WH&S Management Plan

Purpose

This purpose of this plan is to:

* Development and communication of a safety management system.
* Explanation of work health and safety arrangements in the workspace
* Identify the golds of the plan.
* Who holds duty of care.
* List hazards and assess the risk of those hazards.
* Propose rise control measures to address those risks.
* Cite a WHS expert who would assist if required.
* Contain a WHS/training plan for workers.

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

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

**Statement of Commitment**

IntenseVR 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**

IntenseVR 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:

* providing a safe working environment
* remove or reduce the risk on the health, safety and well-being for all workers, contractors and visitors in this workspace, and anyone else may be affected for our business operations.
* Ensure all work activities are done safely.

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 when they are at work.
* Health and safety for other persons is not put in a situation where they are at risk from work done as part of the conduct of the PCBU.
* Eliminating or minimising the risk in the workspace

IntenseVR 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
* safe working environment
* facilities for the welfare of workers
* information, instruction, training, and supervision to ensure the safety of worker from risk and injuries to their health
* commitment talk and help giving advise to the workers in interest relating to health and safety
* commitment who will keep on improving the performance through effective safety management

**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
* required to follow safe work practices to avoid injuries or put risk on themselves and others, and damage to equipment
* wear the right PPE and clothing where it’s necessary
* follow direction when given in regard with health and safety
* not to misuse or interact with anything provided in the interest of health and safety
* report all accident and incidents on the job immediately
* report all know 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 IntenseVR Games.They are required to:

* required to follow the requirements of the WHS legislation
* have in place of any of the WHS policies and programs listed that have to be done under the legislation
* Consult the business about any safety matters and comply with their policies
* Work safely and to follow 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.

* PCBU
* Designers, manufactures, importers, suppliers and installers of plant, substance or structures
* Officers

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 IntenseVR Gamesachieves 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 € | 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 |
| The overhead lights fall from its position and injury’s the people under and around the overhead lights | Minor | Unlikely | L |
| Construct the heavy framework to setup the booth might cause on of the workers to pull a muscle | Moderate | Possible | M |
| There are expose wires on the ground that anyone who is not watching the ground when moving will trip over and hurt themselves | Minor | Possible | M |
| After setting up the equipment, they could have done a bad job and put the wrong cord/wire into a circuit that when use to run the VR could cause electric shock with the user injuring them | Major | Unlikely | M |
| Water spilled on the equipment which might shock the user | Moderate | Unlikely | M |
| The weight capacity of the VR play area is being used by someone who is much over the capacity might injury themselves | Minor | Unlikely | L |
| The sound system the users use could be too loud that causes noise pollution affecting their health and well-being | Minor | Possible | M |
| Might have a faulty headset that randomly has flashing white images that will hurt the eyes of the user | Minor | Unlikely | L |
| The user could get dizzy while in VR and if the play area doesn’t allow them to hold on to anything could fall off and injury themselves | Moderate | Possible | M |
| Workers who overdo it to fix up the game could cause affect there well-being heavy with not getting enough sleep, food, water and taken breaks | Moderate | Likely | M |
| When moving the 6-inch OLED Display screens if the screen breaks could have sharp piece from the screen injury the people caring the screen | Major | Unlikely | M |
| Faulty equipment that could go up in flames and cause fire injuries | Catastrophic | Rare | M |
| People in the VR might hit someone in there surrounding that they can’t see | Minor | Possible | M |
| The support beams in the area might be loose and fall on to someone | Major | Rare | L |
| One of the workers get verbal abuse by a customer | Moderate | Possible | M |

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| Workplace location: | GamesRock convention |
| Name of person conducting assessment: | Blake Peck |
| Date: | 6/3/2021 |

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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 (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 (i.e., what is the control measure)? | | By whom? | By when? | Go through the first 3 steps again to ensure risk levels are now at an acceptable level | |
| Revised risk level | |
| Setting up the booth that has a heavy framework | | Pulling a muscle from the lifting of heavy objects | Medium | | Administration and Training | | Studio manager | Before the 12 hours till the event begins | Low risk level | |
| People using the VR | | Getting sick from being in VR for too long | Low | | Administration and warnings | | Staff who look after the customers | When the customer is ready to use the VR | Very low risk level | |
| Water that can be spilled near any of the equipment | | Could spill onto wires or any electronic that could shock someone or damage equipment | Medium | | Administration, instructions, and warnings | | Staff | Through the whole day | Low risk level | |
| Conflict with a customer | | Customers is verbal abusing a worker | Low | | Administrative and training | | Studio manager | When the conflict starts | Very low risk | |
| People using VR | | Swing out around them with no notice of hitting things around them | Low | | Administrative, instructions and educating | | Staff who look after the customer | Before the customer using the VR | Very low risk | |

Training Plan for Workers:

IntenseVR 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 IntenseVR 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 IntenseVR Games.

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| Workplace: GamesRock convention | |
| Date:1/2/2021 | Completed by:5/3/2021 |

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| Control measures | What training is required? | Who is to be trained? | Who is conducting the training? | Date completed |
| Fitting VR equipment | Knowing how to put on the VR and to strap in to fit your body | All staff that are working with the customers who are going to use the VR | An expert in using and good knowledge of VR | 4/3/2021 |
| Clearing equipment | How to clear the equipment after being used to decrease the chances of someone getting sick from someone else using them before | Staff who are setting up the booth and the staff who are next to the VR and have access to one | HRS | 5/3/20201 |
| First Aid | Basic First Aid | Staff who are close to where the first aid is stored at the place and are not the busy throughout the day | Red Cross | 5/3/2021 |
| Equipment management | Dealing with all the equipment making sure all the equipment like cables and computer, makes it to the event and are organise so when people need an equipment it can be found fast | Staff who are task with setting up the booth | Basic Understanding of cable Management video online | 5/3/2021 |
| Interacting with customers | Dealing with customers in any event of one customer verbal abuse the staff, and how to deal with it | Staff on the floor or the entrance or any chance of having an interacting with a customer | Expert in customer severs | 4/3/2021 |
| Dealing with fires | If and fire is set off by one of the equipment’s how to stop the fire or slow it down for help | Staff that are near the fire extinguisher | Trained fire fighters | 2/3/2021 |
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