WH&S Management Plan

Purpose

This purpose of this plan is to:

* To aim to reduce or remove risks in the workplace regarding health, safety and welfare of employees, employers, visitors and any contractors of the company.
* Ensure that WHS is enforced by both employees and employers in the workplace to create a safe working environment.

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

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

**Statement of Commitment**

Osaka Pty LTD 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**

Osaka Pty LTD 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 of the possible risks and strategies and procedures to avoid these dangers.
* Implementing a system that protects employees further by enforcement from employers.

Duty of Care

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

* The health and safety of employees while at work and
* The health and safety of anyone affected by the companies operations.

Osaka Pty LTD 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.
* Providing informational and instructional information which outlines the possible risks involved in the business as well as procedures to avoid or minimise the risk of potential hazards.
* Providing training and supervision to employees to further ensure their safety in the workplace.

**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.
* Report potential hazards, accidents and incidents in the workplace immediately
* Being aware of any important procedures to avoid hazards in the workplace. This can include things like evacuation drills and the position of fire extinguishes for example.
* Not to intentionally put other workers or employees at risk of any 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 Osaka Pty LTD. They are required to:

* Follow any WHS legislation required at workers at Osaka Pty LTD.
* Use or at least take into consideration the WHS practices and procedures used by Osaka Pty LTD

**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.

Osaka Rice-Wine

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 Osaka Pty LTD 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 (E) | VL | VL | L | L | M |

|  |  |
| --- | --- |
| 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 |
| Tripping by uneven surface | Minor damage to hand and/or knees. (E) | (3) | (E3) Low |
| Slips by spills | Minor damage to knees and the back of head (C) | (2) | (C2) Medium |
| Electrocution by wires | With max Australian outlet (240v) no major damage can be caused (D) | (2) | (D2) Low |
| Electrocution by spill | With max Australian outlet (240v) no major damage can be caused (D) | (3) | (D3) Medium |
| Eye strain | In a short-term affect (E) | (3) | (E3) Low |
| Tripping on stairs | On the unlikely occurrence can be damaging (C) | (2) | (C2) Medium |
| Improper posture | Potentially long-term damage to back. (D) | (3) | (D3) Medium, though long-term solutions should be implemented to avoid |
| Fire hazards | Potentially long term but more often short term and minor (D) | (2) | (D2) Low |
| Hot water | Slight burns (D) | (2) | (D2) Low |
| Workplace bullying | Over a longer period (C) | (3) | (C3) Medium |
| Long term mobile device issues | (C) | (3) | (C3) Medium |
| Short term mobile device issues | Running into things while distracted by phone (D) | (3) | (D3) Medium |
| Workplace conflict | Potentially long term (C) | (2) | (C2) Medium |
| Sickness | Most commonly (D) | (3) | (D3) Medium |
| Air-conditioning | Impacts a little on comfort and efficiency (E) | (2) | (E3) Low |
| Lighting | Impacts on comfort (E) | (2) | (E3) Low |

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| Workplace location: | Osaka Pty LTD |
| Name of person conducting assessment: | Osaka Rice-Wine |
| Date: | 13/3/20 |

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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 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 | |
| Office work | | Posture issues | Moderate | | Advice can be provided to workers | | A manager, supervisor | The week or month | Low | |
| Meal break | | Boiling water and heat | Low | | Employees should be given advice about carrying out tasks safely | | A manager, supervisor | In about a month | Lower | |
| Walking | | Tripping on an uneven surface | Low | | Employees must be cautious and lookout for uneven surfaces | | A manager, supervisor | In about a month | Lower | |
| Working in a group | | Workplace bullying | Moderate | | Potentially, Disciplinary actions must be taken | | A manager, supervisor | The week or month | Low | |
| Office work | | Sickness | Moderate | | Employees or workers are to be educated in the risk in coming to work sick | | A manager, supervisor | The week or month | Low | |

Training Plan for Workers:

Osaka Pty LTD 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 Osaka Pty LTD 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 Osaka Pty LTD.

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| Workplace: Osaka Pty LTD | |
| Date: 13/03/2020 | Completed by: Osaka Rice-Wine |

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| Control measures | What training is required? | Who is to be trained? | How? | Date completed |
| Proper conduct around boiling water sign | Alerting employees and workers | Employees | Employees are made aware of signs and in return follow their steps |  |
| Fire extinguishes | Providing signs and instructions | Employees | Employees are made aware of extinguisher locations and follow their directions |  |
| Proper posture | Running through WHS with employees | Employees who work sitting down | Employees must complete a short WHS program |  |
| Workplace bullying | Giving employees the option to report bullies | Employees | Employees are made aware by supervisors |  |
| Electrical hazards | Employees are to alert Supervisors | Employees | Employees must complete a short WHS program |  |
| Tripping hazards | Employees are to alert Supervisors | Employees | Employees must complete a short WHS program |  |
| The use of mobile phones | Employees are to run through healthy mobile phone usage during WHS | Employees | Employees must complete a short WHS program |  |
| Lighting | General WHS | Employees who spend most of their time indoors | Employees must complete a short WHS program |  |
| Maintaining health and hygiene | Part of running through general WHS and consideration in the workplace | Employees | Employees must complete a short WHS program |  |
| Workplace conflict | Employees are to be taught of workplace conduct | All employees | Can be included in WHS programs but also supervised |  |
| Eyes train | General WHS | Employees who work with computers or screens | Employees must complete a short WHS program |  |