WH&S Management Plan

Purpose

This purpose of this plan is to:

* To show the commitment the company’s management and workers to health and safety in this workplace
* To aim to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors to this workplace, and anyone else who may be affected by our business operations
* To aim to ensure all work activities are done safely

This plan will assist Yeetio in meeting its obligations in accordance with work health and safety legislation.

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

**Statement of Commitment**

Yeetio 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**

Yeetio 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
* ensuring that employees are knowledgeable about the WHS policies
* ensuring that employees know where to seek help and/or advice

Duty of Care

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

* The health and safety of its workers while they are at work, and
* That the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU

Yeetio 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
* A safe working environment
* Safe systems of work
* Information, instruction, training and supervision to nsure workers are safe from injury and risks to health
* Facilities for the welfare of workers

**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
* Wear appropriate PPE and clothing where necessary
* Not misuse or interfere with anything provided in the interest of health and safety
* Report all accidents and incidents on the job immediately
* Report all known or observed hazards

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 Yeetio. 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 policis
* Work safely and to include the safety of the business’ staff and visitors n 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.

* Josh Moten

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 Yeetio 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 |
| Trpping (cords, etc.) | Injury and/or damaged property | Low-Medium | Low |
| Electrical Fire | Injury/Death, Mass damage of property | Low | Critical |
| Eye Strain | Eye damage | Medium | Low |
| Poor back support | Back injury | Low | Low |
| Stress / Pressure | Anxiety / Deperssion | Medium | Medium |
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| Workplace location: | Yeetio Headquarters, Siddeley Street, Melbourne |
| Name of person conducting assessment: | Josh Moten |
| Date: | 13/3/2019 |

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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 hazard low, moderate, significant or high? | | 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 | |
| Prolonged time at computer | | Eye Strain | Low | | Regular eye ‘stretches’ (looking into the distance for 30 seconds or so) | | User | Every 20 minutes | Null | |
| Completing work under a time frame | | Stress / Feeling overwhelmed / Poor Work/life schedule | Low | | Flexible working arrangements, Counselling, | | Employer | Constant | Null-Low | |
| Walking through workplace | | Tripping hazards | Low – Medium | | Promoting good cord management | | Managers / Trainers | Constant | Low | |
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Training Plan for Workers:

Yeetio 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 Yeetio 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 Yeetio.

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| Workplace: Yeetio Headquarters | |
| Date: 13/3/2019 | Completed by: Josh Moten |

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| Control measures | What training is required? | Who is to be trained? | How? | Date completed |
| Good Cord Management | Demonstration of good cord management | Everybody who would have access to cords and the like | Regular demonstrations of good core management practices and access to cord management materials (zip ties / Velcro ties) | 13/3/2019 |
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