

1. Introduction

1.1 Definitions

Health and Safety Representatives (HSRs)	Persons responsible for facilitating consultation and cooperation between management and workers on health and safety issues within the workplace. Defined by areas of responsibility and operation where worker numbers demand such consultation.
Hierarchy of Controls	1. Elimination 2. Substitution 3. Isolation 4. Engineering 5. Administration 6. Safe Work Practices or PPE
Manager	An individual worker's direct supervisor/manager.
Officer	An officer is a person who makes decisions, or participates in making decisions, that affect the whole (or a substantial part) of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.
Others	Visitors to a workplace.
PCBU	Person Conducting a Business or Undertaking. The business or undertaking can operate for profit or not-for-profit. A PCBU can be a corporation, association, partnership, sole trader or a volunteer organisation that employs any person to carry out work.
Reasonably practicable	Reasonably practicable means actions that are (or were at a particular time) reasonable to ensure health and safety, taking into account and weighing up all relevant matters including: a) the likelihood of a hazard or risk occurring b) the degree of harm that might result from the hazard or risk c) what relevant persons know, or reasonably ought to know, about the hazard or risk and ways of eliminating or minimising the risk d) the suitable and available ways to eliminate or minimise the risk e) after assessing the extent of the risk and the available control measures, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Safe Work Method Statement (SWMS)	A set of written instructions that identifies health and safety issues that may occur from the activities and tasks performed during business operations. Also known as a Standard Operating Procedure

(SOP) or Job Safety Analysis (JSA).

SOP Standard Operating Procedure

SWMS Safe Work Method Statement

Workers A worker is anyone who carries out work for a PCBU, such as an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire organisation, an apprentice or trainee, a student gaining work experience, an outworker or a volunteer.

1.2 General Statement of Policy

NQ Excavator Hire is committed to ensuring the health, safety, protection and wellbeing of our workers. NQ Excavator Hire seeks continuous improvement and compliance with legislation, while ensuring the protection of people, premises, equipment and the environment.

NQ Excavator Hire recognises that written safe work procedures are an essential component of our daily operations to ensure a safe work environment, and are an important part of an overall work health and safety program.

1.3 Purpose

The purpose of this procedure is to provide all workers of NQ Excavator Hire an overview of the relevant safe working requirements, policies and procedures. This will be achieved by ensuring that workers are provided with NQ Excavator Hire Safe Work Method Statements (SWMSs) and associated risk assessments, tools and information.

1.4 Scope

This procedure is relevant to all workers of NQ Excavator Hire and others to ensure that the NQ Excavator Hire Work Health and Safety Policy is enforced.

2. Policy

2.1 Roles and Responsibilities

PCBU

The principal duty holder is a 'Person Conducting a Business or Undertaking' (PCBU).

The PCBU's responsibilities include:

- Ensure, as far as reasonably practicable, that the health and safety of workers and other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- Provide the highest level of protection that is reasonably practicable in the circumstances, considering the gravity of the harm, its likelihood, the possible risk controls and, as a final resort, considering the costs of the various control options.
- Monitoring the health of their workers and the conditions of the workplace under their management and control to prevent injury or illness.
- The PCBU with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace do not affect the health and safety of any person.

Workers

Workers must take reasonable care for their own health and safety and take reasonable care that their actions or omissions do not adversely affect the health and safety of others.

A worker is required to follow procedures put in place for their health and safety. This may include following safety manuals and procedures, participating in safety training, wearing PPE and exercising a level of care and responsibility in your work.

Every worker at all levels of a business should:

- Take ownership of their own health and safety for matters that are within their control or ability to influence.
- Work with colleagues to promote health and safety and ensure that it becomes a part of everyday business.
- Contribute to providing quality information that enables the establishment of baseline compliance levels and measuring changes in compliance over time.
- Be accountable as an individual to enhance a culture of health and safety within the PCBU.

- Ensure that they meet duty of care obligations as required under work health and safety laws.

Officers

Officers have a duty to exercise ‘due diligence’ to ensure that the PCBU complies with any duty or obligation. An officer must have high, yet attainable, standards of due diligence. These standards should relate to the position and influence of the officer within the PCBU.

An officer is responsible for the following:

- Be proactive and continuously ensure that the business or undertaking complies with relevant duties and obligations.
- Ensure that delegations are working effectively.
- Ensure engagement and leadership by officers and management.
- Continuously examine and ensure that the resources and systems of the PCBU are adequate to comply with the duty of care required by the PCBU.
- Ensure that the PCBU is performing effectively.
- Take reasonable steps to acquire and keep up-to-date knowledge of work health and safety matters.
- Gain an understanding of the hazards and risks associated with the nature of the operations.
- Ensure that the business or undertaking has appropriate resources and processes to enable hazards to be identified and risks to be eliminated or minimised.
- Ensure that the business or undertaking has appropriate processes for receiving and considering information about incidents, hazards and risks and for responding to these in a timely manner.
- Ensure that the business or undertaking implements processes for complying with its duties and obligations.

Health and Safety Representatives

Health and Safety Representatives (HSRs) have a responsibility to promote the health and safety of the workers in their work group or workplace?

Health and Safety Representatives’ responsibilities include:

- Inspect the workplace of members of a work group if there has been a recent accident or dangerous occurrence, or where there is an immediate threat of an accident or dangerous occurrence, after giving the PCBU reasonable notice of the inspection.

- Make a request to an inspector, or the regulator, that an investigation be conducted in the workplace.
- Accompany an inspector during an investigation.
- Represent the members of the work group in health and safety consultations with the PCBU.
- Initiate emergency stop-work procedures when necessary.
- Issue Provisional Improvement Notices (PINs).

Others

Other persons (visitors) at the workplace have a duty to take reasonable care for their own health and safety. They also have a duty to take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must also comply with any reasonable instruction given by the PCBU to maintain the PCBU's compliance with the *Work Health and Safety Act 2011 (Commonwealth)*.

2.2 Policy Details

NQ Excavator Hire is committed to providing a safe environment for all workers and to proactively managing any incidents that occur in order to minimise illness and injury. This will be achieved by:

- ensuring compliance with legislative requirements and industry standards
- maintaining and updating written policies, procedures and work instructions to ensure health and safety
- providing and maintaining work systems and equipment that are safe and without risk to health and safety
- providing and maintaining work processes, systems and equipment for the safe use, handling, storage and transport of NQ Excavator Hire equipment and substances
- providing and maintaining work processes, systems, information, instruction, education, training and supervision to ensure the health and safety of workers and others to the workplace
- providing and maintaining work sites in a safe condition
- consulting with workers on workplace safety issues and performance
- conducting regular safety inspections of workplaces to identify and control hazards and any associated risks.

NQ Excavator Hire has implemented SWMSs to provide information to assist workers in safely performing their daily tasks. The SWMSs provide assistance in the induction, training and ongoing education of workers regarding any hazards associated with tasks to be performed and special equipment required for the tasks, as well as the actions necessary to perform the work in a safe manner.

2.3 Roles and Responsibilities for Safe Working

PCBU

PCBU are responsible for:

- maintaining the workplace(s) in a condition that is safe and without risk to the health and safety of workers
- developing and promoting workplace safety awareness and procedures
- ensuring workers are educated in understanding and following workplace safety procedures
- identifying and reporting any hazards, and taking preventive action if appropriate
- ensuring that regular safety inspections of workplaces to identify and control hazards and any associated risks.

Managers

The Manager of NQ Excavator Hire is responsible for creating and maintaining SWMSs, associated tools and forms and for providing ongoing training in the development of safe work procedures.

The Manager is also responsible for developing and using SWMSs in accordance with the Work Health and Safety Act 2011 (Commonwealth).

Workers

All workers undertaking activities that involve risk to health and safety are expected to familiarise themselves and comply with the safe work procedures that exist in their area of work.

Workers of NQ Excavator Hire are responsible for:

- identifying and reporting any hazards, and taking preventive action if appropriate
- complying with all workplace safety procedures, rules and safe systems of work
- reporting any workplace incidents

- communicating any suggestions for improvements concerning work health and safety issues.

2.4 Reporting Accidents or Injuries

In the event that an accident or injury occurs during the course of your work duties, you should immediately inform a manager. First aid should be provided, or if the injury is more serious, medical attention should be obtained.

If an incident occurs in connection with the work to which the SWMS relates, the SWMS must be kept for at least 2 years after the incident occurs.

All accidents, injuries or hazards observed in the workplace environment should be actioned and recorded as per the **WHS – Incident Reporting Procedure**.

2.0 Safe Work Method Statements

A SWMS is a written instruction detailing the preferred way of completing an activity, task or process. SWMSs outline the specific job steps along with potential hazards and risks associated with each job step. SWMSs clearly identify the required actions that need to be taken to complete the activity safely. SWMSs must be specifically completed for each work site and all tasks of a hazardous or dangerous nature.

SWMSs also provide managers with a planning tool to coordinate workplace activities. The SWMS is a reference that ensures everyone is working in a coordinated manner and is aware of the steps to be taken in order to complete the job safely.

A SWMS should be documented when:

- planning a new job or activity
- modifying a job or activity
- using new equipment, substances or completing the activity at a new work site
- reviewing processes when issues have been identified from an accident or incident investigation.

Refer to the **WHS – Safe Work Method Statement Analysis Worksheet** and **WHS – Safe Work Method Statement Register**.

The SWMS must consider the following:

- the steps for each task to be undertaken
- the equipment and substances that are used in the task
- the potential hazards and risks of the task

- the controls (or required controls) to be put in place
- any training or qualifications required to undertake the task
- PPE to be worn
- the person(s) responsible for each step and for ensuring that hazards and risks are minimised
- actions to be undertaken to address safety issues that may arise while undertaking the task.

2.1 Developing SWMSs

SWMSs should be developed for all activities, processes, equipment and machinery operations where potential risks are identified.

SWMSs should be developed through a consultative process, which must be completed before work commences, as part of a toolbox meeting or other planning. SWMSs should be co-written by workers with sound, hands-on experience and knowledge of the activity. As far as practicable, a local workplace advisory representative should be consulted when developing SWMSs.

SWMSs must consider other risk assessments that provide information about plant, equipment or other factors regarding the task. SWMSs should also consider and refer to relevant legislation or standards where appropriate.

Each worker involved with the task should know what is in the SWMS and their role in the process. SWMSs do not replace information, instruction, training and supervision.

SWMSs should be reviewed by Management, an Officer or HSR for approval prior to being available for use.

2.2 Process Steps

SWMSs must include a detailed description of the task, activity or process and the tools or equipment used in the task, activity or process. Think about the work site and each stage of the project, including preparation and clean up.

To assist in the development of a SWMS, the following should be considered:

1. Observe the activity.
2. Break the activity into logical steps, taking into consideration what is required to be achieved by the activity as a whole.
3. Record the sequence of tasks undertaken to complete the activity.

4. Assess the potential hazards of each task (the ways that a person or plant could be injured, harmed or damaged during the step).
5. Assess the risks of the hazards.
6. Review relevant legislation and standards.
7. Provide ways of removing the risks and controlling the hazards (aligned with the hierarchy of controls).
8. Identify the person responsible for removing the risks and controlling the hazards.
9. Identify roles and responsibilities for supervising the activity or process.
10. Test the process and ensure that all issues are documented.
11. Obtain approval of the SWMS from Management or the Officer before the task is undertaken.
12. Ensure that the SWMS is fully understood by all workers prior to commencing the activity. Each member of the team must know to stop work immediately if the safe method of work is not being followed.
13. Observe the work being carried out. If controls are not adequate, stop the work, adjust the SWMS as required and re-brief the team.

In determining potential hazards in an activity or process, the following factors should be considered:

- Is there exposure to noise, fumes or dust?
- Traffic management (e.g. has the direction of traffic flow changed)?
- Can equipment fail in any way, if so, how?
- Is the work physically strenuous?
- Is the work made harder by external factors (e.g. climate, noise)?
- Is the work made harder by the way it is organised (e.g. shift work, adequate rest breaks)?
- Is there enough space to move about?
- Does the body have to sustain awkward body postures such as crouching or reaching overhead?
- Are there demands on vision, hearing and communication skills?
- Can the person be struck or contacted by anything while performing each step (e.g. tools or equipment falling from height)?

- Can the person strike against or make injurious contact with anything?
- Can the person be caught in, on or between anything?
- Do loads need to be lifted or handled?
- Can the person slip, trip or fall?
- What level of supervision is required?

Risk assessments should be completed for:

- all tasks, processes and situations
- hazardous substances
- PPE
- all plant and equipment.

Refer to **WHS – Risk Assessment (Task, Process, Situation)**.

Refer to **WHS – Risk Assessment (Plant, Equipment)**.

Refer to **WHS – Risk Assessment (Hazardous Substances & Dangerous Goods)**.

Refer to **WHS – Risk Assessment (Personal Protective Equipment)**.

2.3 Priorities

The priorities for preparing SWMSs should be as follows:

1. All new activities where there is a high to medium risk should have SWMSs prepared before they are undertaken.
2. For existing processes, SWMSs for high-risk tasks should be prepared first, followed by medium- and low-risk tasks.

2.4 Accessibility and Display

SWMSs should be prominently displayed or readily available in the areas in which they are to be used.

SWMSs should be made available to all workers, and should be routinely recorded, updated and archived.

3. Policy Implementation

This policy is to be implemented through the procedures and arrangements established under NQ Excavator Hire's Work Health and Safety Program, which has been designed to provide the highest level of safety for the company, workers and others.

3.1 Policy Review

This policy will be reviewed annually in consultation with relevant workers, using established consultative mechanisms, and revised as necessary to keep in line with new legislation and company changes or growth. The date of each review (as far as is practicable) will fall on 1 July each year.

3.2 Breach of this Policy

Breach of this policy could harm NQ Excavator Hire's ability to achieve our work health and safety obligations. Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of NQ Excavator Hire access, privileges, civil and/or criminal prosecution.

Refer to **WHS – Breach of Work Health and Safety Requirements**.

3.3 Dissemination of Policy

A copy of this policy will be provided to each worker upon commencement of work and a copy placed in a prominent position in all main areas of the premises. Additional copies will be made available upon request.

3.4 Authority and Responsibility

This policy is issued under the authority of the Managing Director of NQ Excavator Hire.

3.5 Enquiries and Faults

Adherence to this procedure will generally ensure compliance with the requirements of relevant legislation. Workers requiring assistance with the interpretation of this procedure, or who wish to report a breach of this procedure, should contact an Officer or HSR of NQ Excavator Hire.

3.6 Related Documents

a) Forms

- i) WHS – Safe Work Method Statement Worksheet
- ii) WHS – Safe Work Method Statement Register
- iii) WHS – Risk Assessment (Task, Process, Situation)
- iv) WHS – Risk Assessment (Plant, Equipment)
- v) WHS – Risk Assessment (Hazardous Substances & Dangerous Goods)
- vi) WHS – Risk Assessment (Personal Protective Equipment)

b) Procedures

- i) WHS – Incident Reporting Procedure

c) Supplementary Policies

- i) WHS – Work Health and Safety Policy

d) Legislation

- i) Work Health and Safety Act 2011 (Commonwealth)
- ii) Work Health and Safety Regulations 2011 (Commonwealth)
- iii) Health and Safety Codes of Practice 2011

3.7 Procedure Version Control

Date	Author/Department	Version Number	Change Summary
12/12/13	David Vass/WHS Officer	2.0	Original

Signed, written acknowledgement of Safe Working Policy:

I acknowledge the NQ Excavator Hire Safe Working Policy. I have read the policy and its associated procedures in full and fully agree to abide by all its terms.

I understand that if I violate the terms of this policy then my employment could be subject to termination or even civil prosecution.

Worker name:

Worker signature:

_____ Date: ____/____/____