WH&S Management Plan  
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Purpose

This purpose of this plan is to:

* To establish and maintain an effective health and safety management system

This plan will assist “Literally Anything” in meeting its obligations in accordance with work health and safety legislation.

This plan applies to all Literally Anything’s employees and to other persons at risk from work carried out at Literally Anything workplaces. Failure to comply with the requirements of this Plan may lead to disciplinary action.

Work Health and Safety (WHS) Policy

The Statement of Commitment and the Implementation of Policy Commitment provide the overarching direction Literally Anything will follow in pursuit of workplace health and safety outcomes. These commitments are:

**Statement of Commitment**

Literally Anything is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimize risks to health, safety and welfare of workers, contactors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Work Health and Safety Act 2011* (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

**Implementation of Policy Commitment**

Literally Anything is committed to ensuring, so far as is reasonably practicable, the health and safety of its works while they are at work, and that the health and safety of other persons is not put at risk from our operations. This will be achieved by:

* providing a safe working environment
* Safe Systems of work
* Facilities for the welfare of workers
* A commitment to consult and co-operate with workers in matters relating to health and safety
* Information, instruction, training and supervision to ensure workers are safe from injury and risks to health

Duty of Care

A Person Conducting a Business or Undertaking (PCBU) has the primary duty of care to ensure:

* This person must make sure that proper safety equipment is available, that proper and up to date training is available, that all work sites meet a current health and safety inspection and that a WHS Representative is selected. They must be responsible for the overall health and safety of the workers and ensure the work they carry out does not contain a risk to their wellbeing.

Literally Anything is a PCBU.

Responsibilities

**Managers and Leaders**

Managers and leaders are responsible for providing a workplace that is, as far as reasonably practicable, a safe and healthy workplace for workers and visitors, in particular in the areas of their control. This includes:

* modelling health and safety leadership
* demonstrating a commitment to good health and safety performance
* Making decisions about health and safety that may affect work activities or other people
* Ensuring legal requirements regarding health and safety are met
* Actioning safety reports and carrying out workplace inspections
* Ensuring safe work methods
* Ensuring safe work practices
* Conducting inductions and regular safety briefings
* Leading by example and promoting health and safety at every opportunity

**Workers**

Workers must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

Workers are defined as any employees, outworkers, apprentices, trainees, students gaining work experience, volunteers, contractors, subcontractors

On a day to day basis, this includes:

* ensuring their own personal health and safety, and that of others in the workplace
* complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management that relates to health and safety
* Take reasonable care for their own health and safety
* Take reasonable care for the health and safety of others who may be affected by their acts
* Not intentionally or recklessly interfere with or misuse anything provided at the workplace for OHS.

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health and safety.

**Contractors**

Contractors, sub-contractors and self-employed persons are defined as “workers” under the WHS Act if they carry out work in any capacity for Literally Anything. They are required to:

* Comply with the requirements of the WHS legislation
* Have in place any WHS policies and programs required under legislation
* Consult with the business about safety matters and comply with their policies
* Work safely and to include the safety of the business’ staff and visitors in their safety plans

**Health and Safety Experts**

The following is a list of nominated workplace health and safety experts, who may be called on to assist with any aspect of this workplace health and safety management plan.

* OHSA (Occupational Safety and Health Administration)
* SWA (Safe Work Australia)
* Australian Government Comcare
* Fair work help

WHS Risk Assessment:

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

* elimination (removal of the hazard)
* substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one within is not hazardous)
* isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
* engineering (e.g. guarding on machinery)
* administrative (e.g. provision of training, policies and procedures, signage)
* personal protective equipment (e.g. use of hearing, eye protection, high visibility vests).

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments will ensure that Literally Anything achieves the goal of eliminating or minimising the risk workers may be exposed to.



Hazard and Risk Assessment:

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| --- | --- | --- | --- | --- | --- |
| Consequence | LIKELIHOOD | | | | |
| Rare (1) | Unlikely (2) | Possible (3) | Likely (4) | Almost Certain (5) |
| Catastrophic (A) | M | M | H | C | C |
| Major (B) | L | M | M | H | C |
| Moderate (C) | L | M | M | M | H |
| Minor (D) | L | L | M | M | M |
| Insignificant (E) | VL | VL | L | L | M |

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| --- | --- |
| Risk level | Required action |
| Critical | Act immediately:  The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls. |
| High | Act today:  The proposed activity can only proceed, provided that:  (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;  (ii) the risk controls must include those identified in legislation, Standards, Codes of Practice etc.  (iii) the risk assessment has been reviewed and approved by the Supervisor and  (iv) The supervisor must review and document the effectiveness of the implemented risk controls. |
| Medium | Act this week:  The proposed task or process can proceed, provided that:  (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;  (ii) the risk assessment has been reviewed and approved by the Supervisor. |
| Low | Act this month:  Managed by local documented routine procedures which must include application of the hierarchy of controls. |
| Very Low | Keep a watching brief:  Although the risk level is low the situation should be monitored periodically to determine if the situation changes. |

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| Hazard | Consequence | Likelihood | Risk Level |
| Improperly setup computer workstation | Minor | Possible | Medium (D3) |
| Long working hours | Minor | Possible | Medium (D3) |
| Broken or defective equipment or machinery | Major | Likely | High (4B) |
| Inappropriate use of supplies, devices, equipment and machinery | Moderate | Possible | Medium (C3) |
| Renovations in the workplace | Minor | Possible | Medium (D3) |
| Electricity surge to the building | Major | Unlikely | Medium (B2) |
| Tired workers | Minor | Almost Certain | Medium (D5) |
| Poorly stacked papers | Insignificant | Unlikely | Very Low (E2) |
| Worldwide pandemic | Catastrophic | Rare | Medium (A1) |
| Infection or transmission in the workplace | Catastrophic | Likely | Critical (A4) |

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| Workplace location: | AIE Campus, Adelaide |
| Name of person conducting assessment: | Louis Francis |
| Date: | 26/03/20 |

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| S | Spot the hazard | | A | Assess the risk | F | Fix the problem | | | E | Evaluate results |
| Identify the work task or activity | | What are the hazards associated with each activity or the steps in each activity | Is the risk associated with the very low, low, medium, high or critical? | | If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk? | | By whom? | By when? | Go through the first 3 steps again to ensure risk levels are now at an acceptable level | |
| Revised risk level | |
| Improperly setup computer workstation | | Loose cables or electrical faults can cause damage to the equipment and user | Medium | | ***Elimination Control:*** *Access to the improperly set up workstation is prohibited until fix*  ***Engineer Control:*** *Loose cables are managed, and the equipment is checked over and properly set up by a qualified technician* | | IT | Within the next week | Low | |
| Long working hours | | Repetitive strain injury and lack of mental stimulation | Minor | | ***Administration Control:*** *Set up a shift system of breaks for 5-10 minutes every 50-60 but have it staggered so workflow remains active*  ***Isolation Control:*** *Move workers into a neutral area to take breaks and rests from work which will help* | | Admin | Within the next month | Very Low | |
| Broken or defective equipment or machinery | | Financial loss, data loss, electrocution | High | | ***Isolation Control:*** *Move workers away from broken equipment and have them use a safe temporary set up to continue working with*  ***Engineering Control:*** *Have all broken equipment fixed or replaced as soon as possible so workflow can be restored*  ***Elimination Control:*** *Dispose of all unsalvageable and broken, hazardous or faulty equipment via the proper channels* | | IT | Within the next day or ASAP | Low | |
| Inappropriate use of supplies, devices, equipment and machinery | | Injury, damage to the item involved, damage to self or others nearby | Medium | | ***Administration Control:*** *Anyone found to be ignoring training and misusing equipment to a severe degree should be reprimanded, demoted or fired*  ***Engineering Control:*** *All workspaces and equipment should be set up properly with guards and barriers to try block or dissuade as much deliberate or accidental misuse as possible* | | PCBU | Within the next week | Very Low | |
| Renovations in the workplace | | Injury from debris or tripping on ill placed materials, badly marked working zones, auditory protection and workflow interruption | Medium | | ***Isolation Control:*** *Make sure all work zones are properly marked with high visibility barriers to prevent wandering into one*  ***PPE:*** *If zone is loud or near to a workspace, satisfactory equipment should be provided to employees* | | PCBU | Within the next week or ASAP | Low | |

Training Plan for Workers:

Literally Anything is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for Literally Anything to achieve a safe workplace.

The following induction checklist should be used in conjunction with the general induction training program for workers to ensure that all new workers are aware of the WHS systems, policies and procedures in place within Literally Anything.

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| Workplace: Literally Anything | |
| Date: | Completed by: |

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| Control measures | What training is required? | Who is to be trained? | How? | Date completed |
| Regular Breaks | Awareness training with break suggestions and signs to look for if you need a break | All staff | Presentation in front of staff from management | 11/02/2022 |
| Computer Hardware Safety and Awareness | Technical computer management and operation | All staff | Demonstration of complete computer safety including computer setup and common issues/hazards | 11/02/2022 |
| Covid Safety Plan | Covid awareness for workplace as directed by management | All staff | Email all staff of covid requirements to be met in the workplace | 11/02/2022 |
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