

Workforce Skills Series



SOLOMON ISLANDS
INFRASTRUCTURE
PROGRAM

Developing a Company Workplace Health and Safety Plan Presentation slides

With Guest Presentation from Alrico Constructions
3 August 2023



Agenda

Time	Activity
8.00-8.45am	Attendees arrive, sign-in and take their seats
8.45am – 9am	Welcome and House Keeping – Camari Opening Remarks – Freda Waki – Health and Safety Officer – Alrico Construction
9am – 9.30am	Objectives; Safety Management System Structure, Legislative requirements
9.30-10.00am	HSE Continual Improvement ; What is a Policy, Plan and Procedure ; Group Work 1 & 2.
10am-10.30am	Morning Tea Break (30 Mins) Group Photo
10.30-10.45am	Work Health Safety Plans (WHS)
10.45-12pm	Elements to WHS Management Plan and Group Work 3
12.15-1.15pm	Lunch Break (1 Hour)
1.15-130pm	Procedures to support Safety Management WHS Plan
130pm- 2pm	Group Work 4
2pm-2.30pm	Wrap up and Feedback forms

Why WHS Plan Training

Our guiding principles

All SIIP activities are guided by five principles:



Alignment: with the development objectives of both Solomon Islands and Australia



Inclusive: of gender, disability and geographically spread (rural/provincial) across Solomon Islands



Strengthening climate change and disaster resilience: integrated into infrastructure planning, design and delivery



Local content: infrastructure that supports the local economy, strengthens local industry and practices, and enhances workforce capacity and participation

Safety and quality: strengthening policies and practices.

WHS Plan Training learning objectives

By the end of this WHS training, you should be able to:

- Define what a WHS Plan is and where it fits in the safety management system
- Be able to know how to identify risks and safety measure in worksites
- Understand the different components of a WHS plan
- Be able to know how to go about developing a project-specific WHS plan and implementing it

What is a WHS Plan

Work Health and Safety Management Plan

Principal Contractor details:

XXXXX

1. Project Details

Name	Position
Project name	
Project description	
Project address	
Start date and duration	
Date of this WHS Plan	
Project contact	
SIIP Hub contact	
WHS Plan	
Client	
Project end user and owner	
Project donor	

2. Emergency Contacts

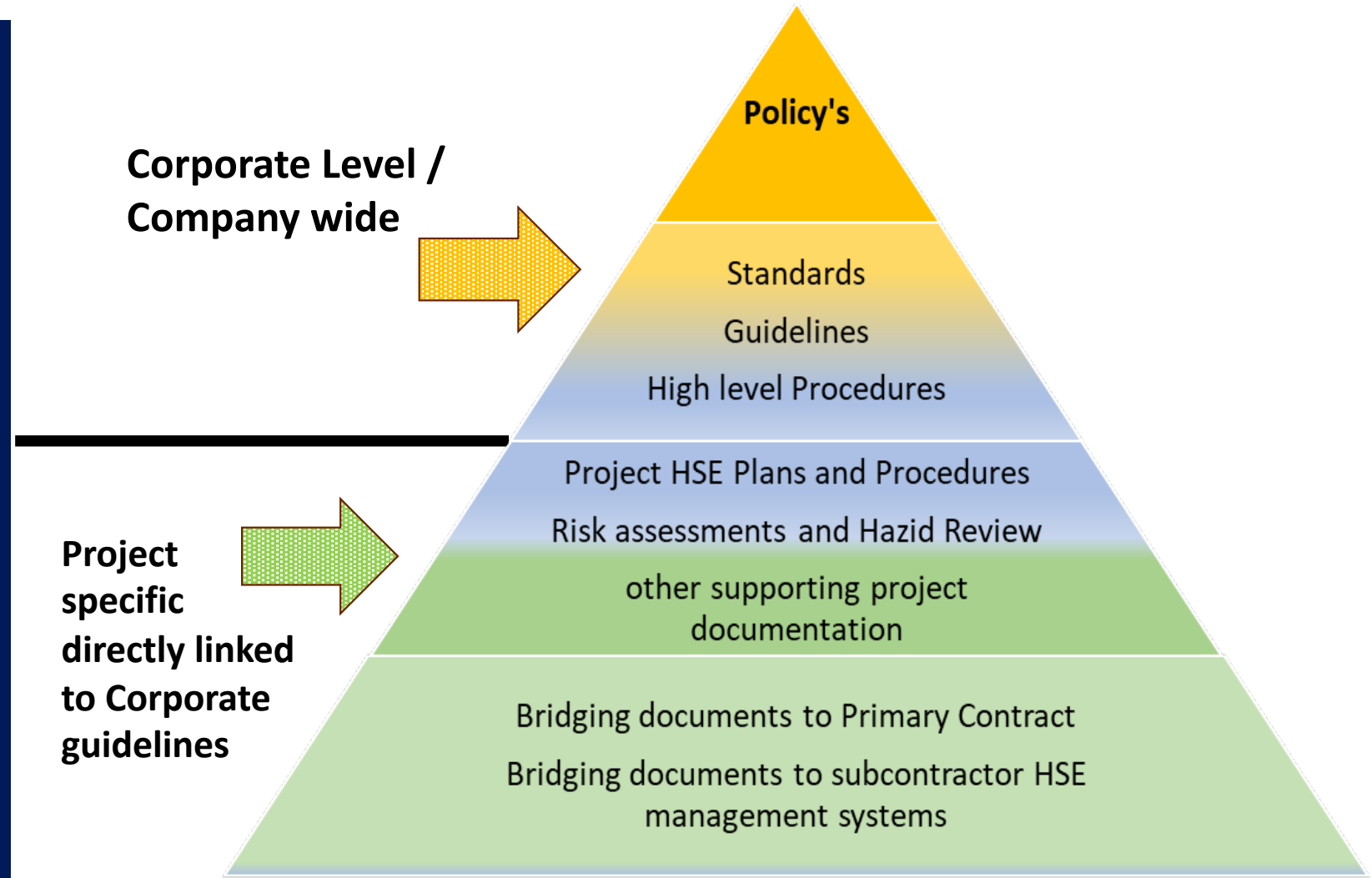
Name	Contact phone number, address if relevant
Police	
Fire brigade	
Ambulance	
Nearest hospital	

Nearest medical clinic or doctor	
Site first aiders	
Other relevant authorities	

3. Incidents and Emergencies

Arrangements for managing work health and safety incidents	Persons responsible
General	
-	
-	
-	
Minor accidents/injuries	
-	
Major injuries	
-	
Sexual abuse/ harassment	
-	
Community grievances	
-	
Crime	
-	
Earthquake	
-	

Safety Management System Structure



All Policies, Plans, Procedures etc., must be reviewed ,approved and issued for use in a controlled manner such that the company is always in control of what is being done

Employers' Responsibilities



Employers have a general duty of care to protect the health, safety and wellbeing of their **employees**, and also **members of the public, visitors or contractors**. This includes:

- a. Provide a safe place to work and working environment
- b. Protect the Environment from harm from your work activities.
- c. Adequately maintaining equipment and other systems to ensure their safety
- d. Develop an **Occupational Health and Safety** policy
- e. Undertake risk assessments and regularly review and update them.
- f. Provide training and information on how to carry out work processes safely for all people visiting or working at your worksite
- g. Ensure tasks are handled safely by providing adequate resources and supervision
- h. Liaise with health and safety experts when necessary to provide specific advice and solutions to identified issues.

You are legally required and legally liable to have a HSE Policy and supporting plans and procedure in place to display responsible management of HSE.

Legislative Requirements

ZERO HARM
EVERY JOB. EVERY DAY.

Solomon Islands

Solomon Islands Safety at Work Act 1982

[Occupational Safety and Health \(OSH\) Unit - Ministry of Commerce, Industry, Labour and Immigration](#)

Australian (for SIIP Hub, and other Australian funded projects)

Work Health and Safety Act 2011 (Cth)

The Act is the main workplace health and safety (WHS) law in Australia. It sets out key principles, duties and rights about WHS.

Work Health and Safety Regulation 2011 (Cth)

The Regulations set out how to fulfil duties and obligations, and particular processes that support and achieve compliance the Act.

Safety Codes of Practice (CoP)

CoP provide practical guidance to those who have duties or obligations under WHS legislation and achieve compliance.

Examples include *How to Manage Work Health and Safety Risks, Construction Work, Excavation Work, First Aid in the Workplace, Hazardous Manual Tasks, Electrical Risks, Asbestos, Hazardous Chemicals, Risk of Falls, Excavation, Demolition, Welding, Confined Space*, etc.

These can be downloaded from <https://www.comcare.gov.au/scheme-legislation/whs-act/codes-of-practice>

Company Policy Statement



Your Company HSE policy establishes your company's commitment to how you will manage safety across your company's area of operation.



The HSE Policy will detail, at a high level, how your company will comply with the legal requirements under the Solomon Islands WHS legislation and other requirements.



The Policy statement will also indicate who is responsible for safety and how the company will achieve its commitments listed in its Policy statement.

Keppel Sea Scan

QUALITY, HEALTH, SAFETY & ENVIRONMENTAL (QHSE) POLICY

We, the management, and employee of Keppel Sea Scan, are committed to provide customized value-added solution to our customers through superior quality works, aiming to maintain leading standards of Health, Safety & Environmental (HSE) in all processes for all business pursuits and segments we operate in.

The well-being of all our employees is of paramount importance in our operating philosophy. We recognize our individual and collective obligations and responsibilities to conduct our business in a manner which protects people, the environment & property and to conform to all applicable requirements from all stakeholders.

Our fundamental values of Health, Safety & Environment form the basic principles in achieving a sustainable Safety Culture in our organisation. We work to achieve this through our JOURNEY ZERO Strategy that builds on:


1. **Sustained Ownership** - EQUAL Rights and INCLUSIVE Ownership to Safety and not SELECTIVE.
2. **Performance DNA** - PLAN and PREPARE all activities with a Forward-Looking Mindset.
3. **Culture of Care** - EMPOWER workers to SPEAK UP on their Safety and Mental Well-being.
4. **Technology Enabled** - MINIMISE human exposure to high-risk activities through adoption of Technology and Innovative tools.

In our pursuit to achieve a sustainable Safety Culture offering superior quality works, we are also committed to:

- A. Comply with all applicable Legislation, Code of Practices and Standards on HSE and Fire prevention.
- B. Identify and eliminate all workplace Health, Safety, Fire hazards & Terrorism threats and provide a workplace that that is safe and incident free with work practices that promote wellbeing and prevents work related injuries & ill-health with a robust safety management system.
- C. Conduct comprehensive assessment and evaluations of all new and emerging HSE risks from new business segments as well as existing activities to effectively understand, mitigate and ensure these risks are regularly monitored, reported, and reviewed.
- D. Strive to protect our environment with sustainable work practices that minimise consumption of natural resources, prevent pollution and reduce adverse environmental impacts with efficient planning and execution.
- E. Engage and consult, with regular participation, monitoring and evaluation of performance of all employees and stakeholders on Quality, Safety, Mental Well-being, and Sustainability matters of our workplace.
- F. Protecting and safeguarding the dignity and equal rights to Safety of all employees as a fundamental Human Rights in our workplace.
- G. Make continual improvement in HSE Management and Quality performance.
- H. Improve and enhance the skills of our workforce and to ensure the effectiveness of work.

We will continue to engage all employees in open conversations to encourage everyone to speak up on safety and make our workplace a safe, inclusive, and sustainable environment for all.

Every individual working in Keppel Sea Scan has the right and empowerment to speak up on the safety in our workplace.


Adele Spah Wee Nie
General Manager
January 2023

Example of a
HSE Policy
Statement

ZERO HARM
EVERY JOB. EVERY DAY.

HSE Continual Improvement cycle



HSE Continual Improvement cycle (continued)



This simple PDCA framework is recommended as the foundation for your management of Health & Safety commitments and is widely recognized as good practice for managing the Health & Safety of your business and projects.



The PDCA cycle identifies the key actions needed in each part of the HSE or Project development cycle. It also relates them back, where appropriate, to company leadership, management, worker involvement and required training and competencies.

Plan Phase



HSE AND OTHER COMPANY POLICIES



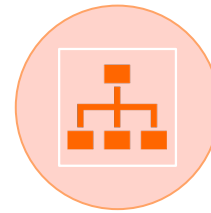
IDENTIFYING COMPANY STANDARDS, PLANS AND STRATEGIES



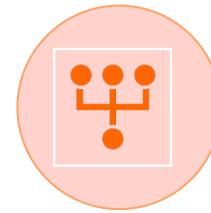
DEVELOP MANAGEMENT AND EMPLOYEE ROLES AND RESPONSIBILITIES



DEVELOP COMPANY STANDARDS FOR EXTERNAL CONTRACTOR HSE REQUIREMENTS



DEVELOP HSE PLANS, THESE WILL ESTABLISH WHAT PROCEDURES ARE REQUIRED TO SUPPORT HSE MANAGEMENT FOR EACH SITE.



DEVELOP INITIAL PRE-PROJECT RISK REGISTERS AND OTHER BUSINESS RISK REVIEWS.



DEVELOP CONSTRUCTION PLANS, THESE WILL ESTABLISH HOW THE PROJECT WILL BE MANAGED AND TO WHAT STANDARDS.



Do Phase

ZERO HARM
EVERY JOB. EVERY DAY.

Risk Profiling

- Activity focused risk assessments
- Develop and implement JSA's Procedures and SWMS's

Organizing

- Develop Site Inductions, Training needs and Matrix
- PPE registers and rules
- Scaffolding and lifting equipment procedures and registers
- Pre-Start work meetings and records

Implementing

- Permit to Work procedures
- Worksite planning meetings
- Traffic Management plans
- Vehicle and equipment inspections

Check Phase

ZERO HARM
EVERY JOB. EVERY DAY.

Incident Management

- Near Miss and Incident reports and investigation
- Corrective action management
- Disciplinary action procedures

Measuring Performance

- HSE Audits and Inspections
- Key Performance Indicators (KPI's) recording
- HSE reporting:
Weekly/Monthly/Annually

Inspections

- Worksite Inspections and hazard reports
- Equipment registers
- Equipment and machinery inspections, Daily/Weekly/Monthly

Act Phase



Reviewing Performance

- As a minimum the effectiveness of your management of Incidents and corrective actions should be reviewed to identify key learnings and improvement opportunities.
- Undertake employee performance reviews and develop a continual improvement plan with them.

Lessons Learnt

- Analysis and implement improvement plans coming from performance review and key learnings.

Prepare to improve Policies, plans and procedures.

- We have returned to the start of the PDCA cycle, and we start to plan our revisions to our policies and HSE systems and continue the implementation and monitoring process

Working Groups Exercise No.1 (15 mins)

- Break out into small groups and discuss and write down what are the areas in your company that you would need to have prepared before you write a Work Health Safety Plan for your company **try to be specific.**

Keep you list for the next exercise!

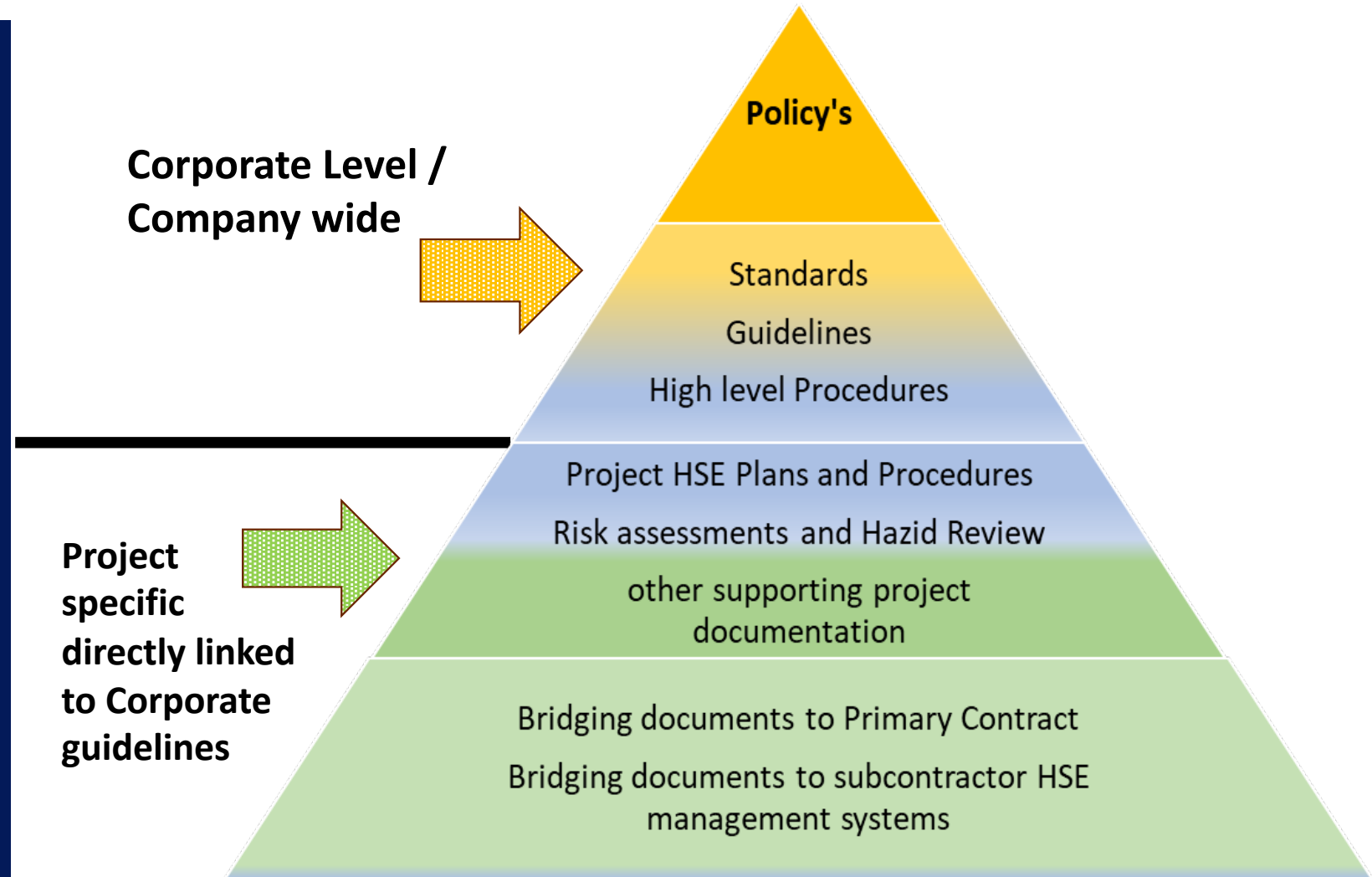
ZERO HARM
EVERY JOB. EVERY DAY.

Examples of HSE/WHS Plans



- <https://www.comcare.gov.au/about/forms-publications/documents/publications/safety/work-health-and-safety-management-plan-template.pdf>
- <https://www.accesscanberra.act.gov.au/s/article/work-health-and-safety-management-plans-tab-overview>
- [PROJECT SPECIFIC HSE PLAN - SEA SCAN Inc. Safety and... · PROJECT SPECIFIC HSE PLAN ... 1.1. Document Control & Issue for Project HSE Plan: ... Health, Safety & Environmental - \[PDF Document\] \(vdocuments.net\)](#)
- It is good to research and there is a lot of information on the web, but you should write your own plan and avoid only copy and paste.

Safety Management System Structure



All Polices, Plans, Procedures etc., must be reviewed ,approved and issued for use in a controlled manner such that the company is always in control of what is being done

What is the Purpose of a Policy.

There are more than 1 needed!



The purpose of a policy is to communicate an organization's values, philosophy, and culture, As a tool for effective communication. They include, but aren't limited to, the following:

- What employees can expect from the organization
- What the company expects from employees (code of conduct, confidentiality agreements)
- What customers and the community can expect from the organization
- Effective policies also lay the foundation for a healthy work culture.

Good policy is more than just a list of rules. It should show employees the purpose behind their jobs and provide ways to measure success.

What makes a good policy?

- Clear, concise, and simple language
- Explains the rule, not how to implement the rule
- Easily accessible by staff at all times
- Represents a consistent, logical framework

What is the Purpose of a Procedure



What is a procedure? A tool for effective communication

- After establishing your organizational policies, Plans and Procedures are the natural next step.
- Policies set some parameters for decision-making but leave room for flexibility. They show the “why” behind an action.
- Procedures, on the other hand, explain the “how.” They provide step-by-step instructions for specific routine tasks. They may even include a checklist or process steps to follow. Your procedures should outline the following information:
 - Who is responsible for each task
 - What steps need to be taken
 - Who the responsible party reports to
- Establishing procedures ensures that employees know what to do and keeps your organization running smoothly, even when key employees are out of the office. What makes a good procedure?
 - Clear, concise, and simple language
 - Addresses how to implement policies
 - Takes user insight into account
 - Providing options when feasible, not unnecessarily restrictive

What is the Purpose of a Plan



- *“Planning is deciding in advance what to do, how to do it, when to do it, who is to do it. It bridges the gap between where we are and where we want to go. It makes it possible for things to occur which would not otherwise happen.”*

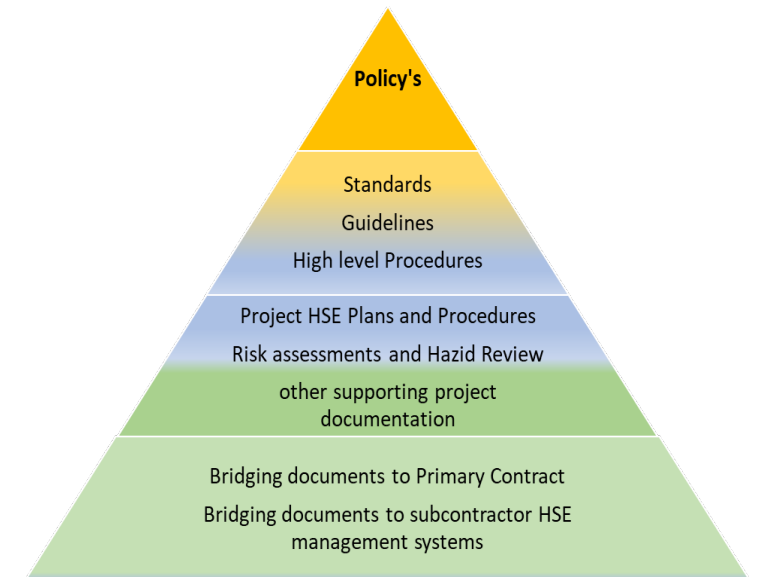
— Koontz and O’Donnel, Principles of Management

- A tool for effective communication
- As a management function planning is important due to the following reasons:-
 - To provide direction
 - To reduce uncertainty by giving clear instructions
 - To secure economy in operation by eliminating waste or lost time.
 - To set the standards to make control effective
 - To manage by objectives, set goals to achieve.
 - To help in co-ordination of people and tasked
 - To increase organizational effectiveness

Build Operational Excellence



- Together, Policies, Plans and Procedures guide your organization and reduce risk of liability, they also promote consistency across the organization by being a tool for effective communication
- Consistency builds a healthy reputation for your organization over time, another term for this is branding. Consistency builds and protects your brand.
- Policies and procedures promote consistency across your organization, which builds and protects your brand over time.
- But policies, Plans and Procedures can only positively impact your organization if they're followed.
- The responsibility is twofold: on leadership to communicate policies effectively and support the implementation of the policy and on employees to follow them



Working Groups Exercise No. 2 (15 mins)



Go back to your working group again and now decide if your earlier actions will be Policies, Plans or procedures.

Policies	=	Why we do some thing
Plans	=	When we will do something
Procedures	=	How we will do some thing

Example of a set of Site Safety Rules



- All personnel must receive a site health and safety induction prior to commencing work.
- Protect yourself from a fall for work at heights over 1.8 metres.
- Always verify isolations before commencing work where there may be an energised source.
- Never allow a load to be suspended over a person, and never walk under a suspended load.
- Always establish exclusion zones, and never put yourself in an unsafe zone (never place yourself in the “line of fire”) in relation to mobile plant and equipment.
- Cranes and other plants must be operated by licensed operators and within safe working limits.
- Obtain authorisation before disabling or overriding safety signs or safety-critical equipment.
- All incidents, near-misses and emergencies must be reported and managed to eliminate or minimise harm and prevent recurrence.
- There is no smoking at any site, except within designated smoking areas.
- All workers must be fit for work and must not be affected by alcohol or other drugs at work or when driving.
- The following minimum Personal Protective Equipment (PPE) must be worn in construction areas:
 - Steel-capped safety boots
 - High visibility shirt or vest with reflective strips
 - Hard hat
 - Safety glasses/protective eye-wear (as needed)
- Always work with a valid work permit when required.
- Use of benching, battering, shoring, trench box, engineer-approved sheet piling or a written assessment/approval from an engineer is required for excavations greater than 1.5 meters in depth

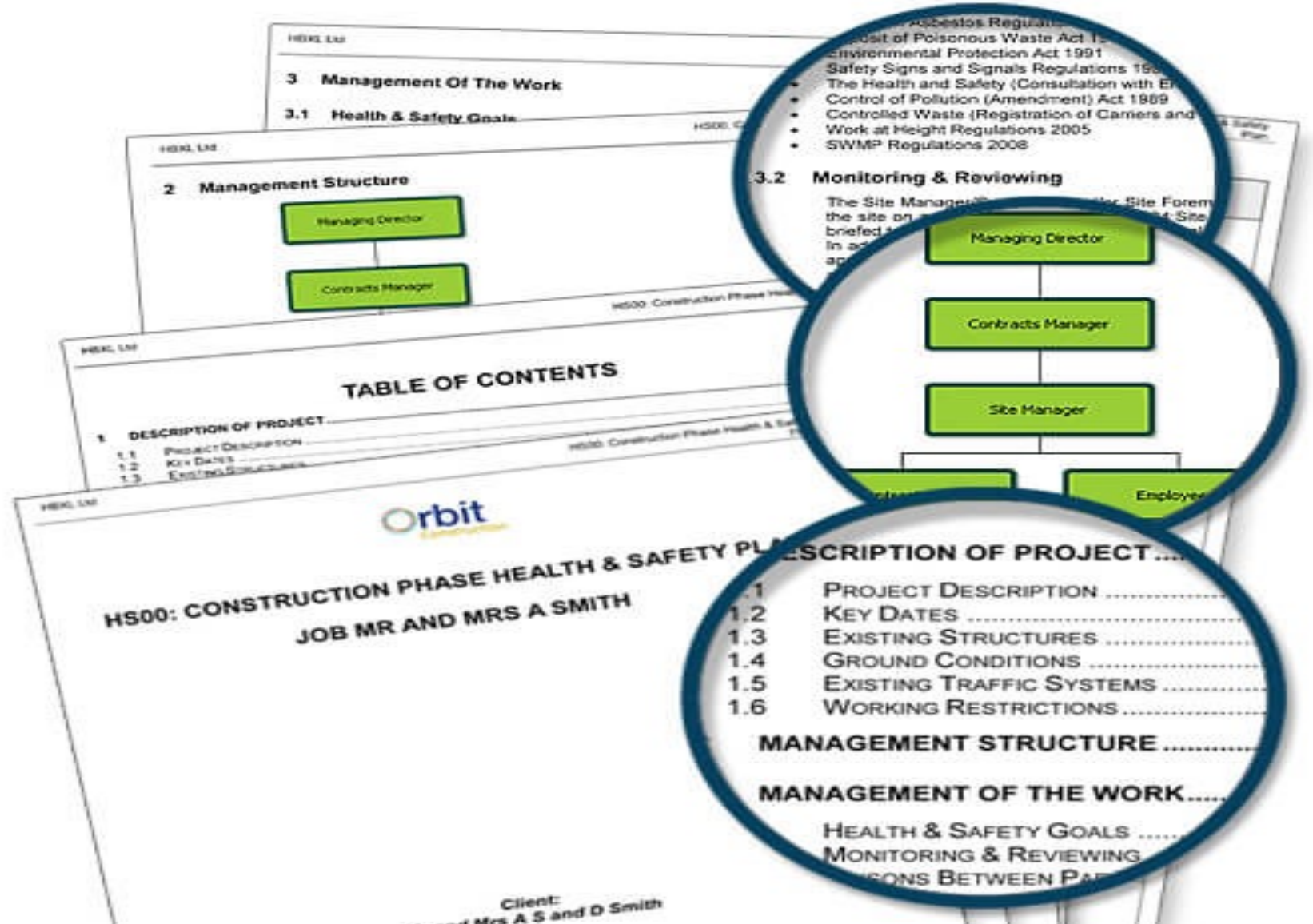
Break time

30 Mins

ZERO HARM
EVERY JOB. EVERY DAY.



Work Health Safety Plans



Site Specific Safety Management Plan / WHS Plan



Contractors must develop a site-specific **Safety Management Plan** that details how WHS risks will be managed throughout the Contract or Project. This Plan must be detailed enough for the level of risk of the Project, i.e., a small or simple project will require a simpler WHS management Plan than a major or complex project that would require a very detailed WHS management plan



The SMP should clearly describe the Contractor's strategies to meet its obligations to provide a safe and healthy work environment, protect workers, visitors and the public from their operations, and the specific requirements for management, monitoring and review of site safety.



The Contractor is solely responsible for implementing their SMP as well as other safety requirements and ensure that any sub-contractor working on the project site has their own SMP and works to your safety expectations details in your SMP.

Site Specific Safety Management Plan / WHS Plan (continued)

ZERO HARM
EVERY JOB. EVERY DAY.

The Project SMP must reflect every part of the project and must be linked to the Project Execution Plan (PEP), this plan details what is planned to happen and when, the detailed information in the PEP will allow you to develop an effective safety management plan



All parts of the project are interlinked and the SMP should be there like an umbrella over all the rest of the project plans and procedures.



Safety must always be a key consideration when developing project execution documents, they must work hand in hand.

Elements to a Structured Project HSE/WHS Management Plan

ZERO HARM
EVERY JOB. EVERY DAY.

- Objective
- Scope
- Project HSE Management plan resources
- Roles and Responsibilities and Management commitment to HSE goals
- HSE Meetings
- Safety in design considerations
- Environmental and regulatory permitting requirements
- Subcontractor companies involved
- Project HSE training requirements
- Project Incident management procedures
- Project HSE measurement and reporting procedures
- Requirements for managing construction sites, e.g. TMP , Security Plan
- Detail how HSE will be communicated to all on site
- Worksite hazard identification and control
- Worksite Plans, Procedures, SWMS's, JSA's and work site standards
- Personal Protective Equipment minimum standards and expectations.
- Inspections and Audits
- Safety Performance recognition programs

Elements to a Structured Project HSE/WHS Management Plan (Continued)



Objective

- Details what you are trying to achieve by writing this WHS plan

Scope

- Details what is covered or what areas this plan is relating to , what are the boundaries of the plan.
- Needs to be specific and not open ended.

Project HSE Management plan resources

- Identify what resources will be required or made available to support the implementation of the WHS plan

Roles and Responsibilities and Management commitment to HSE goals

- Identify who has responsible for managing WHS and detail what those specific responsibilities are.
- Establish in writing the commitment of the company to setting and achieving HSE goals and Zero impact and harm to people and the environment.

Elements to a Structured Project HSE/WHS Management Plan (Continued)

ZERO HARM
EVERY JOB. EVERY DAY.

HSE Meetings

- List what meetings will be held and who will be involved in these meetings.
- E.g. Daily pre-start, weekly safety meetings, Project meetings

Safety in design considerations

- Detail how you will include Safety considerations into each phase of the project planning from early FEED through each step as the project develops

Environmental and regulatory permitting requirements

- Identify what are your regulatory requirements and detail how you will meet these requirements, can be reference to an Environmental Management Plan that will give greater detail or list here.

Subcontractor companies involved

- List the expected sub-contractor and what area of the project they will be involved with, this show that there is pre-planning in place and the need to include the sub-contractor in the overall WHS plans of the project, this will also identify what bridging documentation or review will be needed.

Elements to a Structured Project HSE/WHS Management Plan (Continued)



Project HSE training requirements

- Identify what training is required to ensure all people onsite have the correct level of training to undertake their job safely and also comply to legal requirements. Every person will have different training needs.

Project Incident management procedures

- Detail how you will record and manage incidents and near misses on the project, reference your incident reporting procedure and system and explain how you will conduct investigations when required

Project HSE measurement and reporting procedures

- Establish and list what the measured HSE performance criteria will be and how the data will be compiled and report, who will compile the reports and when they will be issued.
- Also details of any required regulator reporting needs, Environmental, Dept Health etc.

Requirements for managing construction sites

- Detail what are the key project plans that are in place (or to be developed) for the project.
- Emergency response, Traffic Management, Environmental management, security plan, etc.

Elements to a Structured Project HSE/WHS Management Plan (Continued)



Detail how HSE will be communicated to all on site

- Detail the methods that will be used to ensure everyone is informed about Safety on the project site, list the meetings, Notice boards, safety themes, everything that you will do to communicate.
- Identify how consultation will be undertaken with all stakeholders in developing the plan

Worksite hazard identification and control

- Detail how you are going to identify hazards and risks and the methods you will use to reduce or eliminate the risk. Reference you risk management procedures, Engineering procedures, HAZID & HAZOP workshops, FEED safety workshops and design considerations.

Worksite Plans, Procedures, SWMS's, JSA's and work site standards

- Detail the key procedures and risk registers and JSA's that are in place and provide support to the ongoing process of review and continual improvement, all these documents are "Live" and will be updated as things change within the project or your organization.

Elements to a Structured Project HSE/WHS Management Plan (Continued)



Personal Protective Equipment minimum standards and expectations.

- Detail what are the minimum accepted PPE standards for the project as well as what Standard that people must comply with ISO, BS, AS.
- Also detail the need for inspections as well as regulatory compliance for specific, specialized or mandated safety equipment requirements. E.g. Diving rescues

Inspections and Audits

- Detail what will be the program for worksite safety inspections as well as the audit program for the life of the project, this will also include the auditing of suppliers and sub-contractors to ensure compliance to your project expectations

Safety Performance recognition programs

- Describe what will be the recognition and incentive programs put in place for the project to recognize positive safety performance and outstanding achievements.

Working Groups Exercise No. 3 (15 mins)



Break out into new working groups ,

Your company has been given a contract to install fencing and lighting to a new factory work site.

Think about developing a Work Safety Plan now list down the elements or areas (Procedures) that you think you will need to have to manage and control Hazards to make sure you have a Safe Working Area.



Lunch

60 mins

ZERO HARM
EVERY JOB. EVERY DAY.

Procedures to support the Safety Management / WHS Plan

ZERO HARM
EVERY JOB. EVERY DAY.

- Personnel Protective Equipment PPE
- Safety Meetings
- Toolbox and Pre-start meetings
- Worksite inspections and auditing
- Working at heights
- Scaffolding procedure
- Hot work procedure
- Emergency response plan
- Site HSE induction training
- Excavations procedure
- Crane operations procedure
- Rigging and lifting operations
- Risk assessment and Hazard identification Procedure
- Incident reporting Procedure
- Corrective Action management Procedure
- Training plans
- Security Plan
- Traffic Management Plan
- Working in Hot Environments Procedure
- Machinery Inspection procedure
- Site First aid and medical requirements
- Housekeeping Procedure
- Confined Space Procedure

Roles and responsibilities



Positions that should have their WHS responsibilities defined may include:

Corporate management such as the managing director and project director;

Superintendent or representative of the principal on site;

Project managers and site managers;

WHS management representative;

WHS committee members;

Workers; and,

Contractors and subcontractors,

Subcontractor information should include names, positions, contact details, WHS roles and responsibilities in connection with the project.

Specific areas for which WHS responsibilities may include:

- Consultation arrangements;
- Dissemination of WHS information;
- Managing WHS design issues;
- Hazard identification, risk assessment and control measures;
- Preparing, implementing, monitoring and reviewing safe work method statements;
- Managing subcontractors and their compliance with WHS requirements;
- Planning and conducting WHS Induction and other training;
- Inspections, tests and compliance with site safety rules;
- Incident reporting and investigations;
- WHS injury management and return to work;
- Developing and implementing emergency procedures;
- WHS internal audits;
- Review of WHS management systems implementation;

Roles and responsibilities (continued)



CONTENTS

PART A: WORK HEALTH AND SAFETY ARRANGEMENTS		5
1.	Purpose	5
2.	Work Health and Safety (WHS) Policy	5
3.	Definitions	6
4.	Responsibilities	7
5.	Consultation and Communication Arrangements	10
6.	Training	11
7.	WHS Risk Assessment	12
8.	Right of Entry	13
9.	WHS Issue Resolution	13
10.	Authoritative Sources	13
PART B: GENERAL WHS INFORMATION		14
1.	Emergency Procedures	14
2.	Hazard/Injury/Incident Reporting	14
3.	Reporting of Notifiable Incidents	14
4.	First Aid	15
5.	WHS Training and Induction	16
6.	Risk Management and the Risk Register	17
7.	Workplace Hazard Inspections	21
8.	Purchasing	21
9.	WHS Record Keeping	21
10.	Documents to be displayed	21
11.	Important Contact Numbers	21

Example
Contents page

ZERO HARM
EVERY JOB. EVERY DAY.

Example Contents page (continued)

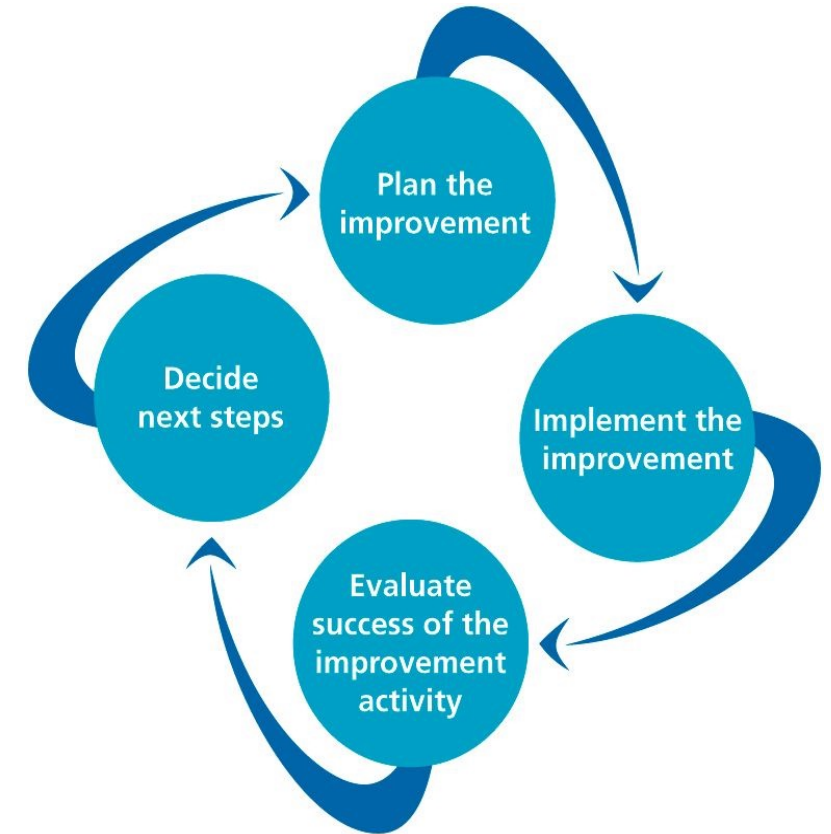


PART C: SPECIFIC WHS REQUIREMENTS	22
1. Asbestos	22
2. Inappropriate behaviour	22
3. Contractors	22
4. Dangerous Goods and Hazardous Substances	23
5. Electrical Safety	23
6. Confined Spaces	24
7. Mustering	24
8. Falls from height	25
9. Manual Handling	25
10. Plant and Equipment	26
11. Personal Protective Equipment	27
12. Slips, trips and falls	27
13. Drugs and Alcohol	28
14. UV Radiation	28
15. Vehicles	28
16. Working alone	29
PART D: FORMS AND CHECKLISTS	30
Attachment 1—Emergency Contacts List	30
Attachment 2—Hazard/Injury/Incident Report Form	31
Attachment 3—WHS Induction Checklist for New Workers	33
Attachment 4—WHS Induction for Contractors/Visitors	34
Attachment 5—Detailed WHS Induction Checklist for Contractors	38
Attachment 6—WHS Training Register	40
Attachment 8—WHS Hazard Inspection Procedure	44
Attachment 9—WHS Hazard Inspection Quick Checklist	46
Attachment 10—Suggested Asbestos Register	50
Attachment 11—Hazardous Substances Register	51

After you have a WHS Plan, What next?

ZERO HARM
EVERY JOB. EVERY DAY.

- Inform and train your company staff and contractors
- Implement the commitments made in your plan
- Audit your plan to measure how effective it is
- Develop reports to provide senior management information of how successful the plan is and what are recommended areas for improvement
- Undertake regular, usually annual, review of the plan
- There should be a process for continual improvement of all your HSE plans and procedure.



Working Groups Exercise No. 4 (30 mins)



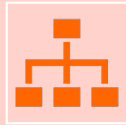
In your same working groups as before

Write an objective (Purpose) and scope section for your construction company's WHSP.

Your company has been given a contract to install fencing and lighting to a new factory work site.

- Also list down the main hazards of the job?
- Assign who is responsible to make sure the hazards are controlled at the work site?
- List 5 key procedures to help manage safety.

Scope



This part of the plan should be specific to the project, highlighting main details such as project name, purpose, duration, stages and safety considerations on each phase of the project.



This also includes the definition of the site location and layout plan and the interfaces to be considered during the course of the project. Project signage must include details such as the principal contractor name and contact numbers (including after hours) and show the location of the site office for the project.



The plan should also include provision for temporary accommodation, storage, pedestrian and vehicular routes.



Additionally, safety in design considerations should be outlined in this section including any relevant work health and safety hazards and risks

OBJECTIVES

Example



- ❖ To achieve industry best practice in safety and health performance by supporting all employees and contractors to assess risks within the worksite and implement appropriate risk controls
- ❖ To adopt a planned, systematic approach to occupational safety and health through the development of relevant plans and procedures for all activities that involve risks or hazards to people and the environment
- ❖ To minimise the risk of personal injury, property damage and damage to the environment through the development of emergency management plans
- ❖ To encourage employee participate and support their involvement in safety and health management through?????
- ❖ To create a safety culture where safety and health are a part of daily business practices by?????
- ❖ To reduce occupational injuries and ill health by adopting a proactive approach for the management of workplace hazards and risks by?????
- ❖ To achieve a reduction in lost time through early intervention and effective management of occupational injuries to facilitate an early return to work by maintaining?????

Home every
day safe.

Thank You

Safety is a shared responsibility.
We are all responsible for our own
safety as well as everyone we
work with.

Together we go home every
day safe.





SOLOMON ISLANDS
**INFRASTRUCTURE
PROGRAM**



Tagio Tumas (Thank you)
Questions?

Please complete feedback forms

