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| **Element 1**  **A systematic approach**  A safe workplace doesn’t happen by chance or guesswork. It requires a systematic approach to finding and fixing hazards and risks. This approach ensures the highest level of protection is in place for people at work. Element 1 begins with familiarisation of accessing sources of information and data to identify hazards.  A systematic approach is particularly helpful when there is **limited knowledge** about the hazards and how to control the risks in the particular circumstances.  [Hazards and risk assessment](file:///C:\Users\Karl\Desktop\Boeingconsult\HB205-2004%20(1).pdf) is an important part of a safety management system. To formulate a safety policy one should investigate the **injury statistics** to identify hazards that may occurs in the work place.  Injury and disease statistics should then be used for risk assessments. Statistical data should include:   * [Lost time injuries:](http://www.commerce.wa.gov.au/WorkSafe/PDF/Statistics-industry/industry_benchmarks.pdf) *these are work injuries that result in a person being away from work. LTI's are usually reported as a rate against the number of hours worked or the number of workers employed.* * Medical treatment injuries: *these are injuries referred to a medical practitioner that do not result in a lost time injury.* * First aid injuries: *these are injuries that are treated on site and do not usually result in any lost time.*   Medical treatment injuries and first aid injuries can be used as early indicators for problems that may lead to more serious lost time injury accidents.  There are some problems with injury statistics:   * injury rates often do not reflect the potential severity of an event, * there is not necessarily a relationship between â€˜occupationalâ€™ injury statistics and control of major accident hazards * a low injury rate can lead to complacency. * a low injury rate results in fewer data being available.   **Sources of information**  Ask yourself where can I obtain these data and sources of information? Who do I need to work with? What agencies (industry bodies, union, employer groups, manufacturers etc) can help me to find the necessary data and information?  If an organisation develops a safety & health policy it will consider safety statistics to control safety and health risks. The organization need to recognise that there is no **single** reliable measure of health and safety performance. |
| Table 1 provides a listing of OHS legislation and other associated OHS **source of information** and its location.  Numerous additional OHS information is available through the Internet for reference. WorkSafe publications will keep you up to date with current changes, new Acts, Regulations and Codes of Practice.  **Table 1**   |  |  | | --- | --- | | **OS&H INFORMATION** | **Links / References** | | National Safety Council of Australia | [Workplace Health and Safety](http://www.nsca.org.au/dynamic/index.asp) | | safe work australia | [Who we are & what we do](http://www.ascc.gov.au/) | | Reporting accidents and incidents | [WorkSafe WA](http://www.commerce.wa.gov.au/WorkSafe/Content/Services/Report_an_accident_or_incident/index.htm) | | Safety and Health Alert | [WorkSafe statistics](http://www.docep.wa.gov.au/WorkSafe/PDF/Publications/construction.htm) | | Standards Australia | [General Information](http://www.standards.org.au/) | | Philip Poyntert Construction Safety | [Construction Health and Safety](http://www.ppconstructionsafety.com/) | | Australian State Safety Legislation | [States Safety websites](file:///C:\Users\Karl\Desktop\Legislation\General%20InformationStates.htm) |   There are more external resources that you can assess like Journals, manufacturers' manuals & specifications, OHS specialists, etc.  Briefly familiarise yourself with the above sources. Then attempt the selftest. The selftest may ask you specific question. You'll find the answer to this questions on the appropriate websites using  (*Edit►Find on this Page - or shortcut Ctrl + F*).  The selftest should be done at least three (3) times. The objective of the self test is to check your knowledge of Element 1.  The performance criteria of this element are also covered in the Safety Plan Assessment. |

Element 2