WH&S Management Plan

Purpose

This purpose of this plan is to:

Is to provide a framework to secure the health and safety of workers and workplaces by protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from the work performed.

This plan will assist Gary’s Good Games in meeting its obligations in accordance with work health and safety legislation.

This plan applies to all Gary’s Good Games employees and to other persons at risk from work carried out at Gary’s Good Games 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 Gary’s Good Games will follow in pursuit of workplace health and safety outcomes. These commitments are:

**Statement of Commitment**

Gary’s Good Games 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**

Gary’s Good Games 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:

* Implement and utilise the company Safety Management System.
* Provide a safe and healthy working environment for all worker(s).
* Identify, assess, eliminate where possible or control all hazards.
* Ensure that there is effective consultation and open communication on all health and safety matters at all levels in the company.
* Promote a culture of no hierarchy where health and safety is concerned. Everyone is a Safety Officer with equal power.
* Ensure that all workers, contractors and key suppliers have the necessary knowledge and skills to undertake their work in a safe and healthy manner.
* Encourage the commitment to health and safety from our workplace to our homes.

Duty of Care

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

* WHS Responsibilities – Develop detailed procedures for the safe performance of work and review these procedures regularly.
* Education and Training – Identify training needs for workers and arrange for them to undertake the specific training prior to commencing work.
* Accident, Injury and Emergency Management – Record all incidents and injuries. Encourage worker participation in the reporting of hazards, incidents and near misses.
* Rehabilitation – Ensure the injured worker and family receive all the necessary support to return to work.
* Establish and Maintain Safety Awareness – Ensure daily prestart meetings are conducted, organize safety talks and demonstrations, engage workers to contribute solutions and maintain acceptable standards of health and safety.
* Discipline – Apply disciplinary action in a uniform and consistent manner.

Gary’s Good Games 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
* Ensure that correct and safe work and environmental procedures are implemented and adhered to by all worker(s) including sub-contractors.
* Identify and take corrective action to eliminate or control hazardous work conditions, equipment and/or practices.
* Ensure that workers are supplied with protective clothing and equipment along with training in the use PPE where necessary.
* Investigate and document all recordable incidents in line with company procedures, and ensure corrective action and notification is actioned.

**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.

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
* Participate in and contribute to the Risk management process
* Promote a safe work culture.
* Reporting all incidents and near misses.
* Attend all inductions, safety talks and pre-start meetings.
* Maintaining a high standard of housekeeping in their area over which they have control.

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 Gary’s Good Games. They are required to:

* Provide training records for all their workers.
* Advise their workers of the WHS requirements and their duty to abide by those requirements.
* Evaluate safety statistics and performance to ensure they comply.
* Advise of any legal proceedings they may be involved in.

**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.

* Steven Safety
* Nelly Near-Miss
* Harvey Healthy

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 Gary’s Good Games achieves the goal of eliminating or minimising the risk workers may be exposed to.



Hazard and Risk Assessment:

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| --- | --- | --- | --- | --- | --- |
| IMPACT | 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 € | 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/unsafe computer workstation | Minor | Possible | Medium (D3) |
| Long working hours/tired workers | Minor | Possible | Medium (D3) |
| Infection/transmission of Covid in the workplace | Major | Likely | High (B4) |

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| Workplace location: | AIE Adelaide Campus |
| Name of person conducting assessment: | Luke Stanbridge |
| Date: | 11/02/2022 |

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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/ unsafe 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, employees become tired and stressed | | Repetitive strain injury and lack of mental stimulation | Medium | | ***Administration Control:*** *Set up a shift system of breaks for 5-10 minutes every 50-60 but have it staggered so workflow remains active* | | Admin | Within the next month | Very Low | |
| Infection/transmission of Covid in the workplace | | Workers could contract Covid and fall ill, potentially spreading to others | High | | ***Eliminate Control:*** *Workers could work from home if they have the capability.*  ***Administrative Control:***  *Follow covid safe working procedures to minimise risk of transmission.* | | Management | As soon as possible | Low | |

Training Plan for Workers:

Gary’s Good Games 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 Gary’s Good Games 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 Gary’s Good Games.

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| Workplace: Gary’s Good Games | |
| Date: 11/02/2022 | Completed by: Blake Page |

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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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