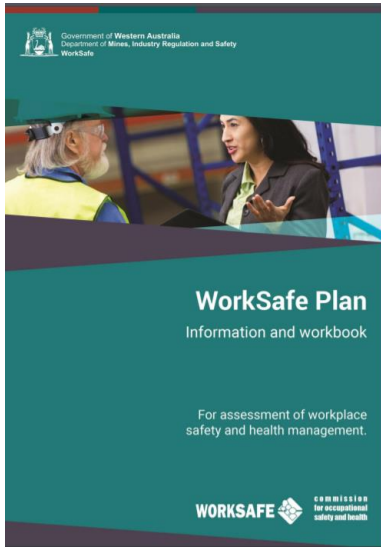




WorkSafe Plan



Chris Kirwin – Director WorkSafe –
Industrial & Regional





Content

1. Overview of the Plan
2. Undertaking an audit / assessment
3. How to use ratings system – individual indicators and overall rating
4. Audits



Overview

- The Plan provides a systematic way of looking at OSH management systems & measuring them
- Assessment provides information on standards
- Directs attention to areas for improvement



You will need to:

Assess five elements:

1. Management commitment
2. Planning
3. Consultation and reporting
4. Hazard management
5. Training and supervision

Consider the standard for each element & rate 38 indicators for the elements



Element No. 1 : Management commitment

The standard is:

‘There is commitment to achieving high standards of safety and health performance through effective safety management’.

“Management” means group/individual with responsibility for key decisions

Workbook provides a discussion on each element & provides examples of evidence



Element No. 1 : Management commitment

Management need to:

- have an OSH policy that increases awareness and understanding of the organisation's commitment
- promote high standards of achievement
- lead by being personally involved in safety management activities
- allocate adequate resources to achieve the safety and health objectives
- receive regular reports on the application of policies, procedures and systems



8 indicators

The indicators include:

- 1.1 A documented OSH policy that is reviewed
 - 1.4 A process ... so all aware of responsibilities
 - 1.6 Financial and physical resources provided
- Provide evidence to show us the action taken for each indicator
 - Discuss your checks on information provided to confirm it is working properly
 - Examples are only indicative – can use others



Element No. 2: Planning

The standard is:

Planning is used to establish and maintain an integrated OSH management system that is set up to continuously improve OSH performance across all operational areas



Element No. 2: Planning

Planning needs to:

- set high-level objectives and establish broad strategies to be used to achieve those objectives
- determine who is responsible for safety management, resources & when objectives are to be achieved
- integrate all elements of safety management system
- ensure that consultation, hazard management and training complement the objectives
- determine how to evaluate performance and the way the system will be continuously improved



9 indicators

The indicators include:

- 2.1 The organisation's approach to OSH management is planned & reviewed
- 2.2 Specific OSH objectives & measurable targets established for relevant functions & levels
- 2.3 Arrangements for people with special needs
- 2.5 Policies & procedures for contractors



Element No. 3: Consultation and reporting

The standard is:

Mechanisms are in place for consultation and reporting on safety and health matters and are working effectively



Element No. 3: Consultation and reporting

Consultation & reporting:

- Safety and health laws are based on consultation and cooperation between workers, their elected representatives and employers
- Management can make sure safety management decisions are based on all available information



7 indicators

The indicators include:

- 3.1 There are agreed procedures for involvement and consultation with workers on OSH issues
- 3.2 Consultative arrangements are communicated to workers & well understood
- 3.3 Workers or their representatives are involved in planning processes for the management of OSH at the workplace
- 3.4 & 3.5
Workers/representatives consulted regarding proposed changes, purchasing decisions and management of hazards



Element No. 4: Hazard Management

The standard is:

An effective system is in place to identify hazards and assess and control risks associated with the organisation's activities, processes, products or services



Element No. 4: Hazard Management

Hazard management:

- The three-step hazard management approach from the legislation
- Should be part of a safety management system that integrates planning, implementation, monitoring, review and continuous improvement.



7 indicators

The indicators include:

- 4.2 Work environments are regularly inspected and hazards identified
- 4.3 Work activities are analysed and hazards identified
- 4.4 Risk assessments are undertaken on identified hazards
- 4.5 Hazards are prioritised and controlled using the hierarchy of controls & considering level of risk



Element No. 5: Training and supervision

The standard is:

Training and supervision is organised to reduce the risk of work-related injury and disease and is evaluated to ensure it is effective



Element No. 5: Training and supervision:

Training and supervision must be:

- planned, systematic and assessed
- a balance of on-the-job training and formal training sessions & incorporated into skills and task training already provided
- analysed with priorities set
- designed to enable safe work, achieve OSH objectives and requirements



7 indicators

The indicators include:

- 5.1 An induction program is in place for all workers and contractors, providing relevant OSH instruction and information
- 5.2 All management and supervisory personnel received training in OSH principles and practices appropriate to their role/responsibilities
- 5.3 The organisation has identified the training needs of all workers



Undertaking the assessment

- Determine whether the assessment will be for whole organisation or parts of it.
- If operating across a number of workplaces/locations & the OSH system is the same for each & there is centralised control then you can do an assessment for the whole.
- If management and control of OSH system is vested at each location/workplace, then you will have to do an assessment for each location/workplace.



Undertaking the assessment

- Consult and agree on whole or parts to be assessed
- Assess the adequacy of documentation and the level of onsite application using the Plan
- Prepare assessment report using Appendix 2, Appendix 3 and Appendix 4



Conducting the assessment

In summary, there are three options, assess:

1. The whole of organisation with specified locations
2. Separate parts of organisation (because of variation in assessments)
3. Whole of organisation – no set workplaces, random sampling over entire organisation

Control of OSH is the key



Rating indicators

- Consistency between documentation & workplace conditions
- Not a desktop/paper audit
- Look for evidence to support the rating for each indicator



Evidence collection

- Examination of documents
- Interview of personnel
- Observation of work
- practices



www.worksafe.wa.gov.au

Safety and health topics → Safety resources

Any questions?