WHS Management System Design and Implementation – Head Office building expansion project.

Purpose: The project will focus on the planning, design and implementaiton of a Work Health and Safety Management System (WHSMS) for the company; specifically ensuring compliance and best practise application of the work health and safety legislation throughout the Head Office building expansion project.

Adherence to the WHS Act Legislation, policies, procedures and programs[[1]](#footnote-1)

Throughout the project. management, supervisors, staff and agents will be educated on the non-negotiable adherence to the WHS Act legislative responsibilities, policies, procedures and programs in place and enforceable. All persons shall be made familiar of both the location and content of the policies and procedures, and that these policies and procedures are current to the latest WHS legislation, regulations and codes of practices. All changes will be regularly announced and re-educated to all persons as applicable.

It is the duty of the organisation to ensure a safe workplace. Regulations to ensure a safe workplace include:

* Hazard/risk identification
* Performance of risk assessments for workplace hazards
* Specifying controls and/or processes to minimise hazards
* Representing and participating with personnel on health and safety issues
* Maintaining safe plant and structures
* Monitoring hazardous work involving noise, hazardous tasks, confined spaces, risk of falls, demolition work or electrical safety
* Monitoring requirements for licensing and accreditation
* Monitoring safety when working with asbestos or hazardous materials and chemicals

Further to the regulations listed above, below are some of the legal requirements covered under the WHS legislation.

* Managing risks to workers’ health and safety, including risk assessment and control processes
* Protecting people at work from injury and illness, including psychological injury
* Protecting the health and safety of the public in workplaces
* Consulting workers and encouraging participation in maintaining work health and safety, including the establishment of health and safety committees
* Providing training in safe operating procedures
* Having requirements for maintenance and confidentiality of records of occupational injury and disease

Identify and approve financial and human resources required by the WHSMS*[[2]](#footnote-2)*

In consultation of with team members, stakeholders and related persons, the WHS priorities will be covered in the planning process. Recommendations for the individual safety for the individual safety or WHS expenditure may also come from a variety of other sources, including individual workers, the health and safety committee, health and safety representatives, unions or external contractors.

The human resources, the people, are the most important resource for this project. Training for will be required for:

* Health and safety committee, in relation to the WHS legislation and regulations
* Specialist health and safety representatives
* Emergency wardens
* First-aid officers
* Compliance officers and auditors
* Managers, supervisors and workers

The financial resources, essential for the successful implementation and on-going maintenance of this project, will include:

* Financing of the health and safety representative/officers’ salaries
* Financing of the health and safety representative/officers’ training courses
* Purchase of physical resources (such as safety helmets and/or first-aid kits)
* Upgrading of equipment

These finances will be identified and budgeted for, not only for the direct implementation investment, but also the ongoing investment. All financing will also include a ‘buffer’ for unexpected risks uncovered in discovery and implementation.

Approval of the identified expenditure will be forwarded to the relevant stakeholders as soon as reasonably possible prior to application.

**Inclusion of hazard identification at the planning stage**

*(refer Document 7 - Risk Management Plan)*

This document addresses the background issues identified when planning the refurbishment and expansion of the BizOps head office.

It details works conducted by a multitude of workers of varying occupation and trades, including engineers, plumbers, electricians, carpenters, cabinet-makers, and painters.

It covers the equipment being used by the workers, including, nail guns, jackhammers, power tools, elevated work platforms, scaffolding and the extensive range of other building and construction equipment used.

The environment of the works is also considered as the works will include renovations fronting a busy street requiring consideration of the safety and minimal interruption to vehicular and pedestrian traffic flows.

The steps followed in the identification and analysis include:

* Identification and consequential impact of injuries
* Identification and likelihood of injury occurrence
* Identification of action priorities using a risk categorisation scoring matrix
* Risk control hierarchy
* Application of the hierarchal hazard control
* Who, how and when control effectiveness is reviewed and assessed

Establishing and maintaining participation arrangements

Throughout this project consultative methods will be strictly adhered to in the involvement of workers, health and safety officers, consultants and key stakeholders to ensure compliance with legislative and regulatory requirements.

To ensure a positive outcome a health and safety committee will be appointed to identify and resolve health and safety issues as well as develop procedures for safe work systems. The committee will include both persons controlling the business as well as worker representatives.

It shall:

* Provide a forum for cooperation and consultation between the persons controlling the business as well as workers on health and safety issues.
* Maintain health and safety management documentation for the workplace.
* Investigate training needs and ensures adequate training is provided to all the workers
* Keeps up to date with health and safety information and current health and safety best practice
* Recommends establishing, maintaining and monitoring WHS programs, measures and procedures
* Helps to find solutions to health and safety problems
* Helps to investigate workplace incidents and evaluates the overall health and safety program
* Helps to promote health and safety in the workplace.

Standards of care to avoid harm

All reasonable steps will be undertaken to ensure demonstratable measures are in place to prevent hard. The engagement of specialised safety officer(s) and/or external specialists will be employed to ensure all precautions are in place to prevent harm.

It is the Health and Safety Officers’ responsibly to:

* Work closely with management to perform risk identification, analyse incident reports and develop plans to eliminate or minimise risk
* Assisting in the preparation of standard operating procedures, health and safety programs and initiatives
* Conduct inspections and safety audits
* Coordinating fire and other emergency responses
* Coordinating health and safety training
* Inspecting plant, equipment, processes and working methods
* Investigating incidents
* Providing incidents
* Providing information to workers
* Providing specialist advice to the Health and Safety Committee

The benefits of participation in these arrangements are an improvement in moral and productivity as all parties are involved in a collaborative effort in health and safety issues.

Provision of information to workers. Establishing and maintaining communication between management and workers is crucial. Ensuring workers understand the type of information health and safety personnel can provide and the strategies employed to disseminate the information is the cornerstone of a healthy and safe workplace.

Documentary communication. The following are examples of documents that should be readily available and up to date:

* Current health and safety policies and procedures
* Health and safety surveys checklists and audits
* Lists of identified hazards
* Complaint forms
* Incident, injury and near-miss reports
* Workers compensation forms

Best consultative strategies. The following strategies are recommended for better worker involvement and education:

* Regular meetings with the health and safety representatives and committee members
* Regular workplace inspections
* Hazard identification and risk assessments
* Health and safety issues of the agenda for every staff meeting
* Regular consultation with the health and safety officer
* Intranet notification system for WHS issues
* Suggestion box
* Health and safety signage and notices throughout the workplace
* Formal health and safety issue resolution processes

Following up. Workers should be aware that safety matters will be followed up in both a formal and informal process. The business may:

* Make decisions about the adequacy of facilities for worker welfare
* Monitor workers’ health and workplace conditions based on information received
* Provide further training and information
* Propose changes to the work performed at the workplace that may affect the health and safety of workers

Measure and evaluate the WHSMS in line with the organisation’s quality system framework

*Refer. Attachment 7 - Risk Management Plan*

Evaluation of internal systems.

The internal WHS systems were measured against the quality systems framework.

The definitions surmised from the framework are:

* A risk is any event that impacts BizOps' ability to meet its goals and objectives.
* Risk identification is the process of determining what might happen, how, when and why in relation to the risk identified.
* Risk analysis is a process that helps the organisation understand the effect of the risk on our goals and objectives.
* Risk evaluation involves comparing risks and determining the order in which they should be dealt with.
* Risk treatment is the process for applying measures to minimise, modify or eliminate the risk.

The responsibilities for the monitoring and implementation are allotted to the risk management committee on behalf of the CEO, the committee is responsible for:

* Ensuring BizOps is complying with any legal requirements
* Ensuring risks are effectively managed
* Maintaining business operations
* Identifying significant operational risks
* Monitoring the management of strategic and operational risks

The managing directors are responsible for:

* Making recommendations to the committee on risk management policies and procedures
* Reviewing risk management incidents as they occur
* Providing support and advice to the committee on risk management issues affecting their areas in relation to identifying, analysing, evaluating and treating risks
* Establishing and administering a BizOps risk register
* Implementing risk management training.

All BizOps employees are responsible for applying risk management principles and practices in their work areas. Management is responsible for ensuring risk management principles are applied.

* Employees must report risks and participate in risk management training.

The key critique for the evaluation is:

Proactive monitoring

* Implementing a cyclical audit schedule
* Monitoring the effectiveness of risk controls
* Reviewing WHS performance measures; e.g. lost time or incident frequency statistics

Reactive monitoring

* Investigation the causes of accidents and incidents
* Evaluating hazard reports and risk assessment undertakings
* Assessing and acting on feedback from works about WHS requirements

**(25) The methods used to establish, implement, maintain and evaluate a WHSMS for a work area of BizOps Enterprises in accordance with WHS legislation, including policies, procedures and record keeping.** *(Topic 3 & 4)*

Background context:

Priority:

Project objectives:

*(Look at Attachment Organisation Operational Plan)*

Key deliverables:

Project responsibilities:

Schedule

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| Item | Milestone date | Responsibility |
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Resource and cost plan

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| Deliverable/milestone/phase | Resource | Cost |
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Project risk assessment

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| Risk | Level (high/medium/Low) | Management strategy |
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Quality management plan

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| Agreed quality standard | Measure |
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Communications and reporting

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| Stakeholder | Information required | Method |
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*(Look at Attachment Organisation Operational Plan page 3 Consultation Strategy)*

*(Look at Attachment Enterprises organisational charts)*

1. (Aspire Training & Consulting, 2017 pgs. 2-4) [↑](#footnote-ref-1)
2. (Aspire Training & Consulting, 2017 pgs. 24-26) [↑](#footnote-ref-2)