



Occupational Health and Safety and Wellbeing Guidelines



Yarriambiack
SHIRE COUNCIL

Occupational Health and Safety Wellbeing Guidelines

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

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1. Guideline – Personal Protective Equipment and Clothing

1.1 Objective

Yarriambiack Shire Council is committed, where practicable, to reducing risks in the first instance by means other than protective clothing and equipment (PPE & C). Where the provision of PPE & C is deemed appropriate, the Yarriambiack Shire Council (YSC) is committed to ensuring that all personal protective clothing or equipment complies with the requirements of the appropriate standards.

This guideline covers requirements for the selection, maintenance, training and use of any PPE & C used to protect individuals from actual or potential hazards.

1.2 Responsibility

People and Safety Officer and Line Managers are responsible for:

- a) Ordering PPE & C.
- b) Issuing PPE & C at the Depots, Workshops and Corporate Office.
- c) Recording the issuing of PPE & C on the register.
- d) Disposing of ill-fitting and redundant PPE & C.
- e) Ensuring the correct wearing of all PPE & C.
- f) Ensuring compliance with this Guideline.
- g) Communicating this Guideline to ensure it is effectively implemented.
- h) Denying requests for the provision or replacement of PPE & C where it is deemed inappropriate or is not required.

Health and Safety Representatives are responsible for:

- a) Encouraging employees in their designated work group to promptly notify all health and safety issues or concerns relating to PPE & C to their Line Manager.
- b) Monitoring the ongoing use and effectiveness of PPE & C controls.

Employees, contractors and volunteers are responsible for:

- a) Cooperating with all measures introduced by Council to minimise risks to health, safety and wellbeing.
- b) Replacing PPE & C once it is no longer fit for purpose or is not representing Council in a professional manner (e.g. faded, stained or torn garments).
- c) Obtaining authorisation prior to ordering or reordering any PPE & C.
- d) Reporting correct size and quantity of PPE & C items to be purchased.
- e) Correctly using and maintaining PPE & C issued by Council.
- f) Raising issues or concerns in relation to PPE & C with their Line Manager on an Incident Reporting Form.
- g) Only wearing PPE & C supplied by Council.

1.3 Method

Outdoor Works / Field Staff Uniform

The Council will provide an annual subsidy for uniform purchases for outdoor works and field staff under the following guidelines:

- a) All uniform items requiring monogrammed with the corporate logo must be done so in accordance with the Style Guide.

- b) Refer to the [Guideline – Staff Uniform](#) in the Human Resource Policy and Guidelines Manual for further reference on approved items and claiming the uniform subsidy.

Wearing of Clothing

All Outdoor employees are required to wear the uniform every working day. Employees are not permitted to wear garments from a previous employer uniform issue that is logoed.

Employees who are noted not wearing the clothing stipulated shall be directed to change into the correct clothing. Failure to comply will result in the incident being reported by the Line Manager who shall initiate appropriate action.

Care of Clothing

Laundry and dry cleaning will be at the employee's own expense. Employees should at all times endeavour to present a professional image to customers and the general public by maintaining their uniform in a neat and tidy manner.

Where uniform is considered extremely dirty (due to undertaking Council duties) and is not suitable to be laundered in a domestic washing machine, the Council will pay to have the uniform laundered.

Cessation of Employment

All items of uniform bearing the Council's logo and all PPE & C must be returned to the Council on termination of employment.

Personal Protective Equipment and Clothing

Personal Protective Equipment (PPE) is the equipment worn by workers to reduce their exposure to hazards. PPE includes items such as:

- a) Eye protection (e.g. goggles, glasses).
- b) Hearing protection (e.g. ear plugs, earmuffs).
- c) Respiratory protection (e.g. respirators, face masks).
- d) Foot protection (e.g. safety boots).
- e) Head protection (e.g. hard hats, broad brimmed hats).
- f) Body protection (e.g. aprons, long sleeve pants and long sleeve tops).
- g) Fall injury prevention (e.g. harnesses, lanyards)
- h) Hand protection (e.g. fabric, leather, rubber and disposable gloves).

All PPE & C issued by Council remains the property of Council. Whilst employed with Council it is the individual's responsibility to maintain all PPE & C in good working order.

The success of PPE & C is dependent on the equipment being chosen correctly, fitting correctly and being worn at all times when required.

The issue of PPE should not preclude other control mechanisms to eliminate, substitute or change work practice to control workplace hazards being implemented.

Selection and Use

- a) The Council shall provide all protective equipment and PPE clothing relevant to the work situation as provided by industrial agreement, regulation and/or best practice.
- b) Generally, PPE shall only be used if hazards cannot be eliminated, and personnel cannot be kept away from the source of hazard.
- c) The Line Manager is responsible for ensuring that specified PPE & C is supplied as required to perform work duties.
- d) All PPE & C must conform to legislative requirements and Australian Standards where applicable.

- e) The selection of PPE & C to be used shall take into consideration the specific circumstances of various locations and tasks (e.g. footwear for slippery surfaces).
- f) Safe Work Method Statements (SWMS) and Risk assessments should be prepared to define the PPE & C to be worn for each work activity. These instructions shall be readily available to all relevant staff.
- g) All employees shall be responsible for the wearing of PPE & C where specified and they shall ensure the equipment is cleaned, maintained and in good working order.
- h) Any changes or modifications to process, work conditions, material uses, and technology shall be assessed and if required, corresponding changes shall be made to PPE & C used by personnel who may be affected by the modification.
- i) Visitors and contractors shall comply with the same PPE & C requirements as applied to YSC staff.
- j) No items of PPE & C issued shall be modified from the manufacturer's original specifications.

Maintenance

- a) The People and Safety Officer will conduct random inspections of PPE & C to ensure items such as safety boots and shoes are well maintained and not damaged. Additionally, they will ensure that items are worn correctly in accordance with manufacturer instructions. Personnel must not use PPE & C which is not in good working order or to the manufacturer's original specifications.
- b) If, through regular daily use, any item of PPE & C is found to be unsuitable for its intended purpose, for example, due to fading of high-visibility garments, tears, rips, accidental damage, or scratches, Council will arrange for the replacement of the affected PPE & C.
- c) Where the personal protective equipment is issued to a Depot, the Line Manager in charge will be responsible for the issue, maintenance and replacement of such equipment.

Training

All personnel shall be given training and instruction in the correct use of PPE & C and in the identification of hazards and their control.

Instruction and Signage

- a) It is a condition of employment that employees must wear the protective equipment and clothing issued, when wearing of such equipment and clothing is appropriate (e.g. exposure to health or safety hazards).
- b) Line Managers must ensure that personnel reporting to them consistently comply with PPE & C requirements. In the event of a person failing to comply with these requirements, Line Managers must take all necessary steps to ensure compliance, including following disciplinary procedures, if necessary.
- c) Council worksites (i.e. depots, road works sites, parks and recreation areas) where PPE & C must be worn, shall be designated as such by the use of appropriate signage if possible. Worksites not controlled by Council may not always have PPE & C signage available.

Prescriptive Spectacles

There are a number of Council staff who require prescriptive spectacles to carry out their day to day duties. These duties are often carried out in a range of potentially harsh environments including dust, ultraviolet glare and other events that may occur from time to time. Council will not provide or reimburse employees for prescription glasses, except in the

instance where spectacles have been accidentally damaged during work as a result of their duties.

Compensation up to a maximum of \$750 may be made by Council for damage to or loss of spectacles provided that such loss or damage is not in any way caused by an intentional act or by the employee's own act of negligence.

To minimise damage to prescriptive spectacles, Council requires staff to wear appropriate protective apparatus such as tinted overspecs (cover for prescriptive spectacles) or tinted clip-ons which Council will supply.

It is the responsibility of the individual staff member to ensure that they organise, with their Line Manager, protective apparatus for their spectacles appropriate to the specific environment that they carry out their duties.

Wearing of Hi-vis Safety Clothing

Suitable hi-vis clothing, or safety vests, must be worn under the following conditions:

- a) When employees are working within any public place, including road reserves. This includes laying or repairing roadways, checking stormwater drains and the like.
- b) When employees are operating machinery or working in an area in which machinery is present and the presence of the machinery constitutes a danger, such as in the vicinity of backhoes.
- c) When employees are engaged in any operation that is likely to expose them to risk, whether the activity is outdoors or indoors.

Safety Helmets

Safety Helmets must be worn:

- a) When staff are undertaking any activity within 1½ times the working radius of any item(s) of plant and equipment engaged in excavating, lifting, loading/unloading, or back-filling.
- b) When working in trenches as defined by the regulations.
- c) When timber is being trimmed or felled.
- d) Where work is being carried out above head height.
- e) Where there is a risk of falling objects.
- f) In case of projectiles.
- g) Helmets are to be worn by all staff engaging in and assisting with the loading and unloading of any items where mechanical assistance is being used (e.g. gantry cranes, forklifts etc.).
- h) The general practice must be to wear safety helmets at all times where there is a risk of head injury.

All components of the helmet should be visually inspected at least weekly for signs of dents, cracks, penetration or other damage due to impact, rough treatment or unauthorised alterations.

Helmets showing damage, deterioration or have been subject to significant impact to the shell should be immediately withdrawn from service and discarded (completely destroyed). No helmet shall be re-issued to another person.

Excessive discolouration of the shell colour or weathering of the surface may indicate a loss of strength, as do shells with splitting or cracking of the material. Such helmets should be discarded.

At the time of issue to the wearer, the helmet should be marked with the issue date. Helmet shells have a life of at least 3 years but not more than 5 years from the time of

issue. Components of harnesses may deteriorate more rapidly in service and harnesses should, therefore, be replaced at intervals no longer than 2 years.

For helmets that are used infrequently and stored away from sunlight, dirt and temperature extremes, the recommended replacement timeframe may not be applicable. Conversely, helmets that are used in extreme conditions of temperature or poorly stored may need to be replaced more frequently.

Vehicles - Seat Belts

Seat belts are to be worn at all times in plant and vehicles when they are fitted with them. This includes but is not limited to cars, trucks and mobile plant.

2. Guideline – Body Worn Cameras

2.1 Objective

The use of Body Worn Cameras (BWC) devices, by Yarriambiack Shire Council officers, is to complement existing safety standards and precautions, such as removing oneself from any perceived threat and to provide a maximum benefit to Council officers in terms of protecting and enhancing their health and safety. When correctly used, the BWC devices can promote public reassurance, modify behaviour, prevent harm, and deter people from committing offences and anti-social behaviour. The use of recordings will also assist with investigations involving allegations made against Council Officers.

2.2 Responsibility

This guideline applies to:

- All Yarriambiack Shire Council employees who are Authorised Officers and have been approved to wear BWC by the Chief Executive Officer in the course of performing their duties for the Council; and
- The Chief Operating Officer and Manager Business System in so far as they have a supervisory and technical responsibilities in relation to BWC data storage and disposal, along with ensuring compliance with Council's CCTV Policy and data privacy legislation.

2.3 Method

Council will seek to eliminate or minimise the risk to Council officers by ensuring the following steps are taken as part of process to ensure a safe work environment by discouraging and documenting occupational violence.

Equipment

The BWC is a body mounted device with a built-in microphone, enabling both video and audio recording. Authorised Officers will be approved to wear a BWC and must follow the guidelines when utilising the device.

The device stores digital files which once recorded cannot be edited, altered, deleted, duplicated, copied, shared, or otherwise distributed in any manner by an unauthorised officer. Each file carries a unique identifier and is time and date stamped throughout.

Upkeep

It will be the responsibility of the officer issued with the BWC to maintain and keep the device in good operational order and to report any fault or defect to their respective Supervisor, Coordinator or Manager.

The Manager Business Systems will keep a register of all devices issued to officers, including the name of the officer and device number. The direct Coordinator or Supervisor will arrange any repairs to the device when required.

When Starting Shift

The Officer must ensure the device is working correctly prior to leaving the office, checking the battery is fully charged. The BWC must be signed out and a time and date logged on the sign out sheet.

The BWC must be worn overtly on the body with the aim of achieving both visibility and the optimum field of vision.

Body Worn Camera Use

Only officers who have received the appropriate training will be permitted to use the device. Officers must activate camera recording, if deemed safe to do so and in accordance with the following guidelines:

- Where they have reasonable concern for their safety or welfare (or that of another person);
- If an occupational violence incident occurs or their assessment indicates the occurrence of an incident is imminent;
- To gather evidence of a breach of an Act, legislation, or local law the Council is responsible for; or
- As directed by their Supervisor for purposes related to safety or welfare of employees or other persons, or for training purposes where none of the above apply and other persons have been informed of the reason for the activation and are party to the training.

Camera recording must not be activated except in accordance with the guidelines above. If an Officer becomes aware that recording has commenced inadvertently, the camera must be turned off immediately and the activation reported to the Manager Business Systems.

Prior to activating camera recording, or as soon as practicable after recording begins, Officers must verbally advise any person in the vicinity that the recording is being undertaken and should, again where practicable, state the date, time, location, and the reason for commencing the recording.

- If asked by a member of the public "Are you recording me?" The response an Officer should give is "Yes, I am."
- Activating camera recording for any unauthorised purpose may result in disciplinary action.

End of Shift

At the end of shift, Officers who are allocated devices must inspect the device and report any damage to their Supervisor or Coordinator. The Officer is required to switch off the device and place it on charge. The time of return should be written in the log and signed.

Any recordings must be downloaded, and any inadvertent recordings advised.

Reporting Incidents

Where an Officer experiences an incident in which they have felt threatened in any way or has disengaged due to a person objecting to being filmed and whether they have captured the incident on camera or not, the Officer is still required to report the incident by completing an incident report to their immediate Supervisor and the People and Safety Officer.

Downloading Recordings

All footage recorded is to be downloaded daily at the end of the Officers shift. Data will be downloaded by the Manager Business System and stored in a secure electronic location with restricted access.

Images or recordings must not be shown or given to unauthorised persons unless permission has been approved by the Chief Executive Officer.

Recordings that are not required for further investigations will be deleted in line with Council's privacy procedures.

Confidentiality

All personal information captured in recordings will be treated as confidential by Council employees and any authorised recipients. This information will be managed strictly in accordance with Council's privacy policy and all relevant legal obligations.

Whenever Council is permitted, authorised, or required to use or disclose recordings under this guideline or applicable State or Commonwealth law, steps will be taken to minimise the disclosure of unnecessary personal information.

Access to Personal Information

A member of the public has the right to apply for access to their personal information held by the Council under the *Freedom of Information Act 1982* and the *Privacy and Data Protection Act 2014*.

Breaches

Failure to comply with Council's privacy policies and BWC Guideline will be subject to investigation which may lead to disciplinary action.

3. Guideline – Protection of Workers from Ultraviolet Radiation

3.1 Objective

The purpose of this guideline is to implement procedures for minimising the risk associated with exposure to ultraviolet radiation (UVR).

3.2 Responsibility

Line Managers

Line Managers are responsible for ensuring that staff adhere to the ultraviolet radiation guideline.

Supervisors

Supervisors are to:

- a) Manage work programs in order to limit UVR exposure during the months of October through March.
- b) Supervise outdoor workers to ensure compliance with the requirements of the instruction.
- c) Regularly monitor employee compliance with UVR control strategies and report difficulties experienced.
- d) Ensure injury reporting procedures are followed when an incident of sunburn or excessive sun exposure occurs in the workplace.
- e) Practice UVR control measures when working outdoors.

Employees/Contractors

Employees and contractors undertaking outdoor work are to co-operate with all measures introduced to minimise the risk associated with exposure to UVR, including wearing personal protective equipment as supplied.

3.3 Method

Introduction

Exposure to the sun poses a significant risk to all workers who work outdoors.

The sun causes immediate and lasting health problems, including sunburn, heat exhaustion, blindness and dehydration. Too much ultraviolet radiation from the sun can also lead to skin cancer.

Skin cancer is by far the most prevalent form of cancer in Australia, and the incidence rates are the highest in the world. Two out of every three Australians will develop some form of skin cancer in their lifetime. In Victoria, skin cancer accounts for more than half of all cancers diagnosed.

Outdoor workers may have a higher risk of developing a non-melanocytic skin cancer than people that work indoors.

Yarriambiack Shire Council has an obligation to provide a safe and healthy work environment. This obligation includes providing adequate protection from the hazards that Council staff may be subject to when working in an outdoor environment. Ultraviolet radiation is one such hazard.

Control Measures

The following control measures will be implemented at a worksite according to the conditions and works involved. The risk posed by UVR at the site should be assessed prior to works commencing.

Engineering Controls

Employees working outdoors are encouraged to maximise the use of shade provided by trees, buildings and other structures. Where there is limited access to natural shade, the use of fixed or portable shade structures will be considered and implemented where practicable.

Administrative Controls

Supervisors are to give consideration to the reorganisation of planned outdoor works programs to reduce UVR exposure including:

- a) Rescheduling work hours to enable workers to start earlier during October – March.
- b) Providing opportunities for workers to undertake alternative shaded tasks when UVR is most intense (11am – 3pm).
- c) Rotating workers regularly between shaded areas and outdoor/exposed locations.

Personal Protective Equipment and Clothing

Personal protective equipment is sometimes the easiest and most practical way to rectify a problem with UVR exposure.

Managers or their delegates will be responsible for determining which staff are regarded as outdoor workers and, therefore, entitled to be issued with hats, sunscreen, protective clothing and eye wear for work purposes, and in what circumstances particular equipment will be supplied.

Yarriambiack Shire Council will provide:

- a) Suitable light clothing for use in summer / warmer months and suitable set for the colder months.
- b) Eye protection.
- c) Sunscreen/lip balm.
- d) Hats.

Sun Protective Clothing

The selection of protective clothing will take into account both the need to block out the sun and the need to reduce the effects of heat. Employees will have, as a minimum, full length sleeves and full length pants that will be light and breathable. Shirts will be lightweight, loose fitting and have a collar. All uniform items are required to feature close weave fabric and a UPF factor of at least 30. Other hazards such as fire resistance will be considered, shall be assessed and, if necessary, take priority over the UV hazard providing that UVR minimum standards are met.

Eye Protection

UV radiation from the sun also affects the eyes and therefore there is a need to provide eye protection in the form of sunglasses.

Yarriambiack Shire workers who work outdoors shall be provided with close fitting eye protection against the sun and dust as applicable for the employee tasks. The eye protection shall meet Australian Standard AS1067 and where safety glasses are required, these will also comply with AS1337.

Sunscreen

Sunscreen will be provided by the Council for additional protection. Sunscreen is not a substitute for appropriate sun protective clothing, as sunscreens do not offer complete protection against the sun.

Broad spectrum and water resistant sunscreen with a sun protection factor (SPF) of 50+ and rated UVA and UVB will be provided. Use-by dates are to be regularly checked to ensure sunscreen in use is not out of date. Sunscreen will be provided to all employees and

be placed in accessible locations within the workplace. Employee will be instructed on correct application and use. For optimum effect, sunscreen is to be generously applied to all areas of exposed skin at least twenty minutes before going outside and reapplied at least every two hours. Lip balm containing SPF50+ will also be provided.

Hats

Hats are to be worn during daylight savings hours. Hats will be made of close weave material and have a brim of at least 8cm or be a legionnaire style cap. Brim attachments and neck flaps will be provided where hard hats are worn. In circumstances where the wearing of a broad brimmed hat causes difficulties due to their size, sunscreen and other protective measures should be used instead.

Note: Peaked caps with a legionnaires style velcro attachment may be worn as part of the outdoor uniform. These items although complying with AS 4399, in terms of fabric weave and UPF, do **NOT** offer full body protection and therefore through daylight savings time (October through March) it is expected that the legionnaires style velcro attachment is worn with the peaked hat and that sunscreen would be applied as required.

Hats are not required to be worn once inside a vehicle. Sunscreen should be applied to limit exposure to UV rays.

Akubra hats may be worn if the brim is of at least 8cm. Council will not supply Akubra hats. If a staff member chooses to wear an Akubra, this would be at the staff members own expense.

Beanies

Beanies cannot be worn as a substitute to a hat.

Under no circumstances are beanies to be worn under hard hats. This will make the frame of the hard hat ineffective.

Education and Training

Employees, including Managers and other persons responsible for organising outdoor work will receive training. All new employees will be made aware of the UVR protection program as part of their induction. The objectives of the training include:

- a) Provision of these notes at induction.
- b) Increasing the awareness of the harmful health effects of UV.
- c) The promotion and correct use of control measures.
- d) The provision of information for self-screening for skin cancer.

Medical Examination

Outdoor staff will be checked for possible skin cancer and other UVR exposure related skin conditions during the annual skin check medical examinations, to allow for early detection and treatment.

4. Guideline – Incident, Hazard & Near Miss Reporting and Investigation

4.1 Objective

To ensure that all incidents, hazards and near misses are reported and investigated and that appropriate corrective action is taken to minimise the recurrence of such events. This is a requirement of the *Occupational Health and Safety Act 2004*.

4.2 Responsibility

This guideline applies whenever an incident, hazard or near miss is experienced. Whether it is an injury to a person, damage to property, an environmental impact or a potential for a combination of these, all will require an incident to be reported.

All employees are responsible for reporting incidents in line with this guideline.

The CEO and Council is responsible for:

- a) Reviewing OHS, risk and performance reports at quarterly Council meetings.

The Chief Operating Officer is responsible for:

- a) Reporting the occurrence of incidents and progress on the conduct of the investigations to the leadership team.
- b) Maintaining a register of incidents and hazards.

The immediate Chief is responsible for:

- a) Reporting the incident to the applicable governing body, as required.
- b) Immediately reporting the incident to the CEO on becoming aware that a notifiable incident has occurred.
- c) Appointing an Incident Manager (can be themselves), who is qualified and skilled to conduct root cause analysis investigations.
- d) Conducting and/or participating in the incident/near miss investigation.
- e) Identifying appropriate corrective actions.
- f) Implementing appropriate corrective action.

Line Managers are responsible for:

- a) Ensuring all employees are aware and familiar with this Guideline.
- b) Reviewing all incidents that occur within their area of responsibility. Includes reviewing the appropriateness and effectiveness of proposed outcomes, contributing factors and corrective actions.
- c) Immediately reporting to the Chief by telephone if an incident/hazard involves lost time or is notifiable.

Incident Manager (refer to definitions) is responsible for:

- a) Arrange for an incident report to be completed within 24 hours of an incident occurring.
- b) Recommending whether an investigation is required.
- c) Conduct investigations, as required or requested.
- d) Immediately notifying WorkSafe of a notifiable incident and following up with a written report within 48 hours of this call. Ensuring that an incident/accident investigation is completed as required and a report is registered within 48 hours of the incident being reported.

The People and Safety Officer is responsible for:

- a) Providing assistance with the completion of an incident/hazard/near miss report.
- b) Participating in an incident/near miss investigation as required.
- c) Notifying the employee in writing that the incident/hazard/near miss report of injury/illness has been received.
- d) Co-ordinating the completion of a monthly summary, including trends of all OH&S related incidents for the Leadership team.

Employees and Health and Safety Representatives are responsible for:

- a) Immediately reporting to their Line Manager that an incident has occurred.
- b) Completing an incident/accident report within 24 hours of the incident occurring.
- c) Participating in an incident/accident investigation as required.

4.3 Method

Incidents

An incident is any unplanned event where:

- a) A person is injured or suffers an illness.
- b) Property is damaged.
- c) There are environmental impacts.
- d) There was potential for the above to occur (near miss/near hit).

Incident/Accident Reporting

All employee incidents/hazards/near miss, regardless of severity, must be reported to the relevant Line Manager as soon as possible and recorded in the Incident Report in the incident register.

Where this is not possible a delegate (work colleague, friend or relative) may complete the details, however this person must not be the person's immediate Line Manager.

The incident report includes details of the:

- a) Who, When, What, Where and How.
- b) Type of incident (Near Miss, Injury/Illness, Property Damage, Environmental).
- c) Any short term preventative measures put in place and any proposed/recommended corrective actions.

The Line Manager is to review and finalise the incident report in consultation with the injured employee.

Serious Incidents (OH&S)

The Line Manager must report all serious incidents and dangerous occurrences to their Chief immediately, who will then report through to the CEO as soon as possible.

The Chief must advise Worksafe immediately of any serious incident by telephone and other relevant Regulators as required, such as EPA and Energysafe Victoria.

Other relevant Regulators can be notified:

- a) Of the serious incident/hazard/near mi in the prescribed format.
- b) Within the required timeframes.

What is a Serious Incident?

Victorian Occupational Health and Safety Legislation (*OH&S Act 2004* – section 38) requires verbal and written notification to WorkSafe of incidents resulting in injury to employees, consultants and contractors, if the accident is deemed to be of a serious nature.

Serious incidents that require notification are:

- a) Death of a person.
- b) Medical treatment required within 48 hours of being exposed to a substance.
- c) A person requiring immediate treatment as an in-patient in a hospital.
- d) A person requiring immediate medical treatment for:
 - The amputation of any body part.
 - A serious head injury.
 - A serious eye injury.
 - The separation of skin from an underlying tissue (such as de-gloving or scalping).
 - Electric shock.
 - A spinal injury.
 - The loss of a bodily function.
 - Serious lacerations.

What is a Dangerous Occurrence?

Notification of dangerous occurrences is also required for employees, consultants and contractors under OHS legislation.

A dangerous occurrence is an incident that exposes a person in the immediate vicinity to an immediate risk to the person's health or safety through:

- a) The collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered.
- b) The collapse or failure of an excavation or of any shoring supporting an excavation.
- c) The collapse or partial collapse of all or part of a building or structure.
- d) An implosion, explosion or fire.
- e) The escape, spillage or leakage of any substance including dangerous goods (within the meaning of the *Dangerous Goods Act 1985*).
- f) The fall or release from a height of any plant, substance or object.

WorkSafe Notification

The Incident Manager must report all incident details, upon becoming aware that an incident has occurred at a workplace under the management and control of the Council, immediately to WorkSafe by phone.

The Incident Manager must complete an Incident Notification Form in consultation with the employee reporting the incident and forward a copy of the Incident Notification Form to WorkSafe within 48 hours of notifying WorkSafe by phone. Refer to WorkSafe Incident Notification Form (<https://www.worksafe.vic.gov.au/resources/incident-notification-form>)

A copy of the Incident Notification Form must be kept in the document storage system for five years and a copy must be available for inspection as stipulated in section 38(4) of the *Occupational Health and Safety Act 2004*.

Do Not Disturb the Site

Unless otherwise directed by the WorkSafe Field Officer at the time of notification, the scene of a fatality must not be disturbed before a WorkSafe Field Officer arrives. However, the site may be disturbed to:

- a) Help someone who is injured.
- b) Protect someone's health and safety.
- c) Take any essential action to make the site safe or prevent a further accident.

WorkSafe Contact Details

- For Serious Incident Notification call 132 360 (24 hours a day, 7 days a week)
- WorkSafe Advisory Service 1800 136 089
- WorkSafe website – www.worksafe.vic.gov.au

Death or Serious Injury – Next of Kin Contact

In the case of death or serious injury to an employee, contacting the next of kin must be a priority.

The immediate Chief, the Chief People and Culture Officer and the CEO will consult and determine who is the most appropriate person to contact the next of kin.

The People and Culture division will maintain the next of kin contact details.

Investigating Incidents

It is desirable to investigate all incidents/hazards/near misses no matter how minor. However, the Chief will appoint an Incident Manager to investigate an incident within 24 hours if the incident has caused:

- Or could have caused a serious injury.
- An employee to be absent from work (Lost Time Injury).
- An employee to seek medical treatment.

In the case of a significant or serious injury, the People and Safety Officer can be requested to assist the Incident Manager to conduct and document a comprehensive investigation report.

Incidents and hazards that had the potential to cause injury or property loss, known as 'near misses', should also be investigated, for example a load falling from a forklift just missing an employee.

Incidents and accidents are investigated to prevent costly future accidents. By predicting deficiencies, malfunctions and unsound practices, a good incident and accident investigation has the ability to:

- a) Save the Council from potential future loss.
- b) Protect our employees from injury.

Conducting the Investigation

When conducting the investigation, the Incident Manager must:

- a) Seek the assistance of the injured employee, a Health and Safety Representative and if possible, any witnesses.
- b) Identify contributing factors that are related, such as:
 - i) Plant and equipment, for example a power drill.
 - ii) Environment, for example confined space or slippery floor.
 - iii) Behaviour, for example employee failure to follow standard procedure.
 - iv) Process or procedure, for example inadequacy of procedure.

- c) Use the [Incident/Accident Investigation Report](#) as a guide.

The Incident Manager must ask open questions to ensure information about the incident or accident is clear. The Incident Manager must take detailed statements from the injured employee and all witnesses of the incident. Examples of questions to ask include:

- a) Where did the incident happen?
- b) Could you describe what happened?
- c) Who was involved?
- d) What equipment was involved?
- e) What events led to the incident occurring?
- f) What could be done to prevent a reoccurrence of this incident?

Incident Investigation Report

The Incident Investigation Report provides guidelines for conducting an investigation. The report details the investigation of the incident or accident and the actions planned to prevent the incident from reoccurring.

If possible, photos should be taken of the incident/accident site.

Refer to the [Incident Investigation Report Form](#).

Corrective Actions

The Incident/hazard/near miss Report includes a corrective action plan section. One section for immediate action taken and the other for proposed/recommended preventative actions. For more information on deciding preventative action, refer to the Council's Risk Management Framework.

When completing the corrective action plan section, the Incident Manager must:

- a) Identify the hazard, the cause of the incident.
- b) Document and approve the controls required to reduce the risks of future injury.
- c) Document the people responsible for the action and the expected completion date.

Incidents recorded must be highlighted and discussed at the next relevant OH&S Committee Meeting. Actions that cannot be resolved immediately must be directed to the immediate Chief.

Filing and Forwarding Reports

After the Incident/hazard/near miss Report is completed, copies must be entered into the incident register, and an electronic copy must be retained in the document records management system for seven years.

Register of Injuries

Incident Reports involving injury or illness must be entered in the Incident/hazard/near miss register as this provides the required Register of Injuries.

The Council must keep the Register of Injuries for seven years.

Making a WorkCover Claim

Employees that suffer from an injury or illness that is work related are entitled to make WorkCover claim for compensation. Employees are advised to speak to the Chief People and Culture Officer regarding WorkCover claims.

5. Guideline – Occupational Health and Safety Issue Resolution

5.1 Objective

On occasion during conducting the business of the Council, issues may arise that will potentially impact upon the health and wellbeing of employees, contractors, customers or the public. It is important that these occupational health and safety issues are managed and resolved as quickly as possible and that the safety of all concerned are preserved.

This guideline aims to achieve the timely and effective resolution of all health and safety issues, as and when they arise.

5.2 Responsibility

It is the responsibility of all management levels and employees to work together to resolve issues in their workplace. This guideline is applicable to all employees in the Council.

5.3 Method

The following process will be undertaken when issues are identified with potential to affect the health, safety and/or wellbeing of employees, contractors, volunteers or members of the community:

- a) When noticing a potential hazard or actual issue during the conduct of work or Council events, a person will notify their Health and Safety Representative (HSR), People and Safety Officer (PSO) and Line Manager. The Reporting Officer will notify a responsible person at the appropriate level of management.
- b) The Line Manager, PSO and area HSR shall discuss the issue and attempt to reach agreement on its resolution and may draw upon the knowledge and skills of other employees or office bearers as required (i.e. Chiefs, Human Resources, special officers etc.).
- c) If the potential hazard or actual issue cannot be resolved through discussions between the parties or the normal OHS issue resolution process, the PSO, Line Manager, or the HSR shall issue a Corrective Action Request (CAR).
- d) If the implementation of a CAR or the normal issue resolution process cannot provide a solution to the potential hazard or actual issue, a Provisional Improvement Notice (PIN) may be issued by the HSR. If disputed, management may call on a WorkSafe Inspector to review the issue. The WorkSafe Inspector may assist issue resolution through consultation/advice, or placement of a prohibition notice.
- e) If either the Line Manager or Health and Safety Representative believes there is a clear and immediate risk to the health and safety of staff, contractors or others, either party may order that the associated work cease immediately.

6. Guideline – Noise Control

6.1 Objective

The purpose of this guideline is to ensure that workplace noise levels are identified, assessed and controlled.

6.2 Responsibility

The People and Safety Officer, Chiefs and Line Managers are all required to ensure this guideline is implemented effectively.

6.3 Method

Code of Practice for Noise and Risk Identification Checklist

An assessment shall be made of noise levels at all workplaces, including plant under the management of the Council. Assessments must be conducted:

- a) At least every five years; and
- b) As soon as practicable after a change to the workplace including:
 - i) Installation or removal of plant or equipment.
 - ii) Changed workload or machine speed likely to lead to a significant change in noise level.
 - iii) Change in building structure likely to lead to a significant change in noise level.
 - iv) Modification of work arrangements which increase the length of time employees spend in noisy places.

Data for Personal and Area Noise Exposure

If after completion of the risk identification checklist, there is potential for employees to be exposed to noise levels over the exposure standards described in the Code of Practice, a detailed assessment shall be completed. It may be necessary to seek expert advice to correctly assess the level of risk present in the workplace.

Hazard Identification and Risk Management

If the noise level at a worksite presents a risk to the health and safety of employees or persons on site, control measures must be implemented and documented with reference to the hierarchy of controls. Health and Safety Representatives shall be consulted during development of control measures.

Health Monitoring and the Occupational Health and Safety Regulations 2017

- a) Employees provided with hearing protection equipment shall undergo an audiometric testing program bi-annually. This testing will be compulsory for staff working in areas where hearing protection equipment is required, including but not limited to Operations, Asset Maintenance, Transfer Stations, and Local Laws.
- b) Employees provided with hearing protection equipment must be provided with appropriate training in:
 - i) The need for such equipment.
 - ii) The fit, use, care and maintenance of the equipment.
 - iii) Explanation that employees must use equipment provided.

Generally, such training would occur at staff meetings or if necessary structured training sessions.

At workplaces where hearing protection equipment must be worn, signage must be erected clearly indicating the need to wear hearing protection.

Pre-employment and post-employment Hearing Assessments

As part of the pre-employment screening process, staff will undergo a hearing assessment arranged by the Council to set a baseline level before the commencement of employment with Council. Staff leaving Council will also be, where possible, required to undertake a post-employment assessment to be stored in the Council Human Resource system.

7. Guideline - Dust Suppression

7.1 Objective

The ability to recognise situations where dusts are created in the workplace and have the knowledge to identify, control and where possible eliminate any risk from the dust produced is important to all Yarriambiack Shire Council staff and community members.

The aim of this guideline is to identify the risk factors and actions that should be taken if a worksite or persons are exposed to dusts.

7.2 Responsibility

This guideline applies to all employees, labor hire contractors and volunteers of Council. Certain sections of this guideline involve actions to benefit members of the community.

It is the responsibility of Line Managers to administer and ensure adherence to this guideline.

7.3 Method

Council will seek to eliminate or minimise the risk to employee's, contractors, and members of the community by ensuring the following steps are undertaken.

Asbestos Dust

Asbestos is a carcinogenic material. It consists of flexible fibers that are resistant to heat, electricity, and corrosion. These qualities make it useful in many products. Asbestos can be found in building materials, insulation, and flooring. Inhaling asbestos causes fibers to become trapped in the body, most notably the lungs. Over decades, trapped asbestos fibers can cause inflammation, scarring, and in some cases cancer.

Council maintains a register of all Council owned buildings that contain asbestos. Asbestos locations at each site are labelled to advise those performing work that asbestos is present. Any work to be performed on areas identified as containing asbestos is to be undertaken following safe work procedures to ensure that any asbestos containing materials are not disturbed. Removal of ANY identified asbestos can only be carried out by a licensed asbestos removalist following all OHS regulations relating to removal of the item and dust suppression at the site.

Council staff who have an unexpected or suspected asbestos find while undertaking their roles should contact their direct Supervisor, Health and Safety Representative, or the People and Safety Officer to report the find. Where possible isolate the material. The product should be left alone to avoid disturbance, as disturbance can cause dust particles to become airborne.

The People and Safety Officer will assess the site, arrange for identification, and where necessary, safe removal of the product.

Where it is required, licensed Occupational Hygienists may be employed to ensure that any dust particles containing asbestos are removed.

Crystalline Silica Dust

Crystalline silica is a natural mineral found in construction materials such as engineered stone in some bench tops and flooring.

These substances are not defined as hazardous in their solid form, but when these substances are mechanically processed through activities such as cutting or grinding crystalline silica dust is generated.

The dust particles are small enough to breathe deep into a person's lungs. Exposure to this dust over a long period at low levels or short periods at a high level can lead to serious health conditions such as silicosis, which is an irreversible, progressive lung disease which can lead to disability and death.

If you are unsure if a product contains crystalline silica, check the safety data sheet (SDS) or information from the manufacturer or supplier.

Wherever possible, Council will only use or obtain products that do not contain crystalline silica.

No Council staff are authorised to perform any work involving cutting or grinding of any product containing crystalline silica and should contact their Supervisor or the People and Safety Office if they are unsure of the make-up of the material they are working with.

Dust Suppression on Gravel Roads

At certain times of the year, Council may receive requests to carry out dust suppression works on its gravel road network. The dust caused by an increase in the normal traffic on that road can have an impact on the health and wellbeing of local residents.

Council may at its discretion carry out dust suppression works on special purpose roads, major and/or minor link roads:

- If it can be demonstrated that there has been a significant increase in traffic on the road from the usual level.
- Where there is a demonstrated cost saving over time to Council in regard to on-going maintenance costs on sections of a road or intersection.
- Where there is evidence that such work would provide a benefit to the health and wellbeing of residents.

Residents can formally request, through writing, that Council perform dust suppression works on nearby roads. Council will assess the request including factors such as:

- Number of vehicles traveling on the road.
- Number of affected residents.
- Impacts on livestock within the area.
- Cost benefit to Council.

Where it is deemed to be little or no benefit to the Council and/or only provides benefit to one party or resident, they may be requested to contribute a percentage of overall costs to the suppression works undertaken.

Requests must be for road sections that are a minimum of 100 meters and in increments thereafter of 50 meters across the full carriage width of the road. All works shall be carried out by Council or a contractor operating under Council supervision.

Dust suppressant products only have a limited period of effectiveness, which is dependent of weather, traffic volume and other road conditions. Due to these factors, Council cannot provide a guarantee regarding the life expectancy of the suppressant.

Council shall allocate funds within its annual budget for dust suppression works to provide the health and wellbeing of rural residents. Any road allocated funds for dust suppression will only receive one application of suppressive material per budgeted year.

Dust Suppression at Saleyards

Dust can be created by the movement of animals in the pens and vehicles delivering or picking up animals. Dust from stockpiled and surface materials can be blown around by the wind, especially during the drier months causing issues for the staff working around the saleyards.

Exposure to dust particles containing animal feces can contribute to Organic Dust Toxic Syndrome (ODTS). ODTS can cause health issues such as:

- Cough
- Shortness of breath

- Tight feeling in the chest
- Tiredness
- Aggravation of asthma

To ensure dust exposure is kept to a minimum for staff and visitors to the saleyard, Council has installed a sprinkler system to ensure areas housing animals are kept damp, therefore limiting the amount of dust created by animal movement. Speed limits are also in place to lower the amount of dust created by vehicles moving about the site.

The Council Saleyards Officer will ensure that all containment yards are suitably damp before the arrival of stock for sale.

Dust Created During Road Maintenance and Construction

One of Councils main responsibilities is to ensure the road network within the Shire boundaries is maintained to as high level as possible. To achieve this, the Council uses both its own trained staff and external contractors to maintain and, where necessary, upgrade this network.

As part of this maintenance, sealed and compacted surfaces may need to be disturbed. This disturbed surface can create a large amount of dust, especially during the dry months of the year.

Road dust can cause vision issues for road users, increasing the risk of Council and contractor staff being struck by other road users. The dust created by these road works can also cause problems for nearby residents.

To lower the risk and to ensure the safety of staff working on road maintenance and construction sites, Council will ensure the correct signage is installed to advise road users of a safe speed to travel through the worksites. By lowering the speed of road users, the amount of dust created is lowered. Council will also utilise water trucks to keep dust levels to a minimum on construction and maintenance sites.

When required, Council will water these sites regularly, including on weekends.

Council will also ensure that all trailers transporting materials to maintenance and construction sites are covered when full to reduce the likelihood of dust being emitted.

Crushed Glass

With the introduction of the *Circular Economy (Waste Reduction and Recycling) Act 2021*, it provides for stronger regulations of the state's waste and recycling sector for more and better recycling, less waste and landfill.

Councils' transition to a sustainable and thriving circular economy has increased by the installation of a glass crusher at the Warracknabeal Transfer Station. As part of the glass recycling process, the crusher takes glass bottles and jars and pulverizes them until they are the consistency of either sand or a small gravel to be used on Council construction works.

During the process of pulverization, a large quantity of dust can be produced. The dust is of a silica quartz construction which has potential to affect the health of exposed staff.

To limit the exposure and eliminate the risk to staff involved in the process of crushing the glass, Council has put in place control methods to ensure their safety.

These methods include:

- Installation of a water injection system to wet all product during the pulverization process to ensure that dust is eliminated or dramatically reduced.
- Use of Personal Protective Equipment (PPE) - including P2 particulate respirator by all authorised staff entering crusher site.
- If deemed necessary to further reduce dust levels an extraction system will be installed.

Only trained staff will have authority to operate the glass crusher following manufacturers operating instructions and Councils Safe Work Method Statement (SWMS).

8. Guideline – First Aid

8.1 Objective

The purpose of this guideline is to ensure the provision of suitable first aid facilities and the training of first aid personnel to comply with workplace health and safety obligations.

8.2 Responsibility

Chiefs, Line Managers, the People and Safety Officer and designated First Aid staff are required to implement this guideline.

This guideline applies to all employees, contractors and volunteers at YSC.

8.3 Method

OHS Risk Assessments to Determine First Aid Requirements

YSC, in consultation with Health and Safety Representatives, will carry out first aid risk assessments in order to:

- Identify hazards that could result in work related injury or illness.
- Assess the type, severity and likelihood of injuries and illness.
- Provide the appropriate first aid equipment, facilities and training.
- Review the Council's first aid requirements on a regular basis or as circumstances change.

In order to determine first aid requirements for individual workplace locations, the OHS risk assessments will take into consideration:

- Incident and near miss reports and data, together with the findings and recommendations of incident investigations.
- Following a physical inspection of the workplace, the distance between different work areas and response times for emergency services.
- Review of information on Safety Data Sheets (SDS's).
- The maximum workforce numbers including contractors at the workplace at any one time.
- The level of risk in the workplace.

A First Aid Risk Assessment Form is to be completed for each workplace under the management or control of YSC.

If determined that a First Aid Officer is not required for an individual workplace based on the completed risk assessment, the individual at the scene of the incident will respond applying the first aid response plan. Any assistance provided must be undertaken within their level of competency.

First Aid Officer Numbers

YSC, following the completion of the First Aid Risk Assessment in consultation with the relevant Chief or Manager, will determine the number of First Aid Officers based on the following ratios:

- Low risk workplaces – one First Aid Officer for every 50 workers.
- High risk workplaces – one First Aid Officer for every 25 workers.

First Aid Officer Training

Yarriambiack Shire Council First Aid Officers shall hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency.

Provide First Aid - provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance.

It is recommended that Council First Aid Officers undertake refresher training in CPR annually.

First Aid qualifications are to be renewed at least every three years.

Managers, in consultation with staff and Health and Safety Representatives, will discuss the most appropriate person to undertake first aid training. Consideration is to be given to availability and presence within the workplace for those assigned as the First Aid Officer.

First Aid Information, Instructions and Signage

YSC will provide first aid information to all members of the workforce including contractors so that individuals know what to do and who to contact if they or others in the workplace location are sick or injured.

First aid information, instruction and signage will include:

- The location of first aid equipment and facilities.
- The names, location and contact phone numbers (if applicable) of persons trained to administer first aid.
- The procedures to be followed when first aid is required.
- Location of nearby medical practices and hospitals.
- The address of the workplace and nearest cross street.
- Advice to always call **000** in case of a life-threatening emergency.

The first aid information, instruction and signage will be provided to all Council employees and contractors as part of OHS induction training, and following:

- Any changes in the location of first aid facilities.
- Names of First Aid Officers.
- Location or contact details of First Aid Officers.
- Location of nearby medical practices or hospitals.

If there is no trained First Aid Officer on site when required, please contact your Line Manager, or attend a nearby medical practice or hospital. The location of the nearest medical practice or hospital is located on the poster next to the first aid kit. In case of emergency, call 000 (ambulance) for assistance.

Records of First Aid Treatment

Whenever first aid treatment is provided in a Council workplace, details of the injured person, the injury, and any treatment provided is to be recorded on Council's Incident reporting system. Completed forms are to be retained in line with Council's schedule for record retention and disposal.

First Aid Kits

The Council will provide access to first aid kits. The contents of first aid kits at a workplace location will be based on the first aid risk assessment. The recommended content of a typical first aid kit and information on additional equipment is provided in the [WorkSafe Victoria First Aid in the Workplace Compliance Code](#). All vehicles and plant will be fitted with a first aid kit.

The first aid kit will provide basic equipment for injuries including:

- Cuts, scratches, punctures, grazes and splinters;

- Muscular sprains and strains;
- Minor burns;
- Amputations and / or major bleeding wounds;
- Broken bones;
- Eye injuries; and
- Shock.

First aid kits supplied by Council will:

- Be large enough to contain all the necessary items;
- Be immediately identifiable with a white cross on green background that is prominently displayed on the outside;
- Contain a list of the contents for that kit;
- Be regularly reviewed by the Line Managers (via workplace inspections) to ensure contents remains within its use by dates;
- Be made of material that will protect the contents from dust, moisture and contamination; and
- Checking that all contents are in date and undamaged.

Unless otherwise determined by a risk assessment, first aid kits will contain at a minimum:

- Basic first aid guides
- Disposable gloves
- Resuscitation mask
- Individually wrapped sterile adhesive dressings
- Sterile eye pads (packet)
- Sterile coverings for serious wounds
- Triangular bandages
- Safety pins
- Small sterile un-medicated wound dressings
- Medium sterile un-medicated wound dressings
- Large sterile un-medicated wound dressings
- Non-allergenic tape
- Rubber thread or crepe bandage
- Scissors
- Tweezers
- Suitable book for recording details of first aid provided
- Sterile saline solution
- Infectious yellow plastic bags for disposal

First Aid Kits Restocking

Following completion of the OHS Workplace Inspection Checklist, it is the responsibility of the Line Manager to ensure the contents of the First Aid Kit is updated and stocked. Support from administration staff is recommended to assist with restocking.

9. Guideline – Prevention of Falls

9.1 Objective

The purpose of this guideline is to provide a process for identifying hazards and controlling the risk of falls when working at height.

9.2 Responsibility

It is the responsibility of all employees, volunteers and contractors to administer this guideline.

Fall protection must be provided for any person who could potentially fall at any height.

Generally, this includes work conducted in or on plant or a structure, that is at or used to access an elevated level, work conducted near an opening, edge or surface through which a person could fall from, and near a slippery, sloping or unstable surface.

Please note, that wherever possible, the need to work at heights should be eliminated or the risk of a fall reduced so far as is reasonably practicable.

9.3 Method

STEPS IN THE PROCEDURE		REFERENCES	RESPONSIBILITY	RECORDS
1	Identification of Significant Fall Hazards	- Occupational Health & Safety Regulations 2017 (Prevention of Falls) - WorkSafe Codes of Practice – Prevention of Falls Series	- Management / Supervisors - All employees	- Hazard Report / Concern Alert - Workplace Inspections - OH&S Committee Minutes
2	Notify OH&S Officer of potential fall hazard		- Management / Supervisors - Health and Safety Representative - All employees	- Hazard Report / Concern Alert - Workplace Inspections - Incident/Accident Report
3	Complete a Prevention of Fall Risk Assessment or include in a Job Safety Assessment Note: a risk assessment must be completed when there is a potential to fall two metres or more.	- Occupational Health & Safety Regulations 2017 (Prevention of Falls) - WorkSafe Codes of Practice – Prevention of Falls Series	- Management / Supervisors - OH&S Officer / Health and Safety Rep - Employee	- Prevention of Fall Risk Assessment - Job Risk Assessment
4	Introduce appropriate control of the risks through the use of the hierarchy of controls specified in the regulations. e.g. elimination, guard railing, scaffolding, fall restraint system, fall arrest systems, ladders, administrative systems etc. Note: A combination of controls may be required.	- Occupational Health & Safety Regulations 2017 (Prevention of Falls) - WorkSafe Codes of Practice – Prevention of Falls Series	- Management / Supervisors - OH&S Officer / Health and Safety Rep - Employee	- Prevention of Fall Risk Assessment - Job Risk Assessment

STEPS IN THE PROCEDURE		REFERENCES	RESPONSIBILITY	RECORDS
5	Develop Emergency and First Aid Procedures/Guidelines Note: An emergency/first aid procedure must be developed for all controls implemented other than elimination.	- Occupational Health & Safety Regulations 2017 (Prevention of Falls) - WorkSafe Compliance code – Prevention of Falls	- Management / Supervisors - OH&S Officer / Health and Safety Rep - Employee	- Prevention of Fall Risk Assessment - Job Risk Assessment
6	A copy of the risk assessment is to be sent to the Manager, OH&S Officer or OH&S Representative		- Management / Supervisors - Health and Safety Rep	
7	Monitor and evaluate introduced controls		Management / Supervisors	- OH&S Committee Minutes - Workplace Inspections
8	A Fall Hazard register is to be maintained of all identified fall hazards and is to be available to all employees	- Occupational Health & Safety Regulations 2017 (Prevention of Falls) - WorkSafe Compliance code – Prevention of Falls	- OH&S Officer - Management / Supervisors	Prevention of Falls Risk Assessment
9	Training is to be provided to all relevant personnel in height safety and this procedure	Occupational Health & Safety Regulations 2017 (Prevention of Falls)	- Management / Supervisors - OH&S Officer	Training Database

10. Guideline – Lock Out / Tag Out

10.1 Objective

A lock out/tag out (LOTO) system is designed to:

- a) Prevent injury and/or property damage resulting from plant and equipment being activated while maintenance procedures are in progress; or
- b) Faulty plant and equipment being used by staff members who are not aware that it is faulty.

10.2 Responsibility

This guideline is applicable to all Council plant and equipment.

Supervisor is responsible for:

- a) Ensuring that the LOTO guideline is implemented and adhered to.
- b) Reviewing the LOTO log to ensure follow-up work is completed.

People and Safety Officer is responsible for:

- a) Ensuring that the LOTO guideline is implemented and adhered to.

Reviewing the LOTO log to ensure follow-up work is completed.

Reviewing any risk assessment required to return plant and equipment back to service.

Chief Engineering Officer is responsible for:

- a) Reviewing the LOTO log on a monthly basis at Supervisors meeting to ensure that any required work is being followed up.

All Employees are responsible for:

- a) Identifying the plant and equipment that is potentially faulty or defective and needs to be locked out or tagged out for maintenance purposes and ensuring that appropriate measures are taken.

Ensuring that any item of plant or equipment they know to be faulty, or defective is either locked out or tagged out, as appropriate.

Notifying their supervisor and/or the People & Safety Officer of any faulty or defective plant or equipment. And ensuring that the hazard is followed up and corrective action taken.

10.3 Method

Tagging Equipment Out of Service

1. An approved tag, lock or isolation measure must be placed on P&E when it is known to be faulty, or if it is necessary to take it out of service for maintenance works. Out of service tags should provide a clear 'DO NOT OPERATE' warning and warn that failure to obey may cause damage to the equipment and/or injury to a person. It is essential that isolating mechanisms which have out of service tags attached are not switched, manipulated or interfered with while the tags are in place.
2. WorkSafe guidance states that a tag is not an effective isolation device and only acts as a means of providing information to other persons at the workplace. A lock should be used as an effective isolation tool; however, where a lock is used, a tag should also be incorporated to explain the purpose of the lockout.
3. A **Personal Danger tag (PD Tag)** should be attached to an isolator in a visible position (such as the on/off isolation switch or ignition) whenever the isolator is used to lock out an energy source to allow work to be done. The PD Tag should accompany each lock used in an isolation procedure and should identify:

- a) the nature of the problem, hazard or malfunction;
 - b) the person who put the tag and lock in place;
 - c) the time and date this occurred; and
 - d) the expiry date, if any.
4. An **Out of Service tag (OOS Tag)** is a notice that states appliances or P&E are out of operation for repairs, alteration or P&E that is still being installed. Staff must not operate P&E with an OOS Tag attached. OOS Tags should not be relied upon to provide personal protection.
 5. An OOS Tag on P&E shows that the P&E is unserviceable and should not be used. An OOS Tag can be attached to non-powered plant such as ladders, jacks and trolleys, as well as powered P&E.
 6. In the first instance, Supervisors should attach OOS Tags. Once Staff have notified their Supervisor, OOS Tags should be placed on devices which isolate energy sources only when those devices are set in the 'off' or 'safe' positions.
 7. Before attaching an OOS Tag, all required details on the tag should be clearly entered in the spaces provided, with emphasis given to the reason for placing the tag. Tags should be securely fixed, so they are clearly visible.
 8. PD and OOS Tags should not be used together on the same item of equipment because they relate to different circumstances. An OOS Tag should be removed when a PD Tag is added, and vice versa.
 9. The relevant Supervisor and Health and Safety Representative (**HSR**) should be notified immediately, and where possible witness that the tag out has been applied. The Supervisor and HSR will inform their workgroup of the tag out as soon as practicable.
 10. The People and Safety Officer must be notified of the application of a tag. If applying a tag outside of standard business hours, an email must be sent to the People and Safety Officer together with the Manager Infrastructure & Works. The People and Safety Officer will register the tag in the LOTO log.
 11. The LOTO Log will include the information recorded on the tag, and additionally will include –
 - a) a description of the P&E being secured;
 - b) the date that the tag ought to be removed;
 - c) any comments (if applicable); and
 - d) name of person making the log entry (which ideally, should be the Supervisor).

Disputed application and/or removal of LOTO isolation measures

1. Isolation measures and OOS Tags should only be used in circumstances where the P&E is unsafe. Isolation measures and OOS Tags should not be used where it is otherwise safe to use the P&E as this causes resourcing problems for Staff to carry out the requirements of their roles.
2. In circumstances where the application or removal of an isolation measure is disputed, the following steps should be undertaken: -
 - a) any isolation measure or tag must remain in place until it is safe to remove by the person who applied the tag, and ideally, accompanied by the Supervisor;
 - b) any isolation measure or tag may be applied or removed only after a risk assessment has been undertaken and completed –

- i. For Application – a risk assessment must be completed addressing the risk to Staff safety using the piece of P&E. If there is any risk presented to Staff, the P&E cannot be used.
- ii. For Removal – a risk assessment must be completed addressing the risk to Staff safety using the piece of P&E. This risk assessment should include all repairs and/or maintenance works undertaken. If there is any risk presented to Staff, the P&E cannot be used.
- c) All risk assessments must be reviewed by the People and Safety Officer before the isolation measure and/or tag can be applied or removed.
- d) where any P&E has been deemed safe, the isolation measure must be removed. Failure to do so may result in Council issuing a lawful and reasonable direction to Staff to remove the isolation measure so that the P&E can be readily available for use.

Returning Equipment to Service

An appropriately qualified person must verify that all work is complete. Prior to removing the tag, affected employees must be notified that work has been completed and that the equipment is to be returned to service.

The tag is to be removed either by the person who placed the tag or with their express permission.

The People and Safety Officer is to be notified when a tag is removed. If out of hours, send an email to the People and Safety Officer and the Chief Engineering Officer. The LOTO log will be updated by the People and Safety Officer and reviewed monthly at Supervisors meeting.

Removal of a Lock and Tag by Someone Other than the Named Party on the Tag

If the person(s) authorised to remove a lock and tag is unavailable, the plant/equipment must remain isolated until the person is able to return to site and remove the lock and tag.

Where the person is unable to return to site a verification and approval process must be followed.

The Designated Person shall contact the person who attached the lock and tag to obtain their agreement that the lock and tag can be safely removed.

Once this has been agreed, the Designated Person shall then authorise the removal of the lock and tag by another person.

Email the People and Safety Officer to allow someone, other than the person who applied the tag, to remove the tag. To be logged on LOTO register by the People and Safety Officer.

The incident shall have evidence of investigation detailing:

- Investigation outcomes;
- Designated person authorising the removal of the lock/tag; and
- Person authorised to remove lock/tag.

The Designated Person(s) from Council are;

- a) Mechanic
- b) Supervisor
- c) Chief Engineering Officer

The Designated Person can remove the tag or delegate someone to remove the tag when repaired. The Designated Person must then email the People and Safety Officer detailing the order in which the tag was removed and by whom.

11. Guideline – Plant Management and Safety

11.1 Objective

The purpose of this guideline is to provide guidance on the Occupational Health and Safety management of plant and equipment items used by YSC employees.

11.2 Responsibility

The Chief Engineering Officer is responsible for ensuring all plant is purchased and maintained in accordance with the WorkSafe Plant Compliance Code
<https://www.worksafe.vic.gov.au/resources/compliance-code-plant>.

Employees are responsible for ensuring they perform their daily plant checks and that the plant is operating safely and in accordance with manufacturer directions and specifications.

11.3 Method

Heavy Mobile Plant

- a) Online Plant checklists are completed daily, prior to the commencement of works.
- b) Once the checklist is complete, if there are no further works required the operator can commence works, utilising the plant.
- c) If the plant requires urgent attention the operator is to notify their Supervisor immediately. The operator may need to enact the [Guideline - Lock Out/Tag Out](#). The plant is not to be operated until the Council's Mechanic has inspected and/or repaired the plant and deemed it in safe working order to operate.
- e) The Council's Mechanic will review all Checklists as they are submitted. Where defects or issues are identified on the Checklist, the Mechanic will schedule the plant in to be inspected and/or repaired, as soon as practical.
- f) If the Plant items are not repaired or inspected in a timely manner, the Supervisor will elevate the urgency of the matter to ensure the plant is assessed.
- g) All checklists are retained in accordance with Council's record management requirements.

Small Plant (Ride on Mowers, Whippers Snipper etc.)

- a) Plant operators are to visually check small plant prior to the commencement of use.
- b) Once a visual inspection has occurred and plant is deemed safe to operate, it may be utilised.
- c) If a plant item is deemed unsafe the operator is to enact the [Guideline - Lock Out / Tag Out](#).
- d) If the plant requires a non-urgent repair or inspection, the operator is to notify the Supervisor and Council's Mechanic as soon as practical.

12. Guideline – Hazard Management and Risk Assessment

12.1 Objective

The purpose of this guideline is to provide a systematic and objective approach to assessing hazards and their associated risks that will provide an objective measure of an identified hazard.

This guideline has been developed to detail the legal requirements associated with the management of workplace hazards and risks, including hazard identification, risk assessment, the criteria for hazard/risk control measures and the implementation of such measures and their evaluation.

12.2 Responsibility

CEO, Chiefs, Line Managers shall ensure that:

- a) Hazards are identified and assessed in consultation with employees.
- b) Suitable control measures are implemented where appropriate based on the hierarchy of control.

Records are maintained for all risk assessments.

The documented hazard identification and risk assessments have been prepared or reviewed by the work crew prior to commencement of work.

- c) All employees and contractors under direct control comply with the outcomes of the risk assessment process and the requirements of this guideline.
- d) Ensure all employees have received appropriate training in the hazard management process.

Toolbox meetings are conducted at the commencement of a job to ensure risks are identified.

Employees shall ensure that:

All hazards are reported to their Line Manager, Health and Safety Representative, or the People and Safety Officer.

SWMs which have been reviewed, agreed and signed prior to works commencement are complied with.

- a) All risk control measures implemented for the task are maintained.
- b) Personal protective equipment and clothing are worn where required.

Participate in Toolbox meetings at the commencement of each job to ensure risks are identified.

12.3 Method

Introduction

The Council's Occupational Health and Safety (OHS) Policy statement requires the provision and maintenance of a safe and healthy working environment and safe systems of work. To do this, Line Managers, employees and contractors must co-operatively ensure that hazardous conditions and practices are detected, reported and corrected, and that adequate preventative measures are taken to safeguard people, property and materials.

The process of identifying hazards, assessing risks and then applying appropriate, cost-effective control measures is the basis of all requirements of the *Occupational Health and Safety Act 2004* and its subordinate regulations.

Hazard Identification

Hazard Identification is the process of identifying all situations or events that could give rise to the potential of injury or illness or damage to property, plant or equipment. The Council is committed to proactively identifying hazards as an essential part of the OHS program.

Hazards in the workplace can be identified by:

- a) Workplace inspections
- b) Written or verbal hazard reports
- c) Incident reports or investigations

Conducting a risk assessment

- d) Consultant reports
- e) Safety data sheets
- f) Statistical analysis
- g) Industry information

Toolbox meetings

- h) OHS committee meetings
- i) Team meetings

When identifying hazards the different types below should be considered:

Physical Hazards, e.g. noise, plant related hazards, working at height, manual handling, ergonomic, falling objects, collapse, confined space entry, working on or near water.

Mechanical Hazards, e.g. impact injuries, structural or mechanical failure, vibration, moving parts, and gravity.

- a) **Chemical Hazards**, e.g. burns, inhalation, absorption through skin, ingestion, reaction with other substances, storage issues, poisoning, corrosion, fire/explosion.
- b) **Pressure Hazards**, e.g. over-pressure, explosions, relief valves, leaks, hydraulics.
- c) **Electrical Hazards**, e.g. electrocution, contact with overhead and underground services.
- d) **Radiation Hazards**, e.g. UV radiation, lasers.
- e) **Biological Hazards**, infection, needle stick injuries, handling of wastes.
- f) **Psychological**, workplace conditions leading to stress.

Workplace Inspections

Workplace inspection is the process where management and employees work together to identify hazards and take action to prevent injuries and illnesses in the workplace.

The process involves inspection, communication, evaluation and review. A key feature of the process is to ensure management accountability and the commitment of all personnel to hazard elimination and control. This is a formal process and must be complemented by informal inspections on a more regular basis, e.g. plant checklist.

The People and Safety Officer, with the assistance of the Health and Safety Representatives, will undertake formal hazard inspections of Council facilities such as depots, yards, offices and worksites annually.

A Workplace Hazard Inspection Checklist (WHIC) has been developed to support workplace inspections. The checklist is designed to assist in the maintenance of appropriate OHS standards which comply with relevant OHS legislation.

The Line Managers may also use the WHIC, or part of, to check for hazards on sites and in the workplace.

Informal hazard inspections should be conducted by all employees daily.

An inspection calendar will be prepared each year by the People and Safety Officer, in conjunction with the Chief People and Culture Officer. Inspection results will be recorded by the People and Safety Officer.

Field Work Hazard Identification and Control Checklist

Hazards associated with operations and field work may be identified using the [Incident and Hazard Identification Form](#) in conjunction with a SWMS.

Hazard Reporting

Hazard reporting is a critical incident/accident prevention strategy. Hazards that are identified during the course of work and must be reported to the Line Manager or a Health and Safety Representative as soon as possible. Within 48 hours, an Incident and [Hazard Identification Report Form](#) must be completed and provided to the relevant Line Manager and a copy passed to the People and Safety Officer for review and inclusion in the hazard reporting database.

If an identified hazard can be rectified easily and immediately (e.g. obstacles observed in front of the workshop doors will be removed), then a formal hazard report is not required.

Incident and Hazard Register

The Incident and Hazard Register informs the Council's Risk Register and provides a central reference point for the effective management of incidents and hazards. The register:

- a) Provides a place to store documents relating to OHS Committee Minutes, Workplace Hazard Inspection Checklists, Hazard Reports, Hazard Alerts, OHS Audit and Action Plans, risk assessments, SWMS, other miscellaneous information relating to hazard management.
- b) Contains information relating to identified hazards, risk ratings and suggested ways of controlling these hazards.

The Incident and Hazard Register is to be maintained by the People and Safety Officer and is to be brought to the OHS Committee Meetings for review.

Hazard Identification Matrix (Near Miss or Incident)

A hazard identification matrix has been developed that assesses the likelihood of a range of occupational health and safety issues being present at a particular type of site/workplace.

The likelihood rating is based on a 5-scale classification system to enable design variations within asset types to be accommodated in the hazard identification process:

Almost Certain

Likely

Possible

Unlikely

Very Unlikely

A range of procedures and reference documents have been developed to provide control measures for the hazards identified in the matrix.

This matrix provides an indicative measure of the likelihood of the presence of various OHS hazards only. Verification of the OHS status of a particular asset should be carried out by means of a site inspections using the Workplace Hazard Inspection Checklist or equivalent assessment tool or assessment by a qualified person(s).

The hazard ratings are based on the assumption that the asset is operating normally. Construction or major maintenance procedures on those assets (particularly if the asset is out of service) should be assessed on the basis of the actual work undertaken.

Risk Assessment

When a hazard has been identified/reported or if modifications are made to plant, equipment, assets or processes, a risk assessment must be undertaken. The risk assessment process determines the degree of risk or danger of an injury or illness occurring or recurring.

The degree of risk also helps to determine the appropriate response to the hazard. Hazards with a high-risk rating must be addressed as a priority.

When assessing the risk associated with any hazard, it is necessary to ask the following questions:

- a) Who is exposed to the hazard?
- b) How often are people near the hazard (exposure)?
- c) Has the hazard already caused any problems?
- d) How easily can someone be injured?
- e) Which factors in relation to the hazard need to be taken into account, according to health and safety legislation?
- f) Which factors or specific aspects of the work are increasing the likelihood of injury or illness?
- g) If a person was injured how serious the injury would be?

Risk Assessment Process

Risk is defined as the likelihood or probability that a hazard may cause harm, and is a combination of the duration of exposure to the hazard, the likelihood of the hazard being realised and the consequences.

The risk assessment process requires a systematic approach to assessing hazards and provides an objective measure of the hazard and allows hazards to be prioritised and compared.

The process of hazard identification and risk assessment should be carried out, if practicable, in consultation with Health and Safety Representatives and committees (where established) and with employees involved with the process/operation at the workplace level.

Risk Assessment Matrix

The risk assessment matrix is a tool used to help determine the level of risk of a particular hazard.

Start by considering the most likely outcome (Consequence) of the hazard by asking 'How severely could it hurt or how ill could it make someone?'

Then consider, 'How likely it is to hurt someone?' (Likelihood)

Refer to Council [Risk Management Framework](#) to review Council's Risk Assessment Matrix.

In some situations, risks can be reduced without a formal risk analysis, i.e. a hazard or risk is identified, the nature of the risk and the control required is self-evident. For example, obstacles observed in front of the workshop doors will be removed. Achieving that outcome will rarely involve paperwork or undertaking a detailed analysis. The action is undertaken simply as part of 'normal operations'.

Generic Risk Assessments

Where multiple items of plant, substances or materials are used in activities which for all practical purposes are the same, or similar processes exist, a single (generic) hazard identification and risk assessment process in respect of one or a representative sample may be sufficient provided the risk to a person is no different than if the processes were applied

to each item individually. This will avoid the need to unnecessarily duplicate the same hazard management process.

Safe Work Method Statements (SWMS)

Before commencing high risk construction work (HRCW), a safe work method statement must be completed. The *Occupational Health and Safety Regulations 2017*, identify nineteen (19) specific activities as HRCW, due to the significant potential for serious harm that is often associated with those activities. The activities and requirements of how to complete a SWMS are available by clicking on the link:

<https://www.worksafe.vic.gov.au/resources/safe-work-method-statements-swms>

A SWMS is a written document that informs staff of identified hazards, standard operating procedures and control methods in place.

The four basic stages in preparing SWMS are:

- 1) Selecting the task to be analysed.
- 2) Breaking the task down into a sequence of steps.
- 3) Identifying potential hazards.
- 4) Determining control measures to eliminate or reduce the risk of the hazards.

Completed SWMS must be available to all employees performing the activities and tasks described in the SWMS. The availability of a SWMS or Work Instruction allows workers to review or seek instruction on a required way of performing a job.

The five steps to an effective SWMS are:

1. Document the activity

Assemble those involved in the activity and then, using the SWMS platform, record in step-by-step form the tasks that make up the activity.

2. Identify the hazards (risks)

Next to each task, identify what part of the task may cause injury to those engaged in the task or others in the vicinity. In the SWMS you can also include other risks such as environmental, economic, etc.

3. Document the control measures

For each identified hazard, assess the associated level of risk to those involved, and then list the control measures required to eliminate or minimise those risks.

4. Identify who is responsible

Document the name of the person responsible for implementing the control measure.

5. Monitor and review

Make sure the activity is supervised to ensure the documented process is being followed. The documentation should be reviewed whenever a documented activity changes or when there is a change of personnel or after an appropriate length of time.

The completed SWMS provides a record of the process to be used to proceed on a task. It must be signed off by all personnel on site and ideally should be completed by all employees involved in the activity, not just the supervisor or principal contractor.

Hazard (Risk) Control

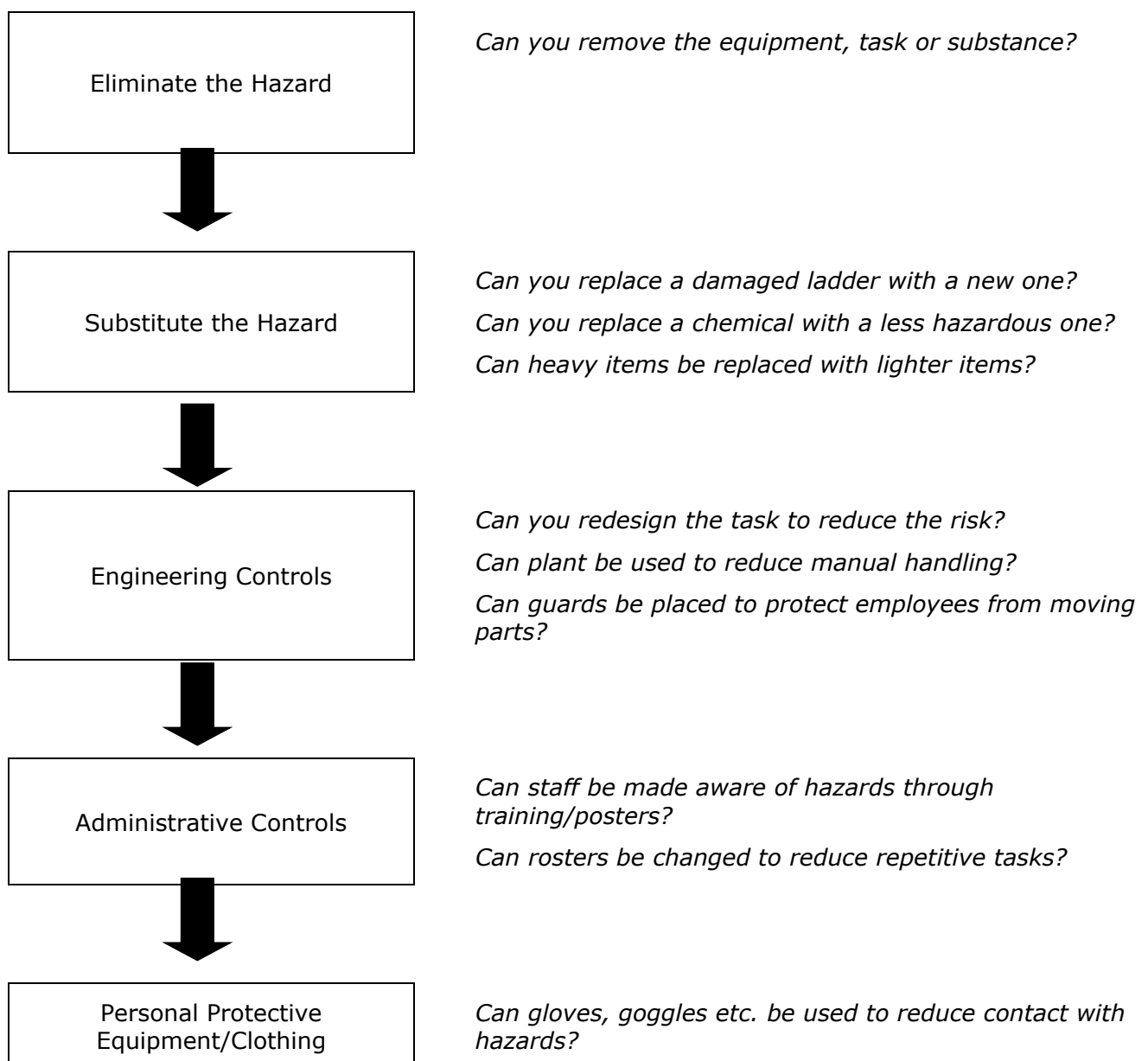
If a hazard is identified and the associated risk assessed, all steps must be taken to ensure that hazard is controlled or minimised in a manner that is reasonably 'practicable'.

'Practicable' refers to OHS hazard controls that can be reasonably implemented. To be practicable there must be regard for the:

- Likelihood of the hazard or risk concerned eventuating.
- Severity of the hazard or risk in question.
- State of knowledge about the hazard or risk and any ways of removing or minimising that hazard or risk.
- Availability and suitability of ways to remove or minimise that hazard or risk.
- Cost of removing or minimising that hazard or risk.

Hierarchy of Control

The 'Hierarchy of Control' is used to prioritise the types of controls that may be used to eliminate or minimise a hazard or risk. Consider the appropriateness of each level of control in order. The higher the control in the hierarchy, the more successful it usually is at reducing the hazard or risk.



The aim should be to eliminate all high risks, then eliminate or minimise as far as practicable moderate risks by either one or a combination of control measures.

Control Evaluation

When a control option has been selected and implemented a review must take place to ensure that the control option is doing what it was intending to do. If the control option is not eliminating or reducing the risk to an acceptable level then further controls must be considered and actioned.

The hazard report form has a section which can be used for review of the implement control(s). The safety committee can review implemented controls and any comments, feedback or suggestions can be documented in the minutes of the meeting and this can be the record that an evaluation has taken place.

13. Guideline – Safety Inspection and Testing of Electrical Equipment

13.1 Objective

The purpose of this guideline is to ensure the integrity of electrical appliances and the safety of personnel who use it. This process is also known as Portable Electric Tools and Equipment testing (PETE Testing).

13.2 Responsibility

This guideline applies to all electrical equipment fitted with a 240-volt lead and plug used by YSC employees and volunteers at Council's offices, depots or worksites.

All Line Managers are to ensure that this guideline is implemented and adhered to.

People & Safety Officer is required to:

- a) Undertake an assessment of all electrical appliances which have a flexible cord including cord extension and electric portable outlet device (EPOD/Power Board) to identify the need and/or frequency of testing.
- b) Ensure that the inspection process and recording is undertaken in line with agreed principals and practices.
- c) Ensure Register is updated when any new equipment is purchased and a list is provided to the certified/qualified electrical tester prior to commencing testing.
- d) Instruct the certified/qualified electrical tester to identify assets that have not been included on the list, and tag out items that are not approved to be used by Council in accordance with this guideline.

All Staff:

- a) Use only approved and tested equipment.
- b) Notify their Line Manager if equipment is substandard or damaged.
- c) The inspection and testing tasks shall be carried out by a qualified and competent person.

13.3 Method

Electrical Testing

All Electrical equipment requiring testing will be tested in accordance with the AS/NZS 3760 and this guideline.

Frequency of Testing

The Australian New Zealand Standard AS/NZS3760 In-Service Safety Inspection and Testing of Electrical Equipment is nationally accepted as the minimum safety protocol for the workplace and applies to plug-in or non-fixed equipment. This Standard specifies procedures for the safety inspection and testing of low voltage single phase and polyphase electrical equipment, connected to the electrical supply by a flexible cord or connecting device, and that is:

- a) New equipment placed into service for the first time.
- b) Already in-service.
- c) Or has been serviced or repaired.
- d) Returning to service from a second-hand sale.
- e) Available for hire.

How Often Should Equipment Be 'Tested and Tagged'?

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment that has been carried out in accordance with an appropriate risk assessment checklist or program. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment from 6 months (for equipment that is high use, high risk, or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc.).

Tagging Requirements

After the inspection and testing of portable electrical equipment, the item must be fitted with an approved tag. The tagging must be done by a qualified and competent person and in accordance with the standards. The name of the competent person who performed the test must be clearly and legibly marked on the tag.

Damaged or Non-Compliant Equipment

Where general inspection or testing identifies equipment that is damaged or non-complying, it must be withdrawn from service immediately and records updated.

Purchased/Hired/Loaned Electrical Equipment

All electrical equipment hired/loaned by (or brought onto) the site must be inspected prior to hire/use and tested and tagged within 3 months prior to hiring/loaning. An inspection consists of a visual and tactile examination of the cord, plug and equipment to ensure their integrity, i.e. no cuts, breaks, burns or exposed wires.

Use of Private Appliances

- a) For new equipment (privately owned) the manufacturer is deemed to be responsible for the initial electrical safety of the appliance. Employees bringing an appliance onto any Council facility are responsible for ensuring the item is tested and tagged prior to being used in a Council facility.
- b) Electrical items must be Australian standard (usually marked on item).
- c) Second-hand portable or moveable electrical equipment must be tested and tagged prior to use within Council facilities.

Record keeping

Copies of the results of all inspections, tests and maintenance should be retained by the relevant tester and YSC.

14. Guideline – Smoke Free Workplace

14.1 Objective

Tobacco smoking is one of the leading causes of preventable death and illness and leads to the death of more than 4,400 Victorians per year.

Yarriambiack Shire Council recognises the harmful effects of tobacco smoke. Smoking and passive smoking can cause or contribute to many diseases, including lung cancer, ischemic heart disease, respiratory disease (including asthma) and emphysema.

Research has also found that tobacco smoking contributes to reduced workplace productivity and increases absenteeism.

Smoking anywhere inside a building significantly increases concentrations of tobacco smoke throughout the building, even if the windows are open, fans or filters are installed and doors to the smoking area are closed. Second-hand tobacco smoke contains toxins and carcinogens, and exposure can increase the risk of diseases in non-smokers.

In order to ensure the health of staff, contractors and visitors, and to provide a healthy and pleasant working environment, YSC has developed the following smoke-free workplace guideline.

The objectives of the smoke-free workplace guideline are:

- To protect staff, contractors and visitors from exposure to environmental tobacco smoke and provide a healthy workplace environment.
- To provide smoking cessation support to staff members.

14.2 Responsibility

It is the responsibility of the Extended Leadership Team to:

- a) Ensure YSC remains a smoke free work environment.
- b) Encourage employees who smoke to participate in programs offered by Council to aid in quitting.
- c) Participate in the disciplinary process if and when required.

Employees and Contractors are to ensure they co-operate with smoke free workplace requirements.

14.3 Method

No Smoking

Smoking of tobacco products including e-cigarettes (Vapes) is prohibited in:

- ALL enclosed buildings located within the boundary of YSC workplaces.
- ALL vehicles owned or leased by YSC.

Smoking is not permitted within 4 metres of:

- A Council building entrance.
- An open window of a Council building.
- A Council air conditioning / heating system.

Smoking is NOT PERMITTED in a playground or at the premises or on the land of a Children's Service Centre (includes Kindergartens, playgroup etc.)

The following rules also apply:

- Indoor Staff are permitted to smoke during authorised breaks only. Authorised breaks are in accordance with the Enterprise Agreement. "Popping out" to have a quick cigarette break is NOT PERMITTED.
- Outdoor Works staff are to ensure their smoking activities do not hinder or delay their ability to perform their duties. If smoking outdoors on a road works site, you must complete a visual Risk Assessment to ensure the area is safe to smoke. (E.g. take into consideration long grass, flammable materials etc.).
- You are to ensure you are more than 4 meters from a person/s who are not smoking. Council has a responsibility to ensure staff are not exposed to passive smoking risks.
- All tobacco products must be disposed of properly in the cigarette bins provided. Cigarette bins are not to be attached to buildings as this poses a fire risk.
- Staff are not to roll cigarettes, or have their cigarettes displayed on their desk or in an open area in view of customers or other staff members. They are to keep them in their personal bags at all times.
- Staff members are not permitted to smoke when they are acting in an official capacity off-site.
- Staff who smoke are to apply handwashing and hygiene practices when re-entering the workplace.
- All staff will be provided with a copy of this smoke-free workplace guideline.

Compliance

Line Managers are responsible for ensuring compliance with this smoke-free workplace guideline for areas under their personal responsibility.

Staff compliance with this guideline is a condition of employment.

All staff have a responsibility to ensure visitors are informed of and comply with this guideline.

Smoking Cessation Support for Staff

Council will support and encourage staff to quit smoking.

The following support is available:

- Access to a range of information about tobacco smoke, including the benefits of quitting, passive smoking and products to help you quit smoking.
- Negotiated leave during working hours to discuss smoking cessation with a General Practitioner.

15. Guideline – Seasonal Heat / Days of Catastrophic Fire Danger

15.1 Objective

“Seasonal Heat” (high temperatures which occur mainly during the summer months) can affect all workers. Seasonal heat has the potential to cause heat stress and other health and safety related problems.

15.2 Responsibility

This guideline applies to all Council employees, contractors and subcontractors who are engaged in contractual works under the management and supervision of the Council. This guideline also applies to volunteers working on Council funded projects under the management or supervision of Council.

Heat Health Warning

From 03 of October 2022 the Bureau of Meteorology will issue heatwave warnings on their public channels when there is a minimum 10% likelihood of a severe or extreme heatwave impacting a weather district, based on the “Excess Heat Factor (EHF)”. The EHF is based on 3 consecutive days of unusually high maximum daytime and overnight temperatures in a location.

The EHF categorises heatwaves into three levels based on intensity: low-intensity, severe-intensity, and extreme-intensity.

Bureau research shows that most people can cope during low-intensity heatwaves, but vulnerable members of the community are likely to find this level still challenging. Everyone is at risk during extreme-intensity heatwaves, even people who are healthy.

It is important that when there is a warning issued that the advice from the Victorian Department of Health and Emergency Services is followed.

Council will monitor the Bureau of Meteorology and Vic Health public channels to advise staff of upcoming heatwave events and actions to be undertaken.

Days of Catastrophic Fire Danger

This guideline is designed to minimise the risks associated with Council employees travelling as part of their work, whether the work is located outside the municipality’s main town boundaries or travelling to these centres when weather conditions are officially declared “Catastrophic”. This guideline should be activated when a “Catastrophic” warning is officially issued by the Country Fire Authority (CFA) for either the Mallee or Wimmera region, respectively.

All Staff

On days that are officially declared “Catastrophic,” Management will support staff to ensure that their personal safety is maintained throughout the declaration.

The relevant Chief, Manager, Coordinator and/or Team Leader will ensure that all staff are advised and aware of any “Catastrophic” declaration and the provisions of this guideline.

In the event of a “Catastrophic” declaration, all staff will:

- Review travel fire plans/arrangements. If it is considered unsafe to travel to perform relevant work, the staff member will notify their Team Leader/Coordinator/Manager. If it is considered safe to travel, the staff member will attend their workplace within Shire boundaries as usual.
- Inform their Team Leader/Coordinator/Manager of their planned travel and approximate arrival times.

As a matter of course during a period of heightened bushfire awareness, and generally throughout the fire season/fire danger period, all staff will:

- Monitor "Catastrophic" status via local news, the Vic Emergency App or hotline, local ABC, commercial and community radio stations or the Country Fire Authority website.
- Maintain hydration (keep up their intake of water/fluids).

Operations Staff and Asset Inspectors

This section of the guideline pertains to actions to be undertaken by Outdoor staff in the event of extreme-intensity weather events or days of Catastrophic fire danger.

It is the responsibility of Works Supervisors to administer and ensure adherence to this section of guideline.

Works Supervisors will have the discretion to decide if plant and equipment will be operated on a total fire ban days and days of extreme-intensity heatwaves. Equipment should be assessed for suitability of use in such weather conditions.

For Total Fire Ban days and days of extreme-intensity heatwaves, staff will work from 6am to midday. Supervisors will nominate which plant is used and tasks undertaken; and will determine any alternative duties. After midday staff should remain at home through to 3.00pm in case they are required for an emergency.

On days of Total Fire Ban and days of extreme-intensity heatwaves staff may be advised that they will be required to undertake online training from home or in an alternative indoor, air-conditioned venue.

At all times during seasonal heat all employees are responsible for ensuring adequate rest periods are taken, suitable clothing (including hats) and sunscreen are worn, and sufficient water is provided. Further to this and as a guide only, work breaks may be taken of 20 minutes per hour for employees undertaking labouring tasks when the temperature is 35 degrees Celsius or above. At temperatures less than 35 degrees Celsius rest breaks for labourers will be taken as necessary to ensure the health and safety of employees.

Catastrophic Fire Danger Days

On days when the Fire Danger Index is high enough for a Catastrophic fire danger warning to be issued, the following shall apply:

- Staff will commence duties at 6.00am.
- The Manager/Coordinator/Supervisor at their discretion, will make an informed decision based on risk and decide on what plant and equipment may be used up until 11.00am. **Any piece of plant or equipment that is likely to cause ignition or produce a spark should not be used.**
- Jet patchers are to be utilised in urban areas only.
- After 11.00 am, the Supervisor has the discretion to send staff home if weather conditions warrant. Staff will be paid as if they had continued working in this instance but will remain at home and be on call until 3.00pm.
- Staff may be instructed to undertake online training from home or be requested to attend an alternative indoor, air-conditioned venue to undertake training.

Transfer Stations

On days when the Fire Danger Index is high enough for a Catastrophic fire danger warning to be issued all Yarriambiack Shire Council Transfer Stations will remain closed to the public. Transfer Station Operators will follow the same process applied to Operations staff and Asset inspectors.

16. Guideline – Safe Disposal of Sharps

16.1 Objective

Sharps are defined in the "National Guidelines for the Management of Clinical and Related Wastes" published by the National Health and Medical Research Council as "objects or devices having acute rigid corners, edges, points or protuberances that are capable of cutting or penetrating the skin". Hypodermic needles, pipettes, scalpel blades and broken glass all fit this definition.

All sharps have the potential to cause injury through cuts or puncture wounds. In addition, many sharps are contaminated with blood or body fluids, microbiological materials and toxic chemicals posing a risk of infection or illness if they penetrate the skin.

It is therefore mandatory to follow correct procedures when disposing of sharps in order to protect staff and the community from sharps injuries.

16.2 Responsibility

Supervisors must ensure all staff under their direction are familiar with the requirements for sharps and hazardous waste disposal.

All YSC employees must ensure that they abide by the following procedures.

Note: Vaccination against Hepatitis A is strongly recommended for Town Maintenance staff. Hepatitis B immunisation is also available to Shire Staff. Please contact the Manager Community Health for more information.

16.3 Method

For vehicles fitted with Sharps Containment kits:

- Avoid touching the sharps. Never use bare hands. Disposable rubber gloves, as supplied in all vehicles first aid kits, are to be worn.
- The employee must use the picker supplied with the vehicle Sharps Containment Kit, otherwise a brush and pan etc. can be used.
- Employees must not attempt to remove the needle from the syringe or to replace the protective cover on the needle.
- The sharp is to be placed immediately in the sharps container.
- When the container is full (as per **indicator line**) it is to be handed to the Council's Environmental Health Officer for disposal by incineration at a licensed premises.

For all other staff without access to vehicle Sharps Containment Kits:

In all of these instances the Manager Community Health must be notified and will organise the safe retrieval of the sharp.

However, if the Manager Community Health is unavailable and if the sharp poses an immediate risk to the community, e.g. on the footpath outside a school, then it should be retrieved providing the following procedure is strictly followed:

- Avoid touching the sharps. Never use bare hands. Disposable rubber gloves as supplied in all vehicle first aid kits are to be worn.
- Pick up the sharp with a brush and pan or some other suitable means to ensure bare hand contact does not occur.
- To transport the sharp, use a container such as a plastic ice cream container or labelled bottle or similar.
- Employees must not attempt to remove the needle from the syringe or to replace the protective cover on the needle.

- Employees should deliver the sharp to Council's Manager Community Health for disposal by incineration at licensed premises.

Sharps Injuries

Employees should note that there is a very remote risk of a person who is pricked or scratched by a discarded sharp being infected with HIV.

However, there is always the possibility of contracting a hepatitis infection from a blood borne virus or a tetanus infection located in the soil or on the ground.

What to do if you suffer a sharps injury:

- Wash the area gently with running tap water and soap immediately.
- Contact your local Doctor or Hospital Emergency Department as soon as possible. The Medical Practitioner may arrange for tests and appropriate vaccinations as considered necessary in the circumstances.
- Notify your Line Manager.
- Fill in an incident report and hand to your Line Manager.
- Ensure the safe disposal of the sharp as outlined above.
- If consistent episodes of sharps found outside of supplied sharps bin i.e. in playgrounds – report to Line Manager to follow-up with further action e.g. Consulting police.

17. Guideline – Manual Handling

17.1 Objective

YSC is committed to preventing manual handling injuries in the workplace using the WorkSafe Manual Handling guidelines as best practice. This guideline is to protect employees from musculoskeletal disorders (MSD) such as sprains or soft tissue injuries caused by manual handling.

17.2 Responsibility

- Chiefs are responsible for ensuring compliance with this guideline.
- All Line Managers who have control over workplaces and activities are responsible for ensuring the health and safety of employees, contractors and volunteers.
- The People and Culture Department is responsible for providing advice and training on Manual Handling.
- The employee is responsible for ensuring they abide by safe work practices as developed by YSC.

17.3 Method

Risk Assessment

YSC requires a risk assessment to be completed for any manual tasks that have the potential of being hazardous or have been identified as being hazardous.

A risk assessment of manual tasks will help you identify:

- Postures, movements and forces that pose a risk and at what point they may become dangerous.
- Why they are happening and what needs to be done for it to be fixed.
- The psychosocial risks that can increase the risk of musculoskeletal disorders.

Failure to appropriately manage hazardous manual tasks may result in a breach of OHS laws.

YSC employees, contractors and volunteers are to consult with the Council's People and Safety Officer if:

- Assistance is required to complete the risk assessment
- Require an ergonomic assessment to be undertaken.
- Require advice, consultation or assistance regarding manual handling activities.
- Additional tools, aides, or workplace alterations are required to ensure the task is undertaken safely.

YSC aims to ensure all work practices are designed to minimise risk and be consistent with the safe handling of objects.

Council requires that management, employees, volunteers and contractors:

- Always attempt to eliminate the risk completely.
- Change the workplace or the work where required.
- Continuously monitor and review activities to reduce the risk of manual handling injuries.

Reference Documents

- <https://www.worksafe.vic.gov.au/hazardous-manual-handling>
- <https://www.worksafe.vic.gov.au/resources/hazardous-manual-handling-your-health-and-safety-guide>

18. Guideline – Working Alone

18.1 Objective

The YSC is committed to ensuring the health and safety of all employees, contractors and volunteers when working alone or in isolation.

YSC aims to eliminate any exposure to risk from remote or isolated work. Where the risk cannot be eliminated, controls must be implemented to minimise the risks.

YSC considers a person is alone at work when:

- a) They are on their own.
- b) They cannot be seen or heard by another person.
- c) They cannot expect a visit from another staff member or member of the public for some time.

18.2 Responsibility

This guideline applies to all employees, contractors or volunteers who work alone or in isolation.

It is the responsibility of the Extended Leadership Team, Supervisors and Coordinators to implement and ensure compliance with this guideline.

18.3 Method

Hazards

Worksafe Victoria acknowledges that exposure to violence and poor access to emergency assistance are the main two hazards to working alone.

YSC deems the following activities high risk, and employees, contractors and volunteers are not permitted to work alone in the following instances:

- a) Where current and previous threats/or acts of violence have been reported.
- b) Where there is no readily accessible means of communication.
- c) Where work is deemed too hazardous for a person to perform alone.
- d) Where there is the operation or maintenance of hazardous equipment.
- e) Where the handling of hazardous substances or use of large volumes of flammable solvents is required.

Working Alone

YSC has implemented the following guidelines to reduce the risk to employees, contractors and volunteers:

High Risk

- a) Where working alone or in isolation is deemed high risk, every attempt should be made to reschedule the appointment / meeting / works to a place that is considered highly visible and not in a remote location.
- b) Where rescheduling the appointment / meeting / works is not possible, a buddy system is to be implemented.
- c) If rescheduling or implementing a buddy system does not reduce the appointment / meeting or works to a low or medium risk, the appointment / meeting or works should be abandoned.

Low and Medium Risk

Where the activity is deemed low or medium risk, the following guidelines are to be implemented:

- a) Employees, contractors and volunteers working alone must carry a Yarriambiack Shire mobile phone on them at all times; or
- b) Have access to a UHF radio in which they can communicate with Yarriambiack Shire staff.
- c) The mobile phone must have the "Emergency Plus" (or equivalent) application installed on it.
- d) The employee, contractor or volunteer must provide to their Line Manager with the following:
 - A schedule of their movements, including estimated departure and arrival times.
- e) The employee, contractor or volunteer must report to their Line Manager when they depart and arrive at each point on the schedule, via phone call, text message or email.
- f) If an employee is as part of their role often working alone, they may be eligible for a personal duress alarm. The allocation of the duress alarm will be by a risk-based assessment performed by relevant Line Managers and the People and Safety Officer.

Management Responsibility

It is the Line Managers responsibility to monitor when employees, volunteers or staff are working alone. When employees, contractors or volunteers fail to report their movements to their Line Manager the following guidelines are to be implemented.

The Line Manager will:

- a) Call the employee, contractor or volunteer to find out their location and verify their health and safety status.
- b) If they fail to respond the Line Manager will:
 - Call the land line of the location that they are visiting; or
 - Call a co-worker in the near vicinity; or
 - Call another person that may be present and request to speak to the employee, contractor or volunteer.
- c) If no contact can be established and if deemed safe to do so, the Line Manager will request that two employees (which can include the Line Manager) who are closest to the last known location of the person working alone, visit the site to check on the status of that person.
- d) If not considered safe to send employees, contractors or volunteers to the last known location, the Line Manager is to report the situation to the Police and request they visit the site.
- e) Line Manager with staff allocated duress alarms must ensure that relevant staff are carrying the alarms when required and keeping them charged.

Employee / Individual Responsibility

- a) Employee / individual should ensure their whereabouts is made to their individual Line Manager / Supervisor prior to departing the office.
- b) Employees should update their status in Microsoft Teams indicating where they are going and an estimated time of arrival back at the office.
- c) Employees should add details into their Outlook Calendar of offsite meetings and travel times and share their calendar with their respective Supervisor/Manager.

Training

- a) All employees, applicable contractors and applicable volunteers are to be trained to deal with potentially violent clients.
- b) Employees and volunteers who work alone in remote locations are to be trained in First Aid.
- c) Employees, applicable contractors and applicable volunteers are to be trained to use the "Emergency Plus" application (or equivalent application).
- d) Staff allocated a duress alarm will receive training in the use of the alarm system.

Communication

- a) Persons working alone will ensure that mobile phone, laptop and other electrical devices are fully charged and operational prior to leaving their first departure point.
- b) It is the responsibility of the person working alone to check the Telstra and/or Optus mobile coverage of their destination point/s.

<https://www.telstra.com.au/coverage-networks/our-coverage>

<https://www.optus.com.au/shop/mobile/network/coverage>

Definition

The term 'working alone' is also interchangeable with 'working in isolation'.

The term 'Buddy System' refers to another employee or contractor being present at all times so the employee, contractor or volunteer is not working alone.

The term 'Line Manager' refers to anyone who supervises staff. Includes Chiefs, Managers, Supervisors, Coordinators.

Reference Documents

<https://www.worksafe.vic.gov.au/resources/working-alone-information-sheet>

18.4 Duress Alarm Procedures

Background

The introduction of a duress alarm system to staff working in certain roles for the Yarriambiack Shire Council was put in place to lower the risk of staff working alone or in isolated areas. These staff are at a higher risk of aggressive behaviour from members of the public or clients or being involved in a motor vehicle or workplace incident and being unable to contact help.

Allocation

Staff will be allocated a duress alarm dependant on their individual role and the inherent risk level that the role presents. Staff working in isolation or in high-risk areas, such as working alone in customer service role, will be assessed to determine the requirement of a duress alarm.

Alarm Notification

When a wearer of a duress alarm activates the alarm a text message will be sent to their direct Manager or Supervisor and Chief, the Chief Engineering Officer and the People and Safety Officer. These staff will then contact the user to assess the situation and where necessary initiate emergency procedures. If contact cannot be made emergency services will be contacted.

Training

All allocated staff will be training in the use of the duress alarm system and regular testing (bi-yearly) will be undertaken to ensure correct use and operation of the system.

Use

The duress alarm should be used whenever the wearer feels unsafe or at risk. Use of the duress alarm is encouraged, and the wearer should not hesitate to activate if the situation should arise.

Obligations

All staff allocated a duress alarm should ensure that the alarm is kept charged. The system will not work if the alarm is flat. The alarm should be always worn when performing allocated tasks around the neck on a suitable breakable lanyard, that is supplied with duress alarm.

Notes

While the duress alarm system is an important part of lowering the risk of isolated staff and those who work alone it does not replace a good communication system where a staff member informs their Line Manager or Supervisor of their expected travels for the day.

19. Guideline – Hot Work Permit System

19.1 Objective

The objective of this guideline is to establish the circumstances under which Council would agree, to issue a permit to carry out Hot Work within the YSC boundaries. Hot work permit shall only be applied where the proposed hot work process presents risk to the asset and / or environment that cannot be effectively eliminated by other means. Due to the elevated risk associated with hot work, every opportunity should be taken to eliminate the requirement of hot work.

19.2 Responsibility

This guideline applies to all Council employees, contractors and subcontractors who are engaged in contractual works under the management and supervision of the Council. This guideline also applies to volunteers working on Council funded projects under the management or supervision of Council.

19.3 Method

Hot Work – Definition

Hot Work is defined as but not restricted to; welding, thermal or oxygen gas cutting and /or heating, including fire and spark producing operations that may increase the risk of fire or explosion. Examples include cutting steel reinforced concrete footpaths and pipes, welding, heat gun paint stripping, grinding steel, operating hot plant and equipment in long grass (e.g. slashing) etc. In some work environments Authorised Officers should identify and test for combustible atmospheres such as petrochemical fumes, flammable gases, grain dust etc. before considering issuing a permit.

Hot Work Permit – Not Required

Permits are not required:

- In specific constructed areas protected and arranged to accommodate safe hot work processes such as open cleared sites set aside for fabrication works.
- In ongoing work process / environments that are adequately risk assessed and controlled such as fabrication workshops.
- In the open during wetter months where the possibility of a fire outbreak is minimal.

No GO Zones for Hot Work Permits – Days and Locations

Total Fire Ban Days: Hot work permits will not be issued by the Authorised Officer on Total Fire Ban Days.

Locations: Identified locations where fire or explosive hazards cannot be removed, e.g. liquid petroleum gas storage areas, charged gas or fuel lines, near above fuel tanks and over underground fuel or septic tanks.

Flammable Liquids or Gases: should not be taken into areas that already present a risk.

Authorised Officer – Hot Work Role of Responsibility

Responsibility under s 21, s22, s23, s 26 s32, OHS Act 2004

An Authorised Officer within Council is responsible for inspecting and assessing the site, filling out the permit form and signing off on the permit on the day of the works.

They have the right to not issue a permit if they feel the site safety conditions are not up to the standard required on the permit.

Authorised Officers will be nominated within Council and comprise of:

- Managers within Council that have the role of managing Council projects, Council employees, contractors or volunteers on any Council property and/or asset including where Council is the committee of management.

- Supervisors - responsible to supervise projects, contractors, Council employees or volunteers on a project on any Council property and / or asset including where Council is the committee of management.

Responsible Officer – Hot Work Role of Responsibility

Responsibility; s 25, s 26 s 32, OHS Act 2004

A Responsible Officer is the person who will oversee the use of the hot work permit on site while hot work is underway. This could be a works supervisor, assistant works supervisor, employee left in charge, contractor or a volunteer left to supervise/oversee the works on the site.

Fire Watcher – Hot Work Role of Responsibility

Responsibility; s 25 s32, OHS Act 2004

The Fire Watcher is appointed by the Responsible Person to maintain fire watch surveillance of the immediate area during hot work activities and for a minimum of 60 minutes after (depending on the site and weather circumstances) the cessation of hot work activities. The Fire Watcher should stay close to the operator when hot work is in progress and as well have a good knowledge and be competent in the use of fire fighting equipment.

Operator – Role of Responsibility

Responsibility; s 25 s32, OHS Act 2004

The person/s performing the work on site: e.g. Welder, grinder, cutter and plant operator etc. This person could be a council employee, contractor, sub-contractor to the contractor or volunteer.

Safe Fire Exclusion Zone

The Responsible Officer and Fire Watcher are responsible to set up a Safe Fire Exclusion Zone (SFEZ) of 11 meters around the site of the proposed work. Where it is impracticable to establish an 11 meter SFEZ a smaller SFEZ is considered acceptable. Combustible materials should be removed from the zone. If this is impracticable, such materials should be protected by a fire blanket or welding pads. Air conditioner intakes should be sealed within the SFEZ and grassed areas cut or hosed down.

Fire Fighting Equipment

The Responsible Fire Watcher should have, prior to works commencing, appropriate fire suppression equipment to suit the hot work task. Appropriate fire suppression equipment will depend on the type of work performed on the day. E.g. suitable fire extinguishers, welding blankets, welding curtains, welding pads, fire hoses and a dependable water supply should be on site before hot work commences.

Communication

The Responsible Fire Watcher must maintain clear communications between the hot work zone and outside assistance in case emergencies such as fire or explosion occur. This can be in the form of a mobile phone, two way radio, voice or hand signal to someone close by. Clear communication must be maintained between the work site and emergency services.

Permit Time Frame – Start and Finish Times

- Works should not start until the site has been fully inspected by the Authorised Officer and the Authorised Officer has approved the hot work and signed the Hot Work Permit Form.
- Hot Work Permits are for a 12 hour continuous period in one day. Permits will need to be renewed each day or after the 12 hour period. The issuing of a new permit will depend on site and weather conditions at the time.

- c) Hot Work Permits for 'slashing in long grass' are issued for a 7 day period and with the expiry date to be specified on the permit. Permits will need to be renewed every 7 days if work is continuous. This 7 day permit system will also apply to contractors carrying out fire hazard removal on behalf of Council.

The issuing of a 7 day permit for 'slashing' will depend on the site and weather conditions at the time of the request.
- d) Multiple hot work sites and multiple work teams will require individual permits for each site.
- e) The Authorised Officer and Responsible Officer have the authority to terminate a permit if extreme weather conditions or unforeseen circumstances occur during the 12 hour permit period or during the 7 day period in the case of a permit for 'slashing' e.g. cyclonic winds on a hot day, breakdown in communications to emergency services, threatening incident close by.
- f) Permits will not be signed off by the Responsible Officer until after the Fire Watcher surveillance period is complete. The designated time after hot work has finished (e.g. 60 minutes).

Recording Permit Applications

There are two copies in the Hot Work Permit Form book. The Hot Work Permit Form can only be filled out by an Authorised Officer during a visual inspection of the site.

1. White Copy: Stays on site with the Responsible Officer (Site Manager/Supervisor). Once the hot work has been completed and the Responsible Officer has signed off on the permit, the white copy must be attached to the worksites daily risk assessments Form.
2. Pink Copy: Stays in the book with the Authorised Officer. The Authorised Officer should keep a book in their vehicle when not left on site for the Responsible Officer. Once the book is used up, the book should be filed away in the Authorised Officers office.
3. Hot Work Permit Book: Can be left on site during the hot work permit and surveillance period and both copies signed off by the Responsible Officer when the surveillance period has ended.

Confined Spaces – Reference Code of Practice for Confined Spaces 2011

In the event hot work has to be performed in a confined space, only authorised or trained employees, contractors or volunteers may enter the confined space. The confined space should be tested for combustible atmospheric gases, vapours and mist by the Authorised Officer prior to a hot work permit being issued to the Responsible Officer.

Evacuation Point

In the event of a fire or explosion, an evacuation point must be determined prior to works starting and the location recorded in the Hot Work Permit Form. All persons on the work site must be informed of the evacuation point prior to work commencing.

In the Event of Fire or Explosion on Site

In the event a fire starts the Fire Watcher must immediately douse the fire and keep the operator (welder, cutter, grinder etc.) informed that a fire had started and has been put out.

If the Fire Watcher loses control of the fire, the Fire Watcher should inform the Operator to immediately cease work, turn off all gas lines, turn off all plant and power (if required) and all persons on site (include the Responsible Officer) should assist in dousing the fire as quickly as possible.

In the event the fire becomes out of control the Responsible Officer or Fire Watcher should immediately call 000 and ask for the fire brigade to attend the site. Persons calling 000 should state their name, phone number, site location, type and extent of the fire.

If it is safe to do so continue to douse the fire until the fire brigade arrives. If the fire zone is unsafe (combustible/explosive materials) evacuate immediately to the designated Evacuation Point and wait for the fire brigade to arrive.

Contact the People and Safety Officer immediately when a fire is out of control and the 000 number has been called.

The Council Contact number for the People and Safety Officer is 5398 0100.

Incident Reporting

An Incident Report will be required for fires/explosions that requiring a 000 call.

A full Risk Assessment Report is required where larger fire/explosions have caused structural damage and injury to persons.

WorkSafe must be informed immediately of any implosion, explosion or fire on the worksite, as well injury to persons requiring medical or hospital treatment (as per the OHS Act 2004).

20. Guideline - Occupational Health and Safety Training

20.1 Objective

The purpose of this guideline is to ensure all employees and contractors have the appropriate skills, knowledge and competencies to implement their Occupational Health & Safety (OHS) responsibilities.

This guideline covers:

- a) Training of all employees and contractors working for YSC and the OHS responsibilities relevant to their position.
- b) Assessment of staff competency and performance in relation to their OHS responsibilities.

20.2 Responsibilities

The People and Culture Department will ensure that all employees complete the YSC employee online induction program.

The responsible Project Manager will ensure that all contractors complete the YSC Contractor induction.

Employees acquired skills will be assessed against those aligned to the position to identify any gaps. This training needs analysis will be undertaken by the Line Manager and the People and Culture Department.

20.3 Method

Training programs will be delivered using internal and/or external resources where appropriate.

Employees will undertake OHS training relevant to their work area and as identified within the Position Description (PD), Individual Performance Plan (IPP) and recorded in the Human Resource management system.

Induction

The People and Culture Department will enroll staff in mandatory corporate induction online training prior to commencement. Specific worksite, role and responsibilities induction will be undertaken by the Line Manager.

All contractors are required to sign they will comply with the conditions and guidelines of the Contractor Worksite Induction Manual.

Performance Review

All staff performance reviews will include an objective relating to compliance with Occupational Health and Safety and Risk Management systems.

21. Guideline – Health and Wellbeing

21.1 Objective

The YSC aims to create a workplace culture that is supportive of healthy lifestyle choices where the health and wellbeing of employees is highly valued.

Council:

- Is committed to providing employees with a safe, productive and supportive environment in which to work.
- Recognises that physical activity can be a strong protector against a range of conditions including cardiovascular disease, mental health and type 2 diabetes.
- Will support and encourage a workplace culture where healthy lifestyle choices are adopted, valued and encouraged.

Council recognises the importance of all employees being aware of the benefits of being physically active and encourages the voluntary involvement of employees in programs aimed at improving their overall health, fitness and wellbeing.

- To raise awareness within the workplace about issues that impact on health and wellbeing, including the health benefits of physical activity and healthy eating.
- To promote a positive and equitable workplace environment where mental health and wellbeing is supported.
- To promote and encourage participation in workplace health and wellbeing initiatives within and outside the workplace. To educate employees about negative issues relating to health and wellbeing such as drugs and alcohol consumption, smoking, obesity, etc.
- Reduce behaviours in the workplace that can be harmful to the health of workers.
- Promote awareness of key health issues through the display of posters and health information in communal areas.
- To abolish smoking inside any workplace building, vehicle or enclosed areas of the workplace at any time. This is in accordance with the *Tobacco Act 1987*.
- To support employees to resolve personal issues that may affect their work performance (maternal, legal, drug, alcohol, financial, emotional) through providing an Employee Assistance Program (EAP) to all employees.

21.2 Responsibility

It is the responsibility of management and employees to adopt and implement this guideline.

21.3 Method

The YSC will develop, in consultation with employees and their representatives, workplace specific programs and procedures to address lifestyle, health, fitness and safety issues.

Council will provide targeted health and wellbeing programs such as:

- Promote Sunsmart practices.
- Running mental wellbeing sessions for employees and any other programs identified by employees e.g. Men's and women's health sessions.
- Supporting drug and alcohol awareness programs and support to those affected.
- Providing all employees with information on how to support and maintain positive mental health in the workplace.
- Quit smoking – counselling and support.

- Skin Checks.
- Enable all employees access to confidential counselling and support for workplace and personal issues through the Employee Assistance Program (EAP).

Council will continuously investigate and implement programs that will enhance the health and wellbeing of its employees.

22. Guideline – Health Monitoring

22.1 Objective

Establish Health monitoring programs to monitor employees' health to determine if it is being affected by a work-related exposure to hazardous substances or practices. It can also be used to confirm the adequacy of control measures.

YSC's Health monitoring process involves:

- Recording an employee's occupational and medical history;
- Recording the nature and frequency of an employee's exposure to any hazards, including the name and type of hazardous chemical / substance;
- Conducting a medical interview and recording an employee's medical history; and
- Conducting a physical examination and appropriate medical tests as determined by a medical practitioner.

22.2 Responsibility

The Council is required to monitor the health of its employees through appropriate testing if:

- a) They are exposed to certain designated processes (e.g. high noise environments, radiation).
- b) They are exposed to hazardous substances (e.g. asbestos, lead, dust etc).
- c) It is reasonably likely that exposure to a hazardous substance or process may result in adverse health effects.

Pre-Employment Monitoring

Prior to commencing with YSC, a pre-medical test will be conducted to identify pre-existing medical risks, acute and chronic conditions.

This pre-medical test will be organised by the People and Culture Department prior to the candidate being offered the position.

Post-Employment Monitoring

Post-Employment medical tests will be conducted as per the Health Monitoring Schedule and will be organised by the People and Culture Department.

Confidentiality and Record Keeping

All medical tests and reports will remain strictly confidential and will only be accessed by the Chief People and Culture Officer and when deemed necessary the People and Safety Officer. Medical tests and reports shall be restricted on the personnel file.

22.3 Method

Who Performs the Tests?

Health monitoring will be performed under the supervision of a legally qualified and experienced medical practitioner who is adequately trained in the necessary tests or procedures.

Health Test Results

If the Council is advised by a medical practitioner that a disease, health effect, or unsafe exposure to a hazardous chemical has been identified during health monitoring, then the Council will take action to adequately control that exposure.

The employee will be notified of the results of their health monitoring by the medical practitioner who carried out the tests. The employee will also be provided with an explanation of the results and will be offered counselling, if required.

22.4 Health Monitoring Schedule

Procedure	Reason	Who Has It?	Frequency	Next Update
Spirometry	Test lung function due to potential exposure to hazardous dust	Outdoor Works Staff	- Every 2 years - Upon termination of employment unless the employee has had an appropriate examination within the preceding year.	Biennial
Chest X-Ray	Spirometry reveals breathing abnormality	Staff identified with breathing abnormality	As required after 2 yearly spirometry	Biennial if required
Audiometric Screening	To assess hearing function	- Outdoor Works Staff - Staff exposed to loud noises	Every 2 years	Biennial
Eye Sight / Vision Screening	To assess vision function	All staff	Every 2 years	Biennial
Serology (Blood Test)	To test immunity to Hepatitis A & B	Outdoor Works Staff	- Upon commencement at Employment Medical - Upon completion of immunisation	Not required
Hepatitis A	Potential exposure to Hepatitis A (2 vaccinations 6 to 12 months apart)	Outdoor Works Staff	Upon commencement of employment	Not required once immunity confirmed
Hepatitis A & B Immunisation	Potential exposure to Hepatitis A & B (Three vaccinations. 2 nd vaccination after 1 month, 3 rd vaccination 6 to 12 months later)	Outdoor Works Staff	Upon commencement of employment	Not required once immunity confirmed
Tetanus Immunisation	Potential personal injury by contaminated materials	Outdoor Works Staff	Every 10 years	Decennial
Q Fever Skin Test	Ascertain immunity to Q Fever	Staff engaging in works at or near abattoirs or sale yards	Once only	Not required once immunity confirmed
Q Fever Vaccination	Potential exposure to Q Fever	Staff engaging in works at/near abattoirs/sale yards	Once Only	Not required once immunity confirmed
Ergonomic Assessment	Correct setup of work stations	Corporate Staff	Upon commencement	As required
Influenza Vaccinations	Decrease the incidences of viral influenza	All staff	March/April Annually	March/April Annually
H1N1 Influenza Vaccinations	Decrease chances of potential pandemic	All staff	As directed by World Health Organisation or Department of Health	As required

Council will cover the cost of the health monitoring procedures outlined above, provided they are deemed necessary for the performance of the employee's role. Coverage is conditional upon the procedures being both required and arranged by Council.

23. Guideline – Mental Health for the Workplace

23.1 Objectives

YSC recognises that stress can be brought about by excess pressure at work or from domestic situations and can result in an employee's poor work performance and deteriorating physical and mental condition. Council is committed to working towards a healthy organisation, which places high values on both physical and mental health and a supportive workplace environment.

23.2 Responsibility

All Managers, employees, volunteers and contractors have a shared responsibility to support YSC's Mental Health for the Workplace guideline.

Employees, Volunteers and Contractors have a responsibility to inform a Line Manager or Chief People and Culture Officer if they believe the workplace is contributing to their deteriorating mental health and wellbeing.

Line Managers have a responsibility to:

- Enable and support the creation of a workplace culture that is supportive of positive mental wellbeing.
- Monitor the implementation of this guideline.

23.3 Method

Council will seek to eliminate or minimise stress where and when possible, by:

- Ensuring that Line Managers monitor employee's workloads, job descriptions etc. to ensure that pressure is at a level that stimulates and challenges rather than overloads and demoralises the employee. This could be achieved in the employee's review process.
- Training staff to recognise indicators of occupational stress in both themselves and their colleagues.
- Allowing all staff easy access to available staff support services.
- Communicating clearly with staff, particularly on issues such as organisational change.
- Recognising that a healthy, safe and supportive working environment can positively affect the mental wellbeing of workers.
- Creating and maintaining a positive work culture and work environment that promotes teamwork participation, shared responsibility and management support.
- Treating all employees, contractors and volunteers equally and with respect.
- Reducing or removing economic or social barriers to worker's participation in personal and organisational development and training opportunities.
- Encouraging a work-life balance, and support for flexible work arrangements.
- Proactively discouraging and addressing instances of bad practices, bullying, discrimination and violence and proactively reward instances of good practice, respect, equality and openness.
- Recognising and valuing employee qualifications, skills and knowledge through recognition, reward and promotional opportunities.
- Engaging employees in discussion regarding how work is done and how decisions are made.
- Encouraging and supporting employees to set professional development goals.
- Providing effective leadership and support that helps employees know what they need to do and how their work contributes to the organisation.

- Allow all employees access to confidential counselling and support for workplace and personal issues through the Employee Assistance Program (EAP).

Refer to the Psychosocial Safety Policy and Procedure for further detail.

24. Guideline – Pregnancy and Breastfeeding at Work

24.1 Objective

The YSC will treat pregnant employees and employees with parental responsibilities, in a fair and equitable manner. Council will not reduce an employee's terms and conditions or deny other benefits on the basis of pregnancy or parental responsibilities.

The YSC is committed to ensuring the safety of pregnant and breastfeeding employees and considers harassment, bullying and discrimination to be unacceptable behaviour.

24.2 Responsibility

It is the responsibility of the Chiefs to ensure that this guideline is implemented and adhered to.

24.3 Method

Advising of Pregnancy

- a) Employees are to inform their Line Manager of their pregnancy as soon as practical. However, we respect that an employee may not wish to advise Council of their pregnancy earlier than the minimum notice period as stipulated in the Yarriambiack Shire Council Enterprise Agreement.
- b) Employees are to notify their applicable Line Manager in writing in accordance Yarriambiack Shire Council Enterprise Agreement.

Pregnancy at Work

Council understands pregnancy to be a healthy and normal process and recognises that women have different experiences. When an employee notifies their Manager that they are pregnant, the Manager will ask the employee to let them know if they experience any changes to their work capacity during the pregnancy. The employee and Line Manager will then discuss what is needed to keep the employee safe at work and adjustments will be made accordingly where possible.

Options to reduce hours, change of duties, light duties, rotated tasks, provision of a chair and provision of additional breaks are common ways to ensure safety at work, and will be considered on a case-by-case basis.

Transfer to a Safe Job

If it's not safe (due to illness, risks or hazards) for a pregnant employee who is entitled to parental leave to continue in her usual position, she can be transferred to a 'safe job' with no change to terms and conditions.

The employee needs to provide the YSC with reasonable evidence that she is fit for work, but it would be inadvisable to continue in her present position. Council may insist on a medical certificate.

Working until the Birth

A pregnant employee may work until the expected date of birth of her child. If she wishes to continue working in the last six weeks of her pregnancy she may be requested to provide a medical certificate within seven days confirming she is fit to work.

If the medical certificate indicates the employee is not fit for work, she may be required to start parental leave or take a period of unpaid leave as soon as practicable. (Refer to *Human Resource Policy and Guidelines – Guideline – Leave Entitlements*).

Return to Work

If the employee has agreed to contact during leave, then towards the end of the leave period, the Line Manager should confirm the employee's intention to return on the agreed date. The employee also may want to discuss any requests for flexible work arrangements at this time.

An employee must provide a minimum of four weeks notice if they want to extend their leave beyond the return date that was initially advised.

The employee on parental leave has the right to return to the job they held prior to going on leave, including any promotion. If that position no longer exists, the employee will be given whichever other available position is equivalent in status and remuneration to the position they held prior to going on leave.

If an employee was placed in a safe work position prior to leave, the employee is entitled to return to the position they held immediately before the safe work position.

Breastfeeding at Work

YSC recognises the rights of employees who are breast feeding women to a work environment which is clean and safe from hazardous chemicals and materials.

YSC supports mothers who wish to breast feed or express milk after returning to work and offers mothers the opportunity to take time off (up to 1 hour per day) to feed their child at work or away from work. Should the mother choose to feed or express at work a room or storage facilities for expressed milk will be set aside for this purpose.

25. Guideline – Health Records

25.1 Overview

Yarriambiack Shire Council is committed to complying with the *Health Records Act (Vic)*.

The Act specifies 11 Health Privacy Principles (HPPs). This document outlines the policies of Council regarding its management of health information under these principles.

Definition of Health Information

The Act defines health information as information or an opinion about:

- a) The physical, mental or psychological health of an individual; or
- b) A disability of an individual; or
- c) An individual's expressed wishes about the future provision of health services to themselves; or
- d) A health service provided, or to be provided, to an individual that is also personal information; or
 - Other personal information collected to provide, or in providing, a health service, or
 - Other personal information about an individual collected in connection with the donation, or intended donation, by the individual of their body parts, organs or body substances, or
 - Other personal information that is genetic information about an individual in a form which is or could be predictive of the health (at any time) of the individual or of any of their descendants.

Definition of Health Service Provider

The Act defines health service provider as an organisation that provides a health service in Victoria to the extent that it provides such a service but does not include those providers specifically exempted for the purposes of the Act.

Definition of Health Service

The Act defines health service as an activity performed in relation to an individual that is intended or claimed (expressly or otherwise) by the individual or the organisation performing it:

- To assess, maintain or improve the individual's health; or
- To diagnose the individual's illness, injury or disability; or
- To treat the individual's illness, injury or disability or suspected illness, injury or disability; or
- A disability service, palliative care service or aged care service; or
- The dispensing of prescription of a drug or medicinal preparation by a pharmacist; or
- A service, or class of service, provided in conjunction with an activity or service referred to in the above dot points that is prescribed as a health service,

but does not include a health service, or class of health service, that is prescribed as exempt for the purposes of the Act.

25.2 HPP 1 – Collection

What Council Collects

Council only collects health information that is necessary for the performance of a function or activity and:

- Has the individual's consent;

- Is required or permitted by law; or
- For any other reason permitted in the Act.

Currently, the health information that Council holds, includes client and employee information which includes:

- Community care client records.
- Immunisation details.
- Maternal / child health client records.
- Preschool child records.
- Pre-employment medical forms.
- Return to work / certificate of capacity information.
- Employees' hearing test results.

How Council Collects Information

Council will only collect health information by lawful and fair means and not in an unreasonably intrusive way. If it is reasonable to do so, Council will only collect health information about an individual from that individual.

Upon collection Council will inform the individual:

- How to contact the Council.
- The fact that they are able to gain access to the information.
- The purposes for which the information is collected.
- To whom Council usually discloses information of that kind.
- Of any law that requires Council to collect the information.
- The main consequences (if any) for the individual if all or part of the information is not provided.

All forms that collect health information will include the following notification:

Notification

The YSC is committed to meeting the requirements set out in the *Privacy and Data Protection Act 2014* and *Health Records Act 2001* in regards to management and handling of personal information. Therefore, we will only use personal information for that primary purpose or directly related purposes. Council may disclose this information to other institutions and authorities outside Council if required or authorised by law. The provider of this personal information understands that they may apply to Council for access to and/or amendment of information. Requests for access and or correction should be made to the 'Chief People and Culture Officer' of Yarriambiack Shire Council, PO Box 243, Warracknabeal, Vic 3393.

25.3 HPP 2 – Use and Disclosure

Council only uses and discloses health information for the primary purpose for which it was collected or a directly related secondary purpose the person would reasonably expect. In any other circumstance Council will contact the individual in order to obtain consent (unless the use or disclosure is required by law or permitted by the Act).

25.4 HPP 3 – Data Quality

Council will take reasonable steps to ensure the health information it holds is accurate, complete, up-to-date and relevant to the functions it performs.

25.5 HPP4 – Data Security and Retention

Council will take steps to safeguard the health information it holds against misuse, loss, unauthorised access and modification. Where lawful, Council will take reasonable steps to destroy or permanently de-identify health information if it is no longer needed.

25.6 HPP5 – Openness

Council will provide a copy of this policy to any person who requests it.

25.7 HPP6 – Access and Correction

Generally, individuals can seek access and correction to health information held by Council about themselves by making an application, and following the procedures, of the Freedom of Information Act (Vic). In some circumstances, where the *Freedom of Information Act 1982* does not apply, HPP6 will be applied. Please contact Council's Freedom of Information Officer on 5398 0100.

25.8 HPP7 – Identifiers

Council will only assign a number to identify a person if the assignment is reasonably necessary to carry out its functions efficiently.

25.9 HPP8 – Anonymity

Council will give individuals the option of not identifying themselves when entering transactions with Council where this is lawful and practicable.

25.10 HPP9 – Transborder Data Flows

Council will only transfer health information outside Victoria if the organisation receiving it is subject to laws substantially similar to the HPPs.

25.11 HPP10 – Closure of the practice of a health service provider

If Council discontinues its health services it will give notice of the closure to past service users directly and by way of notice in the local media. Whether Council elects to transfer or hold onto health information collected as part of its health service depends on Council's obligations under the *Public Records Act 1973* (Vic).

25.12 HPP11 – Making information available to another health service provider

When Council acts as a health service provider, Council will make health information relating to an individual available to another health service provider if requested to do so by the individual.

25.13 Complaints

Individuals may make a complaint under the *Health Records Act 2001* to the Health Complaints Commissioner by phone, in writing or online.

Phone: 1300 582 113

Website: <https://hcc.vic.gov.au/>

Health Complaints Commissioner

Level 13, 2 Lonsdale Street

Melbourne Vic 3000

Please be aware, however, that the Health Complaints Commissioner can decline to entertain a complaint if the individual has not first complained to the Council. All client health record complaints should be directed to Council's Chief Operating Officer and employee health record complaints should be directed to the Chief People and Culture Officer. A Health Privacy Complaint Form is available for completion.

25.14 External Contractors

Council may outsource some of its functions to third parties. This may require the contractor to collect, use or disclose certain health information.

It is Council's policy to require all its contractors to comply with the Act and contractors will not be re-engaged for further work if they do not commit to do so.

26. Guideline – Fatigue Management

26.1 Overview

As part of YSC's commitment to health and safety of all employees, contractors and volunteers, we are actively working together to prevent and manage risks associated with fatigue in the workplace.

The purpose of this guideline is to establish the requirements for managing fatigue.

26.2 Responsibility

Management and employees of YSC have a responsibility to ensure that fatigue does not impact the safety, health and well-being of themselves and others.

Line Managers are responsible for:

- Applying risk management in consultation with staff and in accordance with fatigue risk management principles.
- Ensuring systems of work that minimise the risk of fatigue; for example, reasonable rosters, reasonable overtime practices and adequate recuperation between shifts and work related travel.
- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.
- Consulting with workers when introducing shift work or new rostering systems.
- Providing information, instruction and training about risks to health, safety or welfare of workers involved with shift work, extended hours and on-call arrangements.
- Ensuring workers performing shift work are properly supervised and that tasks are undertaken safely.
- Referring workers with non-work fatigue related issues to the EAP.

Workers are responsible for:

- Participating in risk management processes.
- Using time off from work to recuperate to be fit and able for the next shift.
- Participating in education and training to gain an understanding of fatigue.
- Avoiding behaviours and practices that contribute to fatigue, and which could place themselves and others at risk; for example, secondary employment or not using time off work to recuperate.
- Recognising signs of fatigue that could place the health, safety and well-being of themselves or others at risk and reporting this to their Line Manager.

26.3 Method

Training/Professional Development

When travel is required to attend professional development activities, employees are to ensure that the combined activities do not exceed 12 hours in a day. Where the combined activities exceed 12 hours, the employee is to stay in accommodation at Council's expense. Accommodation bookings and purchases must be arranged and pre-approved by the applicable Manager.

Where travel and professional development is less than 12 hours, the employee is to discuss with their Manager how they will manage their fatigue risk. It may be best to stay in accommodation to manage fatigue or utilise public transport.

Where employees have exceeded their maximum daily work hours to attend professional development activities, the additional hours worked can be taken as time in lieu the next working day, to ensure they are not placed at risk of fatigue.

Other Work Related Travel

When other work related travel is required, as per the Training/Professional Development clause, the combined activities are not to exceed 12 hours in a day.

Rest Breaks for Travelling

Employees must ensure when travelling in a vehicle, as a minimum, they stop and rest every two hours for 15 minutes. This will assist in managing fatigue.

Other Work Conditions

The Council will adopt the following measures to manage fatigue in the workplace:

- Where possible, reduce the need to work extended hours or overtime.
- Design working hours to allow for good quality sleep and enough recovery time between workdays or shifts for travelling, eating, washing and sleeping.
- Eliminate or reduce the need to work long shifts for more than three consecutive days.
- Schedule work for hours when the risks may be lower; for example, complex and safety-critical tasks are best undertaken during normal day shifts when workers are less likely to be fatigued.
- Avoid working during periods of extreme temperature.
- Install heating devices in cold work environments.
- Install cooling devices and/or provide access to cooled areas in hot work environments.
- Provide shelter in hot work environments.
- Install ventilation and mechanical cooling devices in hot, confined work environments such as truck cabins.
- Provide adequate facilities for rest, sleep, meal breaks, onsite accommodation (if appropriate) and other essential requirements, such as bathroom facilities.
- Install adjustable, vibration-free seats in appropriate machinery and vehicles.
- Ensure the workplace and surroundings are well lit, safe and secure.

Rest Periods following performing Emergency Services Duties

Please refer to the Yarriambiack Shire Council Consolidated Enterprise Agreement for clarification regarding rest periods after performing Emergency Service duty.

27. Guideline - Working in Cold Weather

27.1 Overview

"Cold weather" (cold temperatures which occur mainly during the winter months) can affect all workers. Prolonged exposure to cold weather has the potential to cause hypothermia, and other health and safety related problems.

The aim of this guideline is to identify the risk factors and actions that should be taken if a person is exposed to cold weather and experiences symptoms.

27.2 Responsibility

This guideline applies to all employees, labour hire contractors and volunteers of Council.

It is the responsibility of Line Managers to administer and ensure adherence to this guideline.

27.3 Method

Line Managers will have the discretion to decide if the weather is suitable for staff to work in the elements.

Line Managers must consider Environmental factors such as:

- The air temperature.
- Ground temperature and wind speed.
- Personal factors such as age, abilities, health, and medical conditions.
- The Task to be performed, including the type of activity, duration of activity, duration of exposure and protective clothing required.

Working in cold conditions increases the risk to employee health and safety. Where practical, consider the following solutions when working in cold environments:

- Consider whether outside work can be delayed until the temperature increases.
- Adjust the pace of work to reduce overheating which can lead to sweating.
- Ensure constant observation by Supervisor or buddy system.
- Arrange work tasks to prevent standing or sitting for long periods of time.
- Implement job rotations and regular rest breaks.
- Provide protection such as a hut or the cabin of a vehicle.
- Ensuring staff wear supplied beanies and, where practical, gloves, to protect from loss of body heat.
- Encourage staff to keep their feet and work boots dry.

An air temperature of 1°C should be regarded as the minimum acceptable temperature for normal work. When the temperature reaches below this point, workers should complete training, or maintenance tasks out of the weather.

Recognising Signs of Hypothermia

Hypothermia is one of the most serious hazards of exposure to cold working conditions. It decreases body temperature to a level at which normal muscular and cerebral functions are impaired.

The warning signs include:

- Numb hands.
- Shivering involuntarily.

- Loss of fine motor co-ordination (particularly in the hands- for example trouble with buttons and laces.
- Slurred speech.
- Difficulty in thinking clearly.
- Irrational thinking - sometimes a person may even begin to discard clothing.

This may lead to unconsciousness, even death. Most cases of hypothermia occur in an air temperature below zero degrees.

Hypothermia First Aid

If a staff member is showing signs of hypothermia, follow the directions below.

- a) Seek medical attention (call 000).
- b) Move the person out of the cold, remove wet clothing.
- c) Avoid excess activity or movement
- d) Warm the person at the centre of the body (chest, neck, head, groin).
- e) Do not use direct heat; use warm blankets, towels, wrapped warm water bottles or skin to skin contact.
- f) Do not massage or rub the person.
- g) Keep the person still.
- h) If a person is awake, warm drinks can help.
- i) Do not give alcoholic beverages.

28. Guideline - Working in Heat

28.1 Objective

“Working in heat” (hot temperatures which occur mainly during the summer months) can affect all workers. Prolonged exposure to working in hot conditions (heat) has the potential to cause heat stroke, fainting, heat exhaustion, and other health and safety related problems.

The aim of this guideline is to identify the risk factors and actions that should be taken if a person is exposed to working in hot conditions and experiences symptoms.

28.2 Responsibility

This guideline applies to all employees and associated volunteers.

It is the responsibility of Line Managers to administer and ensure adherence to this guideline.

28.3 Background

Heat illness occurs when the body cannot sufficiently cool itself.

Factors that contribute to this include.

- a) Temperature
- b) Humidity
- c) Amount of air movement
- d) Radiant temperature of surroundings
- e) Clothing
- f) Physical activity

Heat illness covers a range of medical conditions that can arise when the body is unable to cope with working in heat. These conditions include:

- a) Heat stroke – a life threatening condition that requires immediate first aid and medical attention.
- b) Fainting
- c) Heat exhaustion
- d) Heat Cramps
- e) Worsening of pre-existing illness and conditions.

28.4 Method

Line Managers will have the discretion to decide if the weather is suitable for staff to work in the conditions.

Line Managers must consider environmental factors such as.

- a) The air temperature.
- b) The temperature inside the premises that staff are working in.
- c) Any temperature controlling devices fitted to said premises.
- d) Personal factors such as age, abilities, health, and medical conditions of workers.
- e) The task to be performed, including the type of activity, duration of activity, duration of exposure to heat and protective clothing required.

Working in Heat (hot conditions) increases risk to employee health and safety. Where practical, consider the following solutions when working in hot environments:

- a) Consider whether work can be delayed until the temperature decreases.
- b) Starting work earlier to avoid the hottest part of the day.
- c) Encourage workers to drink approximately 200ml of cool water every 15 to 20 minutes and not rely solely on soft drinks and caffeinated drinks.
- d) Parking vehicles in shaded areas and using vehicle air conditioning whilst travelling.
- e) Adjust the pace of work to reduce overheating including taking regular breaks in a cool area.
- f) Ensure applicable staff have access to a monitored duress system.
- g) Conduct annual inspections of Council premises to ensure cooling systems operate correctly.
- h) Managers and Coordinators should also consider allowing more time for tasks to be completed during hot conditions.

Identifying Heat Illness Signs

Heat illness covers a range of medical conditions that can arise when the body is unable to cope with working in heat. Staff that feel or exhibit any of the following signs should seek medical attention.

The warning signs include:

- a) Feeling ill
- b) Nausea
- c) Dizzy and/or weakness
- d) Clumsiness
- e) Collapse and/or Convulsions

Any of the symptoms above may lead to unconsciousness, even death.

Heatstroke First Aid

If a staff member is showing signs of heatstroke, follow the directions below.

- a) Call triple zero (000) for an ambulance.
- b) While waiting for emergency medical help, get the person to a cool shady area and lay them down.
- c) Remove excess clothing and wet their skin with water or wrap in wet cloths, fanning continuously.
- d) Do not give the person fluids to drink.
- e) Position an unconscious person on their side and clear their airway.
- f) Monitor their body temperature where possible and continue cooling efforts until the body temperature drops below 38 °C.
- g) Wait for the ambulance to urgently transport the person to hospital, where more intensive cooling and support can be given.
- h) If medical attention is delayed, seek further instructions from ambulance or hospital emergency staff.

29. Definitions

TERM	DEFINITION
Affected Employee	An employee whose job requires them to operate or use the plant or equipment on which servicing or maintenance is being performed under the lock out or tag out.
Authorised Officer	People and Safety Officer.
BWC	Body Worn Cameras.
Corrective Action Request (CAR)	A Health and Safety Representative may issue a CAR if he or she is of the opinion that there is a contravention of the Act or its Regulations and that such contravention is likely to continue or be repeated. a) The CAR requires the Corporation to remedy the contravention or the activities and circumstances leading to the contravention within the time specified. The CAR must allow the Corporation at least seven days to remedy the contravention. b) A Health and Safety Representative shall issue a CAR providing notice to the person to whom the notice is to be issued.
Designated Work Group	Refers to a group of employees at a workplace determined pursuant to Section 43 of the <i>Occupational Health and Safety Act 2004</i> .
EAP	Employee Assistance Program.
EHF	Excess Heat Factor.
Employee	Includes a Yarriambiack Shire Council employee, independent contractor, volunteer or visitor.
Eye Protection	Is any screen or glasses type device which meets Australian Standard AS/NZS 1067 specific purpose type (b), and AS/NZS 1337 if necessary.
Formal Hazard Inspection	Is a written checklist of hazards inspected that are identified by a hazard/risk assessment.
Harness	The complete assembly by means of which the helmet is maintained in position on the head which may provide a means of absorbing energy.
Hazard	Is anything that has the potential to cause injury or illness (to employees, contractors, visitors or the neighbouring public) or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

TERM	DEFINITION
Hazard Control	Is the process of implementing measures to reduce the risk associated with a hazard. It is always important that any control measure does not introduce new hazards, and ongoing effectiveness of the control is monitored.
Hazard Identification	Is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.
Health and Safety Representatives (HSR)	Refers to an employee elected by members of the designated work group to represent them on matters relating to Occupational Health and Safety.
Hierarchy of Control	Is the established priority order for the types of measures to be used to control risks.
HRCW	High Risk Construction Work.
Incident	Is any unplanned, unexpected, uncontrolled or undesirable event which results in injury/illness, property damage, environmental impacts or a near miss. Incidents may also be referred to as accidents, dangerous occurrences or hazardous incidents.
Incident Manager	A staff member trained in root cause analysis who is to complete the incident report form.
Inspectors	An Inspector is a person appointed by WorkSafe for the purposes of the Act with the following powers: a) Enter inspect and examine at all reasonable times by day or night any workplace which the inspector considers necessary b) Enter any workplace at any time when the inspector is requested or required to attend the workplace c) Take such equipment or materials as may be required d) Make such examination and inquiry as may be necessary to ascertain whether or not this Act or the regulations have been complied with e) Examine any plant substance or other thing whatsoever at the workplace f) Take or remove without payment such samples of any such substance or thing as may be required for analysis g) Take photographs or measurements or make sketches or recordings h) Require the production of examine and take copies of any document or any part of any document i) Direct that the workplace or any part of the workplace be left undisturbed for as long as the inspector considers necessary j) Exercise such other powers as may be necessary or as conferred upon the inspector by this Act or the regulations.

TERM	DEFINITION
Line Manager	Means a Supervisor, Coordinator, Team Leader, Manager or Chief.
Lock Out	The practice of using keyed locks to prevent the unwanted activation of mechanical or electrical equipment.
LOTO	Lock Out/Tag Out.
MSD	Musculoskeletal Disorders.
Near Miss	Events that have the clear potential to cause injury / illness, property damage or environmental impacts, even though none occurred on this occasion.
Near Miss (Near Hit)	Events that have the potential to cause injury/illness, property damage and environmental impacts.
Notifiable Incident	Any incident where notification to a statutory authority, or other agency, is required by applicable legislation. (E.g. notification of trench collapses to WorkSafe).
Occupational Protective Helmet	A helmet including all component parts necessary for proper functioning, primarily intended to protect the upper part of the wearer's head against impact.
ODTS	Organic Dust Toxic Syndrome.
OHS Act	<i>Occupational Health and Safety Act 2004.</i>
Outdoor Worker	Is any employee who in the course of their duties is required to work outdoors.
PETE Testing	Portable Electric Tools and Equipment testing.
PIN	Provisional Improvement Notice.
PPE&C	Personal Protective Equipment and Clothing.
PSO	People and Safety Officer
Risk	Means the likelihood of injury, illness or damage to plant or property arising from exposure to any hazard.
Risk Assessment	Is the process of determining the likelihood of an injury, illness or damage to plant or property happening.
Risk Score	Is a measurement of risk on a common score so that risks can be compared and prioritised for control.
SDS	Safety Data Sheet.
SFEZ	Safe Fire Exclusion Zone.

TERM	DEFINITION
Shell	The material that provided the general outer form of the helmet.
SPF	Means Sun Protection Factor.
Sun Protective Clothing	Is any clothing that provides entire covering of the upper and lower body including limbs and whose fabric complies with AS/NZS 4399:2017.
Sunscreen	Is any sun protection factor (SPF) rated chemical product designed for the process of skin protection.
SWMS	Safe Work Method Statements.
Tag Out	The practice of using tags, with or without locks, to increase the visibility and awareness that plant and equipment is not to be energised or activated until such devices are removed. Tags will be non-reusable, attachable by hand, self-locking, and not easily removed.
Ultraviolet (UVR) Radiation	Is a component of the electromagnetic radiation (EMR) spectrum emitted by the sun. It is composed of wavelengths from 200-400nm.
UVA	Is UVR of wavelengths between 315 to 400nm – more recently recognised as a factor in causing skin cancer, but not readily recognisable via sunburn.
UVB	Is UVR of wavelengths between 280 – 315nm – most readily recognised as a factor as causing reddening (sunburn) and skin damage leading to skin cancer.
WHIC	Workplace Hazard Inspection Checklist.

30. References and Related Documents

Internal Documents

- Occupational Health and Safety Policy and Manual
- Occupational Health and Safety Policy Statement
- Closed Circuit Television (CCTV) Standard Operating Procedure and Operations and Maintenance Manual
- Employee Code of Conduct
- Human Resources Policy and Guidelines Manual
- Incident Investigation Procedure
- OHS Project Management Plan
- Closed Circuit Television (CCTV) Policy
- Family Violence Management Policy
- Information Privacy Policy
- Information Management Policy

- Information Management Procedure
- Risk Management Framework

External Documents

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2017*
- *Workplace Injury Rehabilitation and Compensation Act 2013*
- *Crimes Act 1958*
- *Equal Opportunity Act 2010*
- *Human Rights Charter*
- *Freedom of Information Act 1982*
- *Privacy and Data Protection Act 2014*
- *Tobacco Act 1987*
- *Public Records Act 1973*
- *Dangerous Goods Act 1985*
- *Health Records Act 2001*

31. Consistency with Governance Principles Local Government Act 2020

Governance Principle	Section of policy where covered
a) Council decisions are to be made and actions taken in accordance with the relevant law;	The Guidelines as a whole.
b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;	The Guidelines as a whole.
c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;	The Guidelines as a whole.
d) the municipal community is to be engaged in strategic planning and strategic decision making;	Not applicable.
e) innovation and continuous improvement is to be pursued;	The Guidelines as a whole.
f) collaboration with other Councils and Governments and statutory bodies is to be sought;	The Guidelines as a whole.
g) the ongoing financial viability of the Council is to be ensured;	The Guidelines as a whole.

Governance Principle	Section of policy where covered
h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;	Not applicable.
i) the transparency of Council decisions, actions and information is to be ensured.	Not applicable.

In giving effect to the overarching governance principles, a Council must take into account the following supporting principles—

Community Engagement Principles	• A community engagement process must have a clearly defined objective and scope. • Participants in community engagement must have access to objective, relevant and timely information to inform their participation. • Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement. • Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement. • Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.
Comment:	Not applicable.
Public Transparency Principles	• Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act. • Council information must be publicly available unless— (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest. • Council information must be understandable and accessible to members of the municipal community. • Public awareness of the availability of Council information must be facilitated.
Comment:	Not applicable.
Strategic Planning Principles	• An integrated approach to planning, monitoring and performance reporting is to be adopted. • Strategic planning must address the Community Vision.

	- Strategic planning must take into account the resources needed for effective implementation. - Strategic planning must identify and address the risks to effective implementation. - Strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.
Comment:	Not applicable.
Financial Management Principles	- Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans. - Financial risks must be monitored and managed prudently having regard to economic circumstances. - Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community. - Accounts and records that explain the financial operations and financial position of the Council must be kept.
Comment:	Not applicable.
Service Performance Principles	- Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community. - Services should be accessible to the members of the municipal community for whom the services are intended. - Quality and costs standards for services set by the Council should provide good value to the municipal community. - A Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring. - Service delivery must include a fair and effective process for considering and responding to complaints about service provision.
Comment:	Not applicable.

32. Review Cycle

These Guidelines will be reviewed every three years to ensure they remain current and effective.

33. Legislative Context

The *Occupational Health and Safety Act 2004* requires Council to implement appropriate systems, policies, and procedures to identify, assess, and control workplace risks, as well as to consult with employees on matters relating to health and safety.

Chief Executive Officer Approved Policy and Guidelines

Adopted:	CEO Approved Date	CEO Name	CEO Signature
	18 August 2020	Jessie Holmes	
Reviewed:	9 August 2021 Added Guideline; Working in Cold Weather	Acting CEO Tammy Smith	
	3 February 2022 Added Guideline: Working in Heat	Acting CEO Tammy Smith	
	10 June 2022 Added Epi Pen paragraph in First Aid Guideline	Tammy Smith CEO	
	8 November 2022 Added Duress alarm system to Working Alone Guideline	Tammy Smith CEO	
	08 February 2023 Updated guideline – Seasonal Heat / Days of Catastrophic Fire Danger	Tammy Smith CEO	
	18 April 2023 Added guideline – Dust Suppression	Tammy Smith CEO	
	21 August 2023 Added guideline - Body Worn Camera	Tammy Smith CEO	
	12 August 2026	Tammy Smith CEO	