WH&S Management Plan

Purpose

When developing a work health and safety management plan, the goals needing to be achieved or the purpose of the plan is:

* To keep workers safe within their working environment.
* Maintaining a safe work environment
* Reminding the workers to take responsibility of their own health and safety
* Reminding workers to make sure their actions do not affect the health and safety of others in a negative manner.

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

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

**Statement of Commitment**

FrontStar 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**

FrontStar 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
* Maintaining a consistent safety environment and not putting another workers health and safety at risk.
* Ensuring the provision and maintenance of a safe work environment.
* Making sure that workers have their breaks to reduce the risk of rsi, eye injury etc.
* Consistently monitoring behavior and analysis of any negative attitude towards the worker.

Duty of Care

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

* That the health and safety of the workers are a primary duty of care.
* The health and safety of other people are not put at risk from the work carried out by the PCBU.

FrontStar 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 systems of work.
* A commitment to consult with the workers about work health and safety
* A performance enhancement for new and improved ways of keeping the environment safe.
* Making sure that information, instructions, training and supervision is in place for workers, so they are safe of injury and health risks.

**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
* Wearing the necessary PPE equipment if a hazard becomes a high risk.
* Avoiding injury due to complying with instructions.
* Reporting all incidents and accidents that could occur during the job immediately
* Reporting all known and 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 FrontStar. They are required to:

* Consult with the business about safety matters and comply with their policies
* Within the environment, work safely but also making sure that the safety of people around the area is within their safety plans. These people could include employees and visitors.

**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.

* John the handy man.

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 FrontStar 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 |
| Electrocution (from exposed wire) | Major | Likely | High |
| Broken Chair (could cause spinal injury) | Moderate | Possible | Medium |
| Water leak from Air Conditioner (causing electrocution if near wires) | Major | Almost Certain | Critical |
| Sunburn | Moderate | Rare | Low |
| Repetitive strain injury | Major | Likely | High |
| Vomit on the ground | Moderate | Possible | Critical |
| Eye damage | Catastrophic | Likely | High |
| Bad Body posture from bad chairs | Major | Likely | High |
| Tripping over cords | Moderate | Possible | Medium |
| Burnt arm from hot contents on printer | Catastrophic | Possible | High |
| Bullied by a co-worker | Catastrophic | Possible | Critical |
| Fire | Catastrophic | Unlikely | Critical |
| Falling desktop computers | Major | Possible | Critical |
| Particles from a 3D printer producing toxic vapours | Major | Likely | High |
| Overloaded Power outlets | Catastrophic | (Depending on how the workplace is structured) Possible | Critical |

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| --- | --- |
| Workplace location: | FrontStar |
| Name of person conducting assessment: | Benjamin McDonald |
| Date: | 11/03/2020 |

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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 | |
| Brainstorming a component for a game. | | Tripping over cords, Sun burn | Moderate, Low | | For now, cover the existing cords then later move them away from peoples reach. For sun burn, the windows need blinds and any other protection that’s needed. | | The contacts from the management for both. | As soon as possible, as soon as it is ordered by the company. | The risk level for tripping over cords would become low once it has been moved from peoples reach. As it isn’t an issue for people, it becomes a low risk. Sun burn is reduced even more when the blinds for the windows are installed allowing for less chance of burning. | |
| Coding the game | | RSI, eye strains, spinal injury | High, High, High | | To reduce rsi and eye strains, taking breaks or less screen time. The chair needs to be removed to reduce spinal injury. | | The individual, The individual, FrontStar. | As soon as possible, As soon as the issue arises. | The risk level would be constantly the same as the issue with rsi and eye strains will always be consistent if individuals spend a lot of their days behind computers. Spinal Injuries would reduce in risk to low if the new chair installed is good quality and gives the individual better posture. | |
| 3D printing a model of the character | | Burnt arm, Tripping over cords | High, Moderate | | A sign needs to be installed next to the printer. Cords need to be moved from each worker reach. | | FrontStar, FrontStar. | As soon as possible, As soon as possible. | The risk level is the same if an individual doesn’t read the sign however, more people will be informed. The cords will become a low risk if they are tucked away from other workers. As it would have less to no one tripping over them. | |
| Creating artwork for the new game. | | RSI, Overloaded Power outlets, spinal injury | High, High, High | | Rsi is reduced through more breaks and less screen time. Power outlets need to be connected less at the same outlet. The chair needs to be removed to reduce spinal injury. | | The individual, FrontStar, FrontStar. | As soon as possible, Immediately, As soon as possible. | The risk level of rsi will be consistent as people will be spending multiple hours on their computer every day. The situation needs to continuously be monitored until no problems arise. It will still be high until it has been solved. As soon as a new chair is brought in which provides good posture, the risk level is reduced. | |
| Animations of the characters in the game | | Overloaded Power Outlets, eye strains, Electrocution | High, High, High | | Power outlets need to be connected less at the same outlet. Eye strains would require more breaks and screen time. Electrocution is reduced through safety precautions of making sure the aircon isn’t leaking and that there isn’t exposed wire. | | FrontStar, The individual, FrontStar. | Immediately, As soon as possible, Immediately. | The situation with the power outlets needs to continuously be monitored until no problems arise. It will still be high until it has been solved. Eye strains risk will be constant as the individual would always be at a computer and would need to often have breaks and screen rest. Electrocution is a serious matter and that if it is solved, the workplace is safe and the risk is lower however, if it isn’t properly solved, it still becomes a high risk. | |

Training Plan for Workers:

FrontStar 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 FrontStar 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 FrontStar.

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| Workplace: FrontStar | | | | | |
| Date:11/03/2020 | | | Completed by: Benjamin McDonald | | |
| Control measures | What training is required? | Who is to be trained? | | How? | Date completed |
| Fire hazard would require the Engineering Controls. | Fire evacuation drills | Everyone in the workplace | | Drills would need to be created to understand the directions that everyone needs to take to leave the workplace in an orderly manner. | 11/03/2020 |
| Electrical Hazard would require Engineering Controls. | Evacuation drills of leaving either the building or the area of the workplace. | People within the space of the electrical hazard or the entire workplace. | | Drills would be used to evacuate people out of the classroom in an orderly manner. | 11/03/2020 |
| Someone vomiting on the floor would be a bit of administrative control, PPE and later elimination. | How to clean up the vomit and who to report to. | People in charge of cleaning. | | People in charge of cleaning would need to know through testing/training or looking up online how to dissolve and eliminate the vomit stains and everything from the floor. | 11/03/2020 |
| Falling Desktop computer would be Elimination | How to carefully move the computer without damaging any components in it. | Everyone within the workplace. | | Within a workplace, individuals need to know how heavy the computer can be and whether they can elevate to from their fallen position or whether they need assistance. | 11/03/2020 |
| Poor or inadequate lighting this can be considered an Administrative control then a substitution. | How to replace the globe or the source of light. Whilst the people in the workplace need to relocate. | Engineers and the developer oversee everyone being told what to do. | | This is controlled when the developer or the instructor of the workplace tells the other workers what the situation is. | 11/03/2020 |
| Tripping Hazard would require the elimination method. | Careful understanding of what equipment is needed to carry the wires and where to place them | Engineers. The head developers need to provide a barrier for the situation. | | When the barrier for the cords are put into place, the rest of the workplace would only need to avoid it and allow for the experts to deal with the situation. | 11/03/2020 |
| Individuals Illness would use Administrative Controls and PPE if the worker had been sick nearby or if need Engineering controls. | Examination of anyone that is being sick within the workplace and what they should do. | The head staff. | | What would be involved is to either isolate everyone from the individual that’s sick if they are needed for a project. If not, the head staff would need to inform the sick individual to go home. | 11/03/2020 |
| Poor organisation of placement of objects within the environment would be considered an elimination or a substitution. | Letting the company or the head staff know about the dangers of keeping for example, a fire escape locked or blocked. | The entire workplace. | | The workplace needs to make sure they inform the heads of staff or the company owners about their design choices and that they don’t block any safety exists or are possible safety hazards of their own. | 11/03/2020 |
| Confined space issues that can lead to other hazards would be elimination. | The company should make sure that there isn’t any confined space but if there is, what is required is to make sure that people can lift the objects and how they can layout the area in a better manner. | The entire workplace (in terms of letting the head staff know) and the head staff (in terms of moving the objects.) | | When a request or a proposal for the moving of objects within a confined space is issued, the head staff would try and organise and move it to somewhere else to prevent the problems of another hazard from occurring. Other workers would need to avoid the area until the movement of the objects have been completed. | 11/03/2020 |
| Burning from the 3D printer would result in Administrative Controls. | The company would need to make sure that they inform their workers how to operate and be safe around the printer. | The head of staff. | | When dealing with the 3D printer, an issue with burning a limb of the individual could occur if they don’t use it safety. A sign would be necessary to inform about the requirements of the printer. | 11/03/2020 |
| Falling objects within a working environment would be an elimination and Engineering Control method. | If a situation happens, people need to know whether they can stand it back upright or if they need someone else to help them. | Everyone within the workplace. | | Within a workplace, individuals need to know how much they can carry and if the object is too large to carry, asking another colleague or for someone from the managers to help would be the best plan of attack. | 11/03/2020 |
| Smoking in a non-smoking zone would be an elimination. | There should be a smoking zone if not, the manager would need to remove the individual from the site immediately | The head staff. Also, everyone in the workplace need to know to report the situation. | | The head of staff need to make sure there isn’t any asthmatics in the vicinity before needing to escort the individual outside to remind them to not smoke indoors or to smoke a non-smoking zone. | 11/03/2020 |