WH&S Management Plan

Purpose

This purpose of this plan is to:

* Ensure the VR game is in a playable state for the public for better advertisement
* Create the safest possible environment for those participating

This plan will assist <business name> in meeting its obligations in accordance with work health and safety legislation.

This plan applies to all IntenseVR Games’ employees and to other persons at risk from work carried out at IntenseVR Games’ 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
* create a tidy anti hazard gaming space
* testing the game before public exposure for hazards, injuries and side effects.

Duty of Care

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

* making sure to create a safe work environment
* safe use, handling and storage of equipment and other substances
* provision for adequate facilities including toilets, sanitation, hydration stations, etc.
* provides instructions to public , training to staff , information and supervision.
* monitoring of workers health and conditions at the workplace

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
* ensure, so far as is reasonably practicable, that the workplace does not put the health or safety of any person at risk.

**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
* use the appropriate clothing to differentiate a worker from the general public
* advise higher individuals of possible dangers and hazards to avoid possible inconveniences.
* know the correct procedures for first aid emergencies

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:

* apply insurance for incase of any inconveniences
* discuss the legal matters and consequences of specific actions to those under contract
* discuss safety and surrounding policies
* Comply with the requirements of the WHS legislation

**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.

* CEO
* Managers
* Supervisors
* Specifically hired consultants to implement safety measures.

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 Games achieves 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 |
| Disease | A | 3 | H |
| Fire | A | 3 | H |
| Electrical wires | D | 4 | M |
| Liquid Spill | C | 4 | M |
| Workload | B | 4 | H |
| Bullying | A | 4 | C |
| Sitting Posture | C | 4 | M |
| Screen Time | D | 5 | M |
| Tripping | C | 4 | M |
| Heavy Pickup load | B | 2 | M |
| Poor Lighting | D | 2 | L |
| Screen Glare | C | 4 | M |
| Paint Fumes | D | 1 | L |
| Monitor Height | C | 3 | M |
| Mouse and Keyboard use | D | 3 | M |

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| Workplace location: | IntenseVR Games |
| Name of person conducting assessment: | Steven Castano |
| Date: | 9/3/21 |

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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 | |
| Picking up heavy paper load | | -could damage back if picked up in a bad posture.  -physical exertion may lead to bodily side effects such as hernias. | Medium | | -work safety lessons on correct posture can be taught.  -compile less weight within each pile of paper/load. | | By a supervisor or manager | To be imple-mented as soon as possible | Split the piles into smaller and manageable loads to lift and transport with ease therefore reducing the muscle strain, physical exhaustion and forcing the spine.  New Risk Level: Very low | |
| Extensive workload | | -extensive workload can lead to both physical and psychological exhaustion from sitting and staring at a screen without breaks to mental stress. | high | | -ensure to rest properly  -take sufficient breaks  -maintain comfortable throughout working | | Own self with the permission of a manager | Frequent rests throughout day | Take frequent rests to keep the mind stress free, relax muscles, back, eyes and arms. Keeping correct seating posture while working can reduce significant pains and strains over long periods.  New Risk Level: low | |
| Setting up electrical wiring | | Managing and arranging electrical wiring may contain multiple hazards including the risk of electrocution and tripping. | High | | -turn off power/ electricity when connecting cables and power points to avoid coming in contact with an active wire. Keep an organised working space with loose wires running through an area where tripping chances are heavily reduced. | | Own self, management, team | To be imple-mented as soon as possible | -turn off power/ electricity when connecting cables and power points to avoid coming in contact with an active wire. Keep an organised working space with loose wires running through an area where tripping chances are heavily reduced.  New Risk Level: low | |
| Using VR headset | | Using VR headsets can have many side effects on an individuals physical, psychological and chemical health. Through electrical fumes, causing sickness and causing anxiety. | medium | | Implement restriction times/ timers on the time that can be spent wearing a VR headset.  Implement warnings of possible side effects that the VR headset may cause. | | Management, team controlling VR headset, own self | Before the use of VR headset to avoid possible affects on people who wear it | Wear the headset for an restricted amount of time with warnings before beginning. This could warn people with conditions such as epilepsy, reduce eye strain from focusing on specific pixels, nausea, and avoid anxiety before it gets to a point of mental pain. Heat fumes may also be present causing headaches | |
| Using outdated work technology | | Using outdated work technology can significantly affect work quantity completed causing mental stress, may release toxic or unhealthy fumes and cause electrical sparks and danger. | medium | | Update technology, buy faster and more efficient hardware/ software. | | Managers, CEO, supervisor, budget management. | asap | By up to date technology and purchasing faster hardware/ software, workers are able to work in a more efficient manner completing work and tasks faster this allows for reduced stress within a deadline and to use the full potential of the workers in what they can accomplish. | |

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: IntenseVR Games | |
| Date: 9/03/21 | Completed by:10/03/21 |

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| Control measures | What training is required? | Who is to be trained? | Who is conducting the training? | Date completed |
| Elimination | Train how to properly dispose the root of the problem/ hazard therefore leaving no remaining reason for caution. |  |  |  |
| Substitution |  |  |  |  |
| Engineering Controls |  |  |  |  |
| Administrative Controls |  |  |  |  |
| PPE |  |  |  |  |
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