace. Management shall ensure that the emergency plan is displayed at prominent locations around the workplace and made available for remote workers. The emergency plan will be explained to all workers upon induction.

Potential emergency situations could be:

- Bush fires
- Cyclones
- Medical emergency such as but not limited to heat illness, snake bite, pre-existing conditions
- Lost worker/s
- Vehicle crash
- Falls, trips
- Lightning strike
- Flooding

The plan will include as a minimum:

- The method in which advice of an emergency will be broadcast (alarm etc.)
- The method in which assistance will be sought (satellite phone, UHF Radio)
- Muster points
- Emergency and/or fire exits
- Nominated fire wardens or emergency coordinators
- Location of firefighting equipment
- Location of first aid equipment
- Identity of first aid qualified personnel
- Contact telephone numbers for local emergency services and hospitals

Snappy Gum Heritage Services will identify the training required of personnel involved with emergency/evacuation activities such as the handling of emergency equipment and where required appropriate training will be provided.

Emergency procedures will be run through as a drill at least annually and the results of drills recorded and communicated amongst all workers to identify gaps or areas of improvement.

All workers are to ensure they are familiar with all emergency warning methods, muster points and emergency coordinators when at the workplace and be prepared to respond as instructed.

19.2 First Aid

Snappy Gum Heritage Services will ensure that all workers hold a current first aid certification. All workers will have access to medical equipment within the work area, which is suitable for the hazards and the duration of the task (i.e. ranging from First Aid Kits up to Remote Area Trauma Kits). These kits should be available at all times. Snappy Gum Heritage Services will also provide first aid kits in all of our provided vehicles and all personnel in the field must carry one if travelling over 400 m from the vehicle.

The first aid kits will be regularly inspected to keep a record of contents and replenish/replace where necessary. Workers will inform of and record the use of any first aid equipment.

Details of the trained first aid personnel within the head office will be prominently displayed alongside the first aid kits and safety notice board.

Any near miss **MUST** be immediately reported to a supervisor and recorded on the Injury Report and Investigation form.

Any worker that sustains any injury **MUST** report the matter to their Snappy Gum Heritage Services supervisor who shall then ensure that the incident details are recorded using the First Aid Treatment register (WHS-R-008) and the injury is referred to a first aider as a minimum.

Should a more serious injury occur, assistance will be sought from a medical provider or hospital and the Injury Report and Investigation form completed. In all situations that require a worker to leave site for medical treatment, the Snappy Gum Heritage Services Manager shall be informed by the most appropriate and efficient means.

Client reporting requirements are to be adhered to.

Detailed processes for obtaining first aid and medical treatment will be posted on all notice boards with emergency plans and will form part of the company induction process.

19.3 Fire Prevention and Response

General standards of housekeeping shall be maintained in order to minimise the accumulation of combustible rubbish and subsequent risk of fire.

Snappy Gum Heritage Services will provide adequate firefighting equipment suitable to deal with the type of fire likely to occur in the work area. All workers at point of induction are to be familiar with the location and type of fire extinguisher within their work area as indicated in the emergency procedures.

In case of fire raise the alarm immediately. Do not place yourself or others in danger by attempting to fight a fire, if you are clearly unable to contain it with the firefighting equipment on hand in the workplace, leave the fire area and report to the muster point.

Office exit route is to be appropriately marked and detailed on an emergency evacuation map that is displayed throughout the head office and explained during induction.

All fire extinguishers are to be inspected, tested and tagged in accordance with statutory requirements. Records of inspection, testing and tagging is to be maintained in the Fire Equipment register (WHS-R-003).

Firefighting equipment shall only be used for its intended purpose. Misuse of firefighting equipment is a serious breach of safety instructions and will be subject to disciplinary action.

All Snappy Gum Heritage Services vehicles will be fitted with a small fire extinguisher where there is a chance that it or the occupants may be exposed to fire during their daily tasks.

Designated smoking areas have been identified, compliance is to be maintained for designated "No Smoking" areas, including within vehicles.

19.4 Incident / Injury Reporting

All injuries, irrelevant of seriousness, must be immediately reported to a Snappy Gum Heritage Services manager, supervisor or safety personnel. Documented reporting and recording of any injury is required using the Injury Report and Investigation Form.

All personnel including any sub-contractors must give immediate notification to the Snappy Gum Heritage Services management of any significant incident, whether or not it results in an injury, followed by the submission of an Injury Report and Investigation Form (WHS-F-005).

Should any incident or injury occur, Snappy Gum Heritage Services will ensure:

- Immediate first aid treatment is provided
- Reporting of the near miss or incident to a client is to be done in line with the client requirements
- The injured employee is examined/treated by a medical practitioner if required
- If a medical practitioners visit is required, it is recorded and a first medical certificate obtained
- The incident will be recorded on an incident report form
- An investigation into the incident will be conducted by a Snappy Gum Heritage Services manager or supervisor
- Any identified corrective actions will be documented, put into place and their implementation recorded
- Insurance company advised and documentation completed if necessary
- Return to work plan be established for the injured worker if necessary
- If of a reportable nature as defined by the OHS Regulations, report the injury to WorkSafe WA or applicable regulator

The applicable regulator (WorkSafe, Energy Safety, etc.) is to be notified within the required timeframes for any incident or injury that is subject to reporting by legislation. In any of these cases, instructions and directions given by the regulator are to be adhered to. Any request for information or interview by a regulatory body is to be directed to management.

WA OSH legislation requires that a formal report be made to the regulators in the following injury, incident or illness circumstances:

- A fracture of the skull, spine or pelvis,
- A fracture of any bone in the arm, other than in the wrists or hand, or in the leg, other than a bone in the ankle or foot,
- An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint
- The loss of sight of an eye,
- An electric shock,
- Any injury other than those referred to above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

19.5 Investigations

In the event of an incident it is essential that the occurrence be fully investigated in order to implement measures to prevent a recurrence.

All incidents must be investigated and analysed to ensure that corrective actions are identified and put into place to prevent reoccurrence. Personnel with specific technical competence in incident investigation and the task or process that led to the incident shall be included in the investigation. This may include the taking of statements, photographs and ceasing work activities if necessary to ensure the area is safe for others.

Snappy Gum Heritage Services Pty Ltd does recognise that our team work in areas governed by the safety processes of our clients. In these cases, all employees involved in the incident must comply with their processes and provide information as required. This information must be read and approved by the senior representative in the field and a copy forwarded to the Snappy Gum Heritage Services Pty Ltd office.

Incident investigation and analysis training will be provided where deemed appropriate.

In the case of a serious injury or incident, the scene is not to be disturbed by any person unless required to render assistance to an injured worker or make an area safe.

The details of any investigation must be recorded and retained on the Incident Report and Investigation Form (WHS-F-005) or be supplemented by a similar document from a proponent as required.

All Incident Report and Investigation Forms are to be entered into the Incidents register (WHS-R-007).

20. Monitoring and Measurement

Snappy Gum Heritage Services activities at any workplace will be subject to safety system and task specific assessments on a bi-annual basis.

This will include:

- KPI monitoring and reviews
- The close out of investigations and corrective actions
- JHA reviews
- WHSMP audits
- WHSMP reviews

The review process where practicable, will be scheduled in advance in order to reduce the impact on operations.

20.1. Audits

External and internal audits to AS/NZS 4801 may be conducted to verify the implementation and effectiveness of Snappy Gum Heritage Services' WHSMP and will include reviewing this plan, along with inspections of buildings, facilities and work practices.

An internal systems audit will be carried out at least bi-annually.

Audit findings and recommendations will be reported directly to the Snappy Gum Heritage Services Managing Director and disseminated through to the HSC and work force as appropriate.

Any corrective actions identified shall be assigned to the relevant personnel for actioning and documented close out.