

Workforce Skills Series



SOLOMON ISLANDS
INFRASTRUCTURE
PROGRAM



Occupational Health & Safety

Presentation slides

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Delivered in partnership with:

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Solomon Water



Solomon Islands Infrastructure Program is an Australian Government initiative.

www.siip.com.sb



OHS Training learning objectives

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

- Understand what OHS is and why it is important
- Understand the legal requirements around OHS
- Identify workplace hazards, and how to reduce their risk
- Understand what goes into developing an organisational OHS policy

What is Occupational Health and Safety (OHS)

- OHS - is the process of ensuring the health, safety and welfare of people at work
- Also referred to as **Workplace Health and Safety (WHS)**
- Deals with all aspects of health and safety in the workplace and has a strong focus on **primary prevention of hazards**
- Encompasses the **social, mental and physical well-being of workers**, that is a whole person
- Every company/organizations has a responsibility, under SI legislation, to keep their workforce safe. The responsibility falls specifically to the **health and safety managers** within the company

Why OHS?

International Labour Organization Report

- 270 Million accidents reported
- 350,000 of which are fatal
- 160 Million work-related illnesses / diseases reported
- 2,000,000 workers DIE every year
- More than 100,000 work fatalities occur every month

- More than 5,000 everyday
- 4 every minute
- Each year, 22,000 young workers are killed by work accidents!
- 98% - preventable
 - 88% - unsafe / unhealthy ACTS
 - 10% - unsafe/unhealthy CONDITIONS
- 2% - non-preventable

OHS in Construction

- At least **60,000 fatalities** occur at construction sites, around the world, every year
- **1 fatal accident** occurs every **10 minutes**
- Around **17% of all fatalities at work (1 in every 6)** are construction fatalities

- With a highly mobile population of workers and different contractors working on dangerous construction sites at the same time, **CONSTRUCTION** continues to be a major cause of **death and disabilities**.

Need for OHS in the workplace

- Assurance of knowing that one will get home safely from work is more important than anything else.
- Health and safety at work is essential for workers. All workers want to work in a secure environment.
- Primary concern for companies to ensure the health and safety of both employers & employees.
- Duty & moral obligation for organisation/business to ensure the health & safety of its employees.

A safe
workplace is
the
responsibility
of employers
and
employees

- The health and safety of employees at work is employer's responsibility, including **establishing procedures** and **complying with law**.
- Employers can take step to reduce risks & hazards, but accidents will still happen if employees don't accept accountability for their actions.
- One employee's irresponsible behaviour can harm them & other employees.
- Both the **employers & employees must be aware of their responsibilities** for fostering a safe and healthy work environment.

Benefits of OHS in workplace



Mitigate financial loss & property damage



Enhance productivity



Boost Quality



Corporate reputation



Legal compliance

Establishing a Safe and Healthy Workplace (How?)

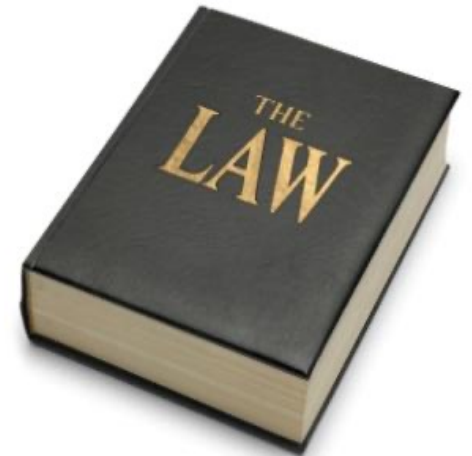
- Recognise and prevent workplace hazards
- Develop/revise OHS Policy
- Adequate and continuous employee training in safety
- Provide protective safety gear and protection against toxic products
- Well maintained equipment with suitable safety measures
- Hold frequent meetings on workplace health and safety
- Give easy access to emergency exits
- Reduce stress at work
- Remain sober and focused
- Report dangers in the workplace
- Report any incident, injury or accident

Safety at Work Act 1982 (SAWA)

- The Act requires that workplaces provide:
 - Safe plant and equipment
 - Safe use, handling, storage and transportation of articles and substances
 - Safe place of work with safe access and egress
 - Suitable provision of relevant information, instruction, training and supervision
 - Suitable working environment in regards to also providing suitable arrangements for welfare
- The Act covers:
 - **Persons conducting a Business** or undertaking organisations;
 - **Workers** - permanent or temporary, casual, part-time, probationary or volunteers;
 - **Other persons** who may be impacted by the work the organisation does

Safety at Work Act - 1982(CAP 74)

- Revised 1996 and its Regulations – cornerstone legislation for Occupational Health and Safety
- The Act covers the health and safety standards that should be practised in the workplace. The Act states out the duties everyone has to take to protect themselves and others from workplace hazards.



Safety at Work Act 1982 (SAWA)

AIMS

- To secure health, safety & welfare of employee and other persons at work;
- To eliminate risks to health, safety or welfare of people at work at the source;
- To eliminate risks to health, safety or welfare of members of the public;
- To provide for involvement of workers, employers and organisation representatives in the formulation and implementation safety Standards

MAIN SECTIONS

- Employer's responsibilities
- Employee's responsibilities
- Enforcement of occupational health and safety legislation
- Enforcement action

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. Adequately maintaining equipment and other systems to ensure their safety
 - c. Develop an **Occupational Health and Safety** policy
 - d. Undertake risk assessment
 - e. Provide training and information on how to carry out work processes safely
 - f. Ensure tasks are handled safely
 - g. Liaise with health and safety experts when necessary

Employees' Responsibilities

- Employees also have health safety responsibilities, including:
 - a. Taking care of personal health and safety and that of others
 - b. Obliges employees to take care for their health and safety
 - c. Not interfering with health and safety protocol or anything else related to it
 - d. Cooperating on matters of health and safety

Enforcement OHS Legislation

- **Occupational Health and Safety inspectors** are entitled to inspect businesses for their measures and protocol. They have various rights and obligations, such as:
 - The right of entry to the premises at reasonable times but without appointments
 - The right to disassemble equipment for inspection purposes
 - The right to request assistance from others, e.g. the Police
 - The right to question businesses on their health and safety
 - The right to see health and safety documents
 - The right to investigate a premises
 - The right to seize particular articles of imminent danger

Enforcement Action

- Injuries, accidents and ill-health are **not necessarily** requirement to enforcement action being taken against a business.
- If a business is found to be in breach of its health and safety duty, that is enough to warrant **enforcement action**.
- Offences can be defended if the business is able to demonstrate that it wasn't '**reasonably practical**' to manage or eliminate the risk. Such is quite subjective - it'll be down to the courts to work this out.
- Legal Notices, including both **Improvements** and **Prohibitions**.
 - **Improvements** outline what is wrong and provide a deadline for the business to fix it.
 - **Prohibitions** instruct to stop and prevent dangerous practices.
- **Prosecution**, including unlimited fines and custodial sentences.

Worker's Compensation

- What is **Workmen's Compensation**?
- Compensation payable under the Workmen's Compensation Act 1982 to a worker who suffers an **injury or disease arising from** (out of) or **during** (in the course) their employment, and **travelling to or from workplace**.
- For a disease, the worker's employment must have contributed to it to a substantial degree.
- A worker may be entitled to compensation for:
 - weekly payments while incapacitated for work
 - medical and other expenses
 - rehabilitation expenses
 - permanent impairment.
- In some circumstances, a worker may also be able to make a common law damage claim.

Main purposes of the Workmen's Compensation Act 1982

- This Act has two main purposes:
 - to return an injured or sick worker to work as quickly and safely as possible
 - to ensure an injured or sick worker is compensated for lost wages, medical and other expenses while they are unable to work, and that the dependents of a deceased worker are compensated
- A worker is someone who works under a contract of service or a training agreement. This includes casual employment. A contract does not necessarily have to be a formal, written document — it could be implied and/or a verbal agreement
- **Refer to handout for more information**

Employer's Liability Insurance

- Employment Act 1961 Part IV – “Employer carrying on any business in Solomon Islands are required by law to insure, and maintain insurance, against liability for body injury or disease –
 - Sustained by their employees
 - Arising out of and in the course of the their employment in Solomon Islands in that business.

Injury management

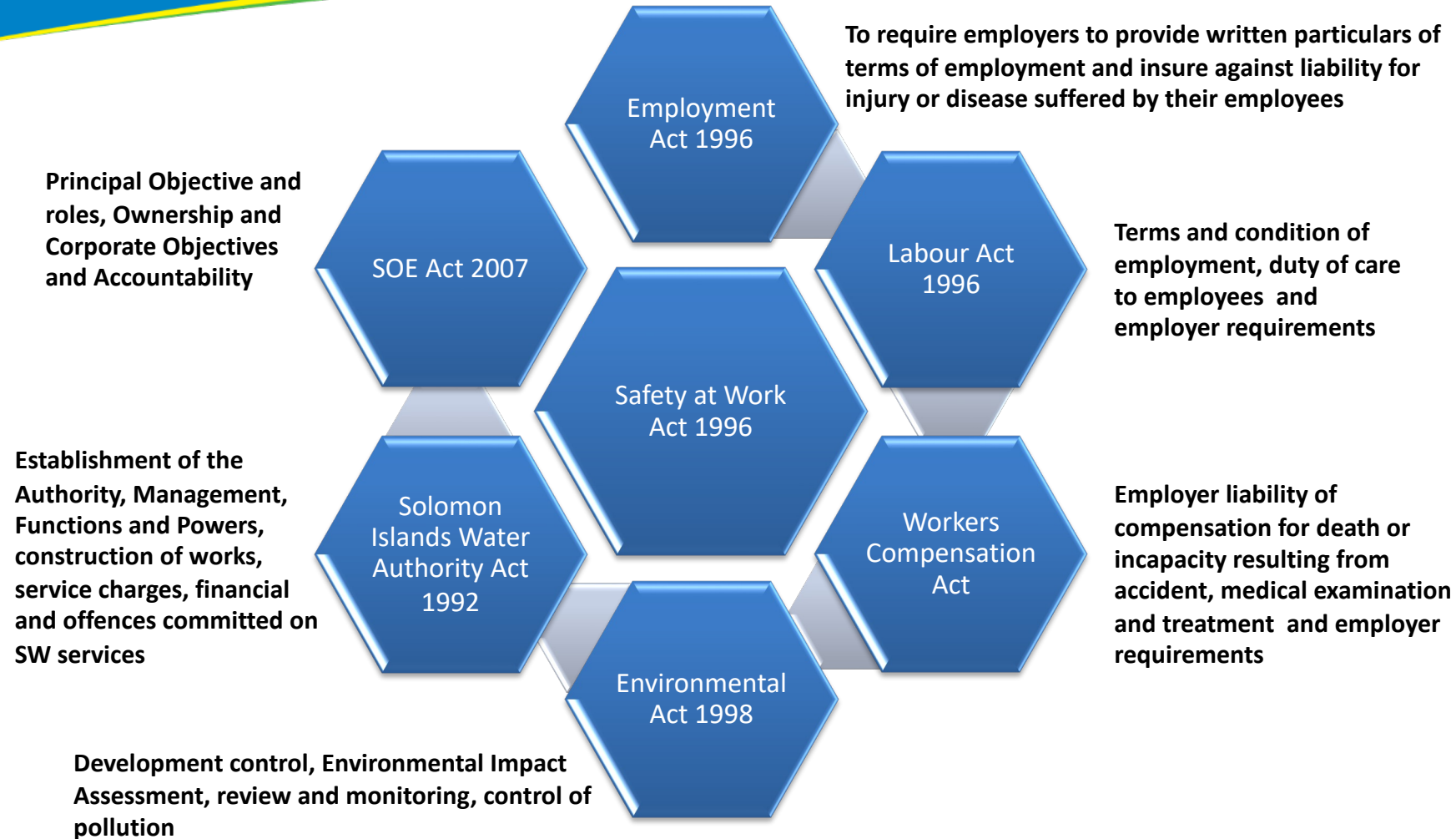
- If a worker is injured at work:
 - Notify the employer/workplace manager
 - Employer notify the Commissioner of Labour within seven days
 - Complete the register of injuries
 - Consult a doctor where necessary
 - Authorise the doctor to provide relevant information to participate in a return to work plan

What is a policy?

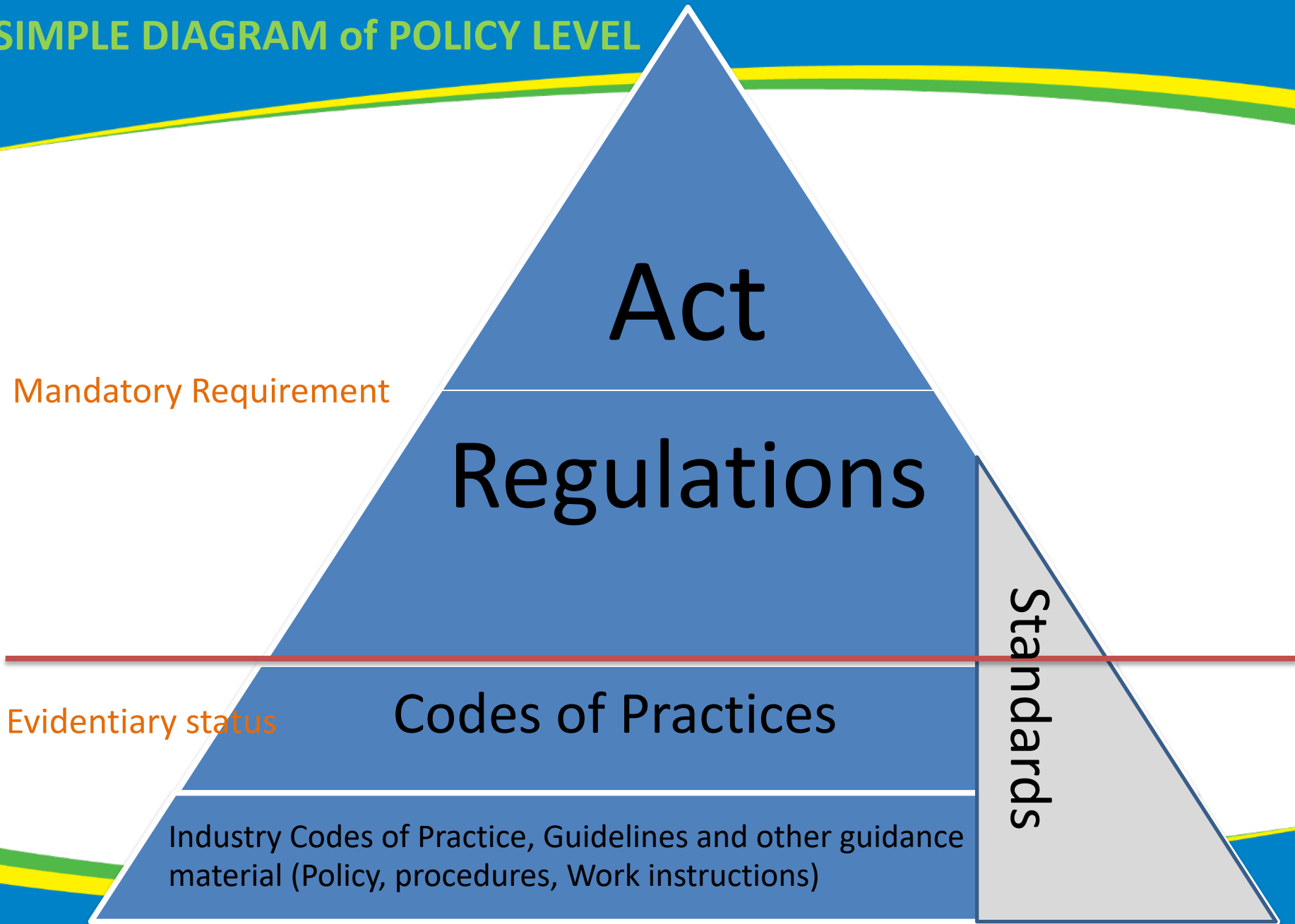
- Statement of intent
- Can be Implemented by a procedure or protocol
- Can assist in subjective or objective decision making



Some Acts of parliament governing Safety



SIMPLE DIAGRAM of POLICY LEVEL



Health and Safety Policy requirement for SW

Safety at Work Act 1982

- providing and maintaining a healthy and safe work environment
- Ensuring that workplaces are safe, without risk to health,
- routinely consulting to maintain effective and co-operative relationships between employer and its workers, Contractors, visitors and with other duty holders
- reviewing, the effectiveness of the safety measures taken

SW Commitment to Workers

- Providing relevant up to date WHS information
- Providing expert assistance in WHS matters where necessary
- Providing instruction and/or training
- Implement and improve strategies for risk assessment, hazard identification and controls
- Implement and maintain appropriate information, reporting & statistical analysis

Solomon Water Health and Safety Policy

- **Commitment, Duties and Responsibilities**

Management commitment to Health and Safety

Prioritise health and safety, as equally important

Ensuring compliance with all relevant Acts of Parliament, regulations, and industry best practices

Health and safety of workers and of others are highly considered

Continuous improvement of our health and SMS

Individuals right to refuse unsafe work is managed

Demonstrate leadership in health and safety

Consultation and communication arrangement

Ensure areas of control are safe and hazard and risk are managed

Proactively manage other duty holders

Ensure employees go home safe at the end of each day

SW H&S Implementation Requirement for contractors

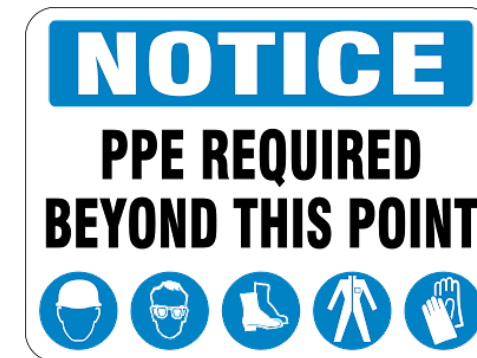
Safety at Work ACT, Section 23

Tender process

- Health and safety management plan (During Tender submission)
- Emergency response plan
- Required licenses for equipment and personnel

Contractor Engagement

- Safety Induction
- PPE requirement
- Emergency procedures
- Inspections and Audits
- Compliance requirements to Safety management system



What a Health and Safety policy should have

- **GOALS** – Providing a healthy and safe work environment
- **OBLIGATIONS** – Commitment (Management, Law)
- **RESPONSIBILITIES** – Management, Workers
- **APPLICATION OF POLICY** – Co-operation of workers, contractors, visitors and others at risk
- **REVIEW OF POLICY** – Effectiveness and review date
- **COMMUNICATION OF POLICY** – How it will be communicated
- **AUTHORISATION** – Management

Safety Work Plan

Elements	Element One Management Commitment	Element Two Planning	Element Three Consultation and Reporting	Element Four Hazard Management	Element Five Training and Supervision
Standards	There is commitment to achieving high standards of safety and health performance through effective safety management	Planning is used to establish and maintain an integrated health and safety management system that is set up to continuously improve health and safety performance across all operational activities	Mechanisms are in place for consultation and reporting on health and safety matters and are working effectively.	An effective system is in place to identify hazards, assess and control risks associated with the organisation's activities, processes, products or services.	Training and supervision is organised to reduce the risk of work-related injury and disease and is evaluated to ensure its effectiveness.
Indicators	There is a documented health and safety policy that is reviewed on a regular basis.	The organisation's approach to health and safety management is planned and reviewed.	There are agreed procedures for involvement and consultation with workers on safety and health issues.	Requirements for reducing risks are understood by management and workers	An induction program is in place for all workers and contractors providing relevant OHS instruction and information.

Challenges

- Implementation and maintenance cost
- Staff acceptance to changes
- Commitment by workers
- Setting of goals and targets
- Resources
- Training & Awareness



Benefits

- Less number of incidents
- Improvement staff behaviour and attitudes
- Improved productivity and service delivery
- Improved planning and decreases down time
- Improved staff confidence and moral
- Staff involvement improved (Feedback)
- Everyone go back home safe

Summary

- Compliance to the Safety at Work Act and associated Labour laws
- Management Commitment to Safety
- Developing a Health and Safety Policy
- Developing a Safety Management System
- Implementation of SMS
- Review and continuous improvement

Health and Safety management



Recap

- A safe workplace is a characteristic of reputable companies.
- The Safety at Work Act 1982 (SAWA) is an important piece of legislation covering Occupational Health and Safety in the Solomon Islands.
- Employers are responsible for ensuring that their employees work in a secure environment.
- All employees deserve a safe workplace and ability to return home without injury.
- Promoting occupational health and safety at work is the responsibility of management structures and company owners. This includes monitoring and reporting incidents.
- Employees need to comply with safety measures and apply safe work practices.

Overview

- Construction work is dynamic, diverse, and constantly changing. This poses a great challenge in protecting the health and safety of construction workers.
- Construction workers are at risk of exposure to various health and safety hazards that can result in injury, illness, disability, or even death.

Definitions of Hazard & Risk

- A **hazard** is an act or condition that has the **potential to cause** damage to plant or equipment, **or result** in an illness or injury.
- Hazards can be categorised by the type of outcome, energy exchange process or geographic location,
 - e.g. manual handling hazards, slips and trips, laundry hazards.
- A **risk** is the likelihood of a specific consequence occurring.
- Risks are usually expressed in terms of **likelihood and consequences**.
 - e.g. the risk of contracting TB while working in construction site might be considered to be very low.

Major Hazards on construction sites

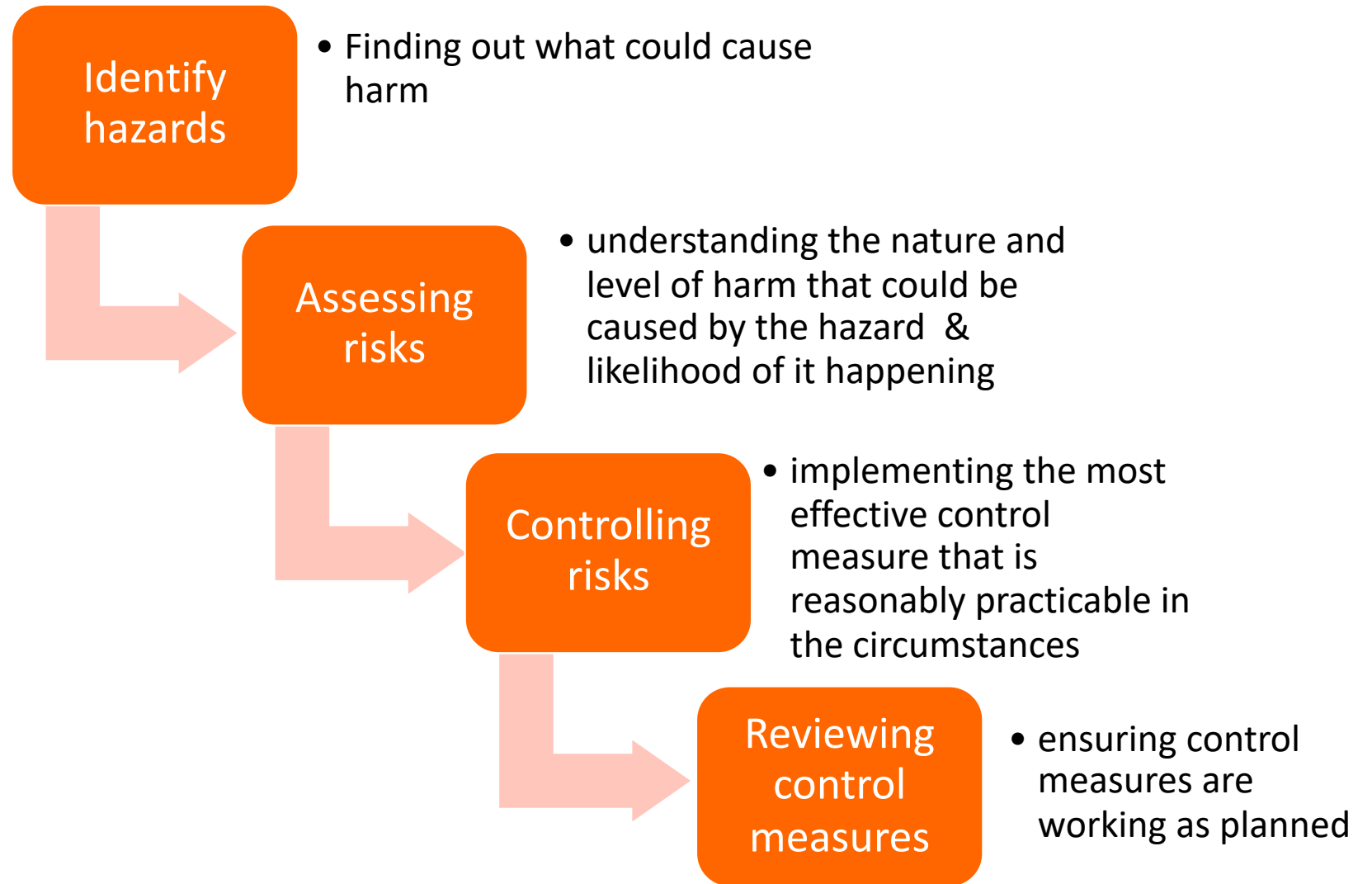
1. Working at heights
2. Collapse
3. Moving objects and Vehicles
4. Electricity
5. Manual Handling
6. Harmful material
7. Noise
8. Slip, trips and falls



Source: Facebook

Refer to handout - "**Major Hazards on Construction sites**"

Four steps for managing risks to health & safety at the workplace



Identifying hazards

- The process of examination each work area and work task for the purpose of identifying all the hazards which are inherent in the job.

- Five common ways:
 1. Collect existing information about workplace hazards
 2. Inspect the workplace for safety and health hazards
 3. Identify health-related hazards
 4. Conduct incident investigations
 5. Identify hazards associated with emergency situations

Assessing risks

- Risk assessment involves considering **what could happen** if someone is exposed to a hazard & the **likelihood of it happening**. A risk assessment can help determine:
 - how severe a risk is
 - whether any existing control measures are effective
 - the action that should be taken to control the risk
 - how urgently the action needs to be taken

Risk matrix

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospital / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

How would you assess the likelihood and consequence of:

- Hitting your finger while hammering
- Falling off a ladder while installing a light
- Having a jackhammer crush your foot
- Falling off the back of a truck
- A gas tank exploding

Controlling risks

- Once the hazards have identified (and where necessary any relevant risks assessed) start on the most important step of all – fixing the problems.
- **Control measures** must be selected **to eliminate the risk**, so far as is reasonably practicable. If elimination is not reasonably practicable, the risk must be **minimised so far as is reasonably practicable**.

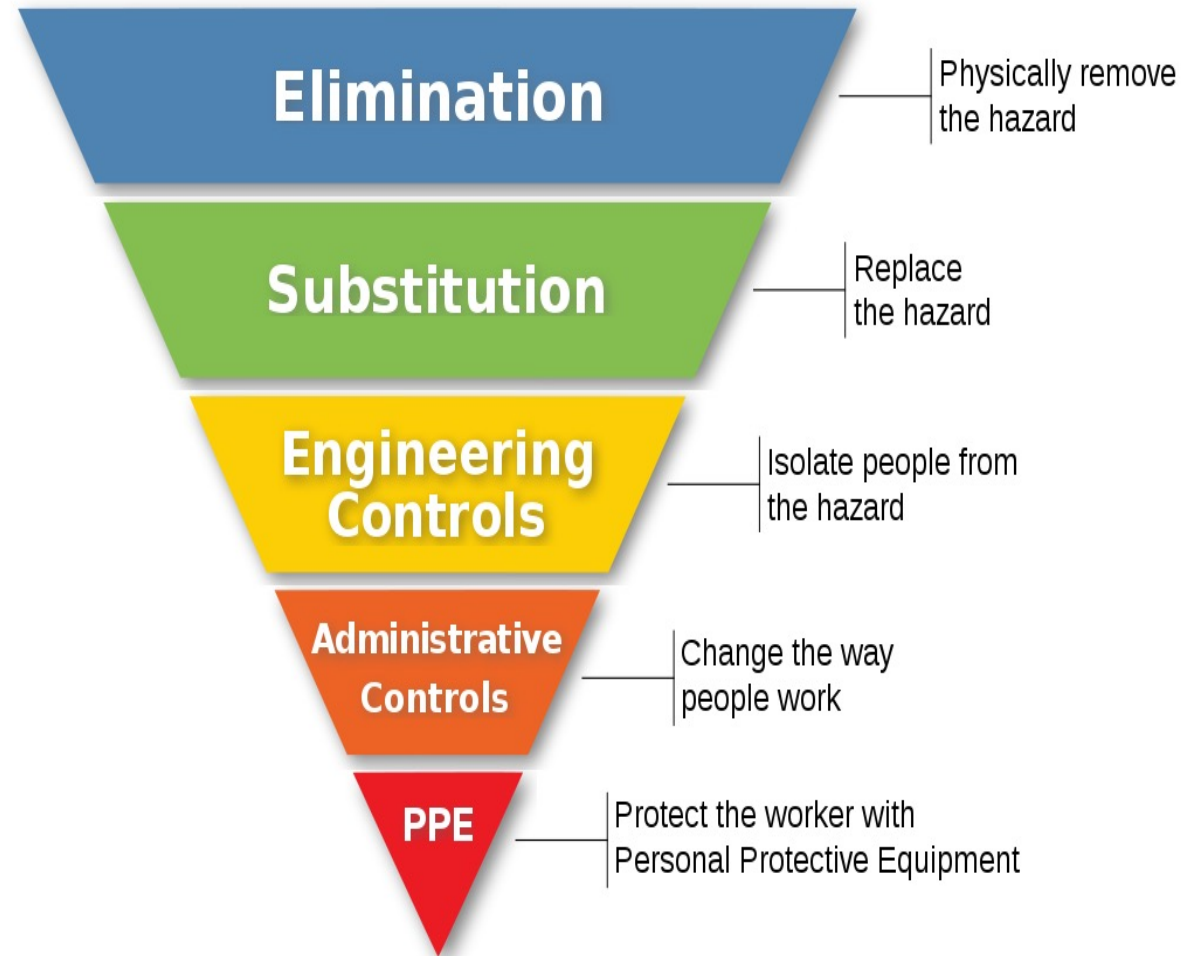
Hierarchy of controls

Hierarchy of Controls

Most effective



Least effective



Examples of controlling risks

Elimination	<p>Working at heights: Perform tasks where possible at ground level rather than working from an elevated position. For instance, using an extension pole for painting rather than using a ladder.</p> <p>Skin exposure: Eliminate chemicals that may cause a dangerous skin reaction.</p>
Substitution	<p>Substitute a toxic chemical with a non-toxic solution (i.e., low-VOC paints).</p>
Engineering controls	<p>Working at heights: Install guardrails and covers over holes.</p> <p>Respiratory: Increase ventilation with fans or ducting for indoor hazards.</p>
Administrative controls	<p>Working at heights: Attend working-at-heights training</p> <p>Skin exposure: Ensure that you read the SDS sheet for any chemicals you're working with to understand their risks.</p>
PPE	<p>Working at heights: Use a fall arrest system with a full-body harness and energy-absorbing lanyard.</p> <p>Skin exposure: Wear protective clothing and gloves.</p>

Reviewing control measures

- Controlling health & safety risks in the workplace is an **ongoing process** that needs to take into account changes in the workplace.
- This is why procedures and risk controls must be **reviewed regularly** to ensure they are still effective.
- Risk control measure implemented to meet health a & safety requirements must be reviewed and as necessary **revised** to maintain, a work environment that is without risk to health and safety.

Keeping records

- It is good practice to keep records of risk management activities while they remain relevant.
- Keeping records of risk management process demonstrates compliance and may help when undertaking subsequent risk assessments.

What is Occupational Health and Safety Policy?

- It is a clear statement given by the management to achieve the organisation's health and safety goals and objectives.
- It sets who is responsible for achieving these objectives & how these are to be achieved.
- Is a piece of internal law.
- It complies with legal requirements.

Developing an OHS Policy

- Important thing is to make your policy is specific to your business/organisation and its operations.
- Your policy must reflect what you do.
- Avoid copy & paste from other source/documents.
- It is vital the leadership is involved with the policy & also signing it.
- Senior staff & board members, and employees should involved in aspects of the policy's creation.
- There is no specific requirement for policy to be a certain size, & no rules for how it should be set out.
- It should be proportionate to the nature of your business & its risks.

Three main parts to an OHS Policy

- Part 1: Statement of Intent
- Part 2: Responsibilities for health and safety
- Part 3: Arrangements for health and safety

Statement of intent

- An occupational health and safety policy should start with a statement of intent, which is also known as the health and safety policy statement.
- This part of the policy should contain a statement of your commitment to meeting legal requirements and health and safety management. It should detail the business' aims and objectives regarding health and safety.
- The policy should be written in a simple language and clear to understand.
- The statement should be signed and dated, by the owner or most senior person in the company.
- Should also set a review date.
- Display the statement of intent where all employees can read it, for example on the staff notice board.



OH&S POLICY

FIRM Construction Pty Ltd is committed to meeting its legal obligations in regard to the provision of the health, safety and welfare of all persons (including directors, employees, subcontractors, clients and the public) at its workplaces, including worksites, and acknowledges that Occupational Health and Safety (OH&S) is a critical component of our business and management activities.

The commitment of FIRM Construction Pty Ltd is based on the principal of controlling risks to a level that is considered reasonably practicable in order to meet the legal obligations under State legislation, regulations and codes of practice.

Through the OH&S Management System, FIRM Construction Pty Ltd formalises systems for work and defines responsibilities of managers and employees.

The OH&S Management System and the OH&S policy describe the commitment of the company to health and safety and clearly define how the health, safety and welfare of all persons are ensured by facilitating:

- Compliance with all applicable legislation and regulations;
- Adoption of "best practice" approach to OH&S; and
- Integration of occupational health and safety into all aspects of FIRM Construction Pty Ltd business.

In order to maintain a safe and healthy workplace, FIRM Construction Pty Ltd:

- Seek to ensure its facilities operate to the highest standards to protect directors, employees, subcontractors, visitors and the public;
- Provide safe systems of work developed in consultation with employee taking into account the hazards identified and implementing risk minimization controls;
- Provide appropriate training, information, inductions and supervision on systems to all who work in its business activities so that they are able to comply in a responsible and lawful manner;
- Seek to improve, develop and enhance new programs and procedures to actively increase the OH&S outcomes;
- Ensure the reporting and investigation of injuries, illness, incidents and near misses is conducted in a consultative manner to prevent recurrence;
- Measure and evaluate OH&S performance by regular monitoring audits and inspections of compliance with FIRM Construction Pty Ltd policies and legal obligations.
- Consult with employee and encourage initiatives that contribute to a safer and improved working environment; and
- Regularly review the OH&S Management System to ensure its appropriateness and effectiveness in managing systems of work and OH&S responsibilities.
- Commit to establish measurable objectives and targets and monitor and measure continual improvement aimed at elimination of work related injury and illness.

All employees have strict obligations and responsibilities under this policy to put safety first, to work safely and to report unsafe work practices or situations to their manager or supervisor. Directors and senior management strongly endorse this policy and will regard breaches very seriously.

Authorised by:
 Director

Date: 22/08/17



Occupational Health and Safety Policy

PACT Construction is a leading Western Australian building and project management company committed to achieving the highest attainable level of occupational health and safety working conditions for its employees, contractors, visitors and other persons throughout all areas of its activities. At PACT Construction, all people have a responsibility for creating a safe work environment by striving to achieve zero tolerance towards hazards, incidents and accidents in the workplace.

In order to achieve this, PACT Construction management and staff will:

- Demonstrate leadership and commitment through all its managers and supervisors.
- By continual monitoring and improvement of KPI's strive to achieve an accident free workplace.
- Provide and maintain a safe work environment, including work conditions, practices and procedures for all employees and persons who come into contact with PACT Construction.
- Develop awareness throughout PACT Construction by initial and ongoing education, training and supervision of all employees and contractors.
- Take all practicable steps to eliminate hazards within the workplace through hazard identification, risk assessment, control and monitoring to ensure ongoing effectiveness.
- Comply with all applicable health and safety statutory requirements as a minimum.
- Strive to continuously improve occupational health and safety management.
- Involve all our people in occupational health and safety management through consultation and contribution to identify hazards in the workplace, assessing and control risks as well as participating in the review of health and safety performance.
- Ensure that all incidents are reported, recorded and causes identified, and where injury or illness occurs, help our people to achieve full recovery through prompt treatment and injury management.
- Allocate appropriate resources to meet the commitments of the policy.

Employees also have a duty to take care of their own health and safety and that of others affected by their actions at work. In order to achieve this, each individual employee is required to:

- Comply so far as he/she is reasonably able with safety procedures and directions given by the employer or its authorized representatives.
- Not willfully interfere with or misuse items or facilities provided by PACT Construction in the interests of safety and health of PACT Construction employees.
- Must, in accordance with agreed PACT Construction procedures, report hazards and accidents.

This signed statement of policy will be displayed at all relevant work locations.

Jason Kunkler
GENERAL MANAGER
PACT CONSTRUCTION

Date: June 2019

Responsibilities for health and safety

- This section of the policy lists the:
 - Names,
 - Positions and,
 - Roles of the people

within the company who have specific responsibility for health and safety.

Responsibilities for health and safety

- It could include those responsible for :
 - Policy setting, e.g. directors or senior managers.
 - Day-to-day operations and policy compliance, e.g. middle managers and supervisors.
 - Advice, accident investigation & inspections, e.g. health & safety advisors and officers. It may include an external health & safety consultant if one is used by the business.
 - Employees representatives or trade union safety representatives.
 - First aid & fire safety, e.g. first aiders & fire marshals.
 - Employees.
- Importantly, all those who have duties are **made aware of what is expected of them.**
- They must agree to their responsibilities & **have necessary resources** to able to fulfil their duties.

Arrangements for health and safety

- This is the largest section of the OHS policy
- Gives details of the specific systems & procedures in place for managing health and safety risk within the business.
- It describes in detail how you will meet the aims of your health and safety policy from your statement of intent.
- It defines the planning & implementation part for effective accident prevention program
- Specifies special arrangement that are necessary to deal with particular risk relevant to the organisation & its activities.

Contents or of arrangements section

- Specific hazards & risks, e.g. manual handling & hazardous substances
- Risk assessment
- Safe systems of work
- Accident, incident, near miss & illness reporting.
- Occupational health.
- Plants and equipment.
- Information, instruction & supervision.
- Training & competence.
- Consultation with employees & their representatives
- Welfare facilities.
- Emergency procedures, (such as fire evacuations & first aid).
- Other topics can be included depending on the nature of business, its complexity, size & risks.

What to do once the policy is completed

- It should be:
 - signed & dated by the most senior person in the business.
 - the person that is ultimately responsible for the policy & health and safety.
- An OHS policy is a “live document” & must be visible in the business.
- It should be reviewed and monitored
- Employees should be **inducted and trained** on the main points of the policy.
- If there are any changes to the policy, this should also be communicated.