

# greenlight

## Work Health and Safety Management System

Version	Date
2.2	25/01/2021

## Document Change Control

Vers.	Date	Author	Summary of Changes	Approved by
1.0	10/12/2018	OHS Compliance Solutions	Development of Document	Fiona Clark
1.1	12/12/2018	OHS CS	Minor additions – added logo, added plant procedure. Amended chemical register	Fiona Clark
1.2	20/12/2018	OHSCS	Addition of SWMS to subcontractor assessment and approval forms. Formatting	Fiona Clark
1.3	10/02/2020	Fiona Clark	Review document	Fiona Clark
2.0	02/03/2020	OHSCS	<p>Full review in line with legislative changes, client requirements and company changes.</p> <p><b>Updated:</b> Legal register, definitions (incident reporting), policy (remove reference to 2011 act). First aid, ladders, fatigue, e-cigs, training register added, plant register added.</p> <p>Additions to Emergency Management, addition of Monitoring and Measurement, Non-conformance, Supervision and Management and additions to Site Safety and H&amp;S Objectives.</p> <p>Added images to PPE in SWMS and other changes to SWMS, added Risk Register, Renamed Hazard and Risk Register to Hazard Register, added Fit to Work, updated Chemical Register, additions to plant and equipment.</p> <p>Add in Literacy and language into consultation and Communication also Armed Holdup/robbery into detailed emergency.</p> <p>Update Hazardous Manual Tasks</p> <p><b>Added:</b> Environmental + Quality Policy, Silica Dust</p>	Fiona Clark
2.1	19/06/2020	OHSCS	Addition of Infectious Diseases Policy & COVID Procedure.	
2.2	25/01/2021	Fiona Clark	Review of document	Fiona Clark

## Welcome to Green Light Creative Pty Ltd

Green Light Creative Pty Ltd as trustee for the Green Light Creative Trust

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### PAYMENT

Bank Bank Australia

BSB 313-140

Account No 12066762

Account Name Green Light Creative Pty Ltd

Remittance Advice [accounts@greenlightcreative.com.au](mailto:accounts@greenlightcreative.com.au)

### INSURANCE

- > Public liability
- > Professional indemnity
- > Work Cover
- > Motor vehicle
- > White cards for all staff

### SKILL SET

Signage design, production & installation

- > Production management
- > Signage design
- > Exhibition displays
- > Real estate signs
- > Fence hoarding / mesh
- > Sales & Information Centre displays
- > Graphic design
- > Event packages [posters, billboards, event signs]
- > Directional signage
- > Feature signs
- > Billboards
- > Banners and flags

# Table of Contents

<b>1.0</b>	<b>INTRODUCTION AND SCOPE .....</b>	<b>7</b>
1.1	COMPANY INTRODUCTION .....	7
1.2	PURPOSE AND SCOPE .....	7
<b>2.0</b>	<b>DEFINITIONS.....</b>	<b>8</b>
<b>3.0</b>	<b>LEGAL AND OTHER REQUIREMENTS.....</b>	<b>15</b>
3.1	LEGAL REGISTER.....	16
<b>4.0</b>	<b>WORK HEALTH AND SAFETY POLICY.....</b>	<b>18</b>
<b>5.0</b>	<b>POLICIES AND OBJECTIVES .....</b>	<b>19</b>
5.1	STATEMENT OF COMMITMENT.....	19
5.2	GENERAL OBJECTIVES AND TARGETS .....	19
5.3	ROLES AND RESPONSIBILITIES .....	19
<b>6.0</b>	<b>ENVIRONMENTAL POLICY .....</b>	<b>23</b>
<b>7.0</b>	<b>QUALITY POLICY .....</b>	<b>24</b>
<b>8.0</b>	<b>DISCIPLINARY POLICY .....</b>	<b>25</b>
<b>9.0</b>	<b>INFECTIOUS DISEASES POLICY.....</b>	<b>28</b>
<b>10.0</b>	<b>ISSUE RESOLUTION .....</b>	<b>29</b>
<b>11.0</b>	<b>MONITORING AND MEASUREMENT .....</b>	<b>31</b>
<b>12.0</b>	<b>NON CONFORMANCE .....</b>	<b>33</b>
<b>13.0</b>	<b>RISK IDENTIFICATION, ASSESSMENT, AND MANAGEMENT.....</b>	<b>34</b>
13.1	SWMS TEMPLATE .....	39
13.2	RISK REGISTER .....	47
<b>14.0</b>	<b>HEALTH AND SAFETY PLAN AND REVIEW .....</b>	<b>49</b>
14.1	WHS REVIEW CHECKLIST.....	50
<b>15.0</b>	<b>HEALTH AND SAFETY OBJECTIVES .....</b>	<b>51</b>
15.1	HEALTH AND SAFETY OBJECTIVES .....	52
<b>16.0</b>	<b>DOCUMENT, DATA AND RECORDS CONTROL .....</b>	<b>54</b>
<b>17.0</b>	<b>HAZARD IDENTIFICATION AND REPORTING .....</b>	<b>57</b>
17.1	HAZARD REPORT FORM.....	59
17.2	HAZARD REGISTER.....	60
<b>18.0</b>	<b>INCIDENT MANAGEMENT .....</b>	<b>61</b>
18.1	INCIDENT REPORT FORM .....	65
18.2	INCIDENT INVESTIGATION FORM.....	67
18.3	INCIDENT REGISTER .....	69
<b>19.0</b>	<b>RETURN TO WORK.....</b>	<b>70</b>
19.1	SUITABLE DUTIES PROGRAM.....	75
<b>20.0</b>	<b>CONSULTATION AND COMMUNICATION .....</b>	<b>76</b>
20.1	WHS MEETING MINUTES.....	79

20.2	TOOLBOX MEETING RECORD.....	81
<b>21.0</b>	<b>WORKPLACE INSPECTION .....</b>	<b>82</b>
21.1	WORKPLACE INSPECTION CALENDAR.....	84
21.2	WORKPLACE INSPECTION CHECKLIST .....	85
<b>22.0</b>	<b>INDUCTION.....</b>	<b>89</b>
22.1	INDUCTION CHECKLIST.....	91
<b>23.0</b>	<b>TRAINING .....</b>	<b>93</b>
23.1	TRAINING NEEDS ANALYSIS .....	97
23.2	RECORD OF TRAINING ATTENDANCE .....	99
23.3	TRAINING AND LICENCE REGISTER.....	100
<b>24.0</b>	<b>SUPERVISION AND MANAGEMENT .....</b>	<b>101</b>
<b>25.0</b>	<b>CORONAVIRUS (COVID-19) PROCEDURE .....</b>	<b>104</b>
<b>26.0</b>	<b>DRUGS AND ALCOHOL .....</b>	<b>108</b>
<b>27.0</b>	<b>SMOKING .....</b>	<b>111</b>
<b>28.0</b>	<b>FIT FOR WORK .....</b>	<b>113</b>
<b>29.0</b>	<b>FATIGUE MANAGEMENT .....</b>	<b>114</b>
<b>30.0</b>	<b>MENTAL HEALTH .....</b>	<b>119</b>
<b>31.0</b>	<b>MANAGING AGGRESSIVE CUSTOMERS .....</b>	<b>122</b>
<b>32.0</b>	<b>CHILDREN AND YOUNG WORKERS.....</b>	<b>124</b>
<b>33.0</b>	<b>SUN SAFETY.....</b>	<b>128</b>
<b>34.0</b>	<b>HAZARDOUS MANUAL TASKS .....</b>	<b>132</b>
<b>35.0</b>	<b>TRAFFIC MANAGEMENT .....</b>	<b>138</b>
<b>36.0</b>	<b>EMERGENCY MANAGEMENT .....</b>	<b>141</b>
36.1	EVACUATION DRILL REPORT FORM .....	148
36.2	BOMB THREAT REPORT FORM .....	149
<b>37.0</b>	<b>FIRST AID.....</b>	<b>150</b>
37.1	FIRST AID KIT CHECKLIST.....	153
37.2	VEHICLE FIRST AID KIT CHECKLIST .....	155
<b>38.0</b>	<b>FIRE SAFETY .....</b>	<b>156</b>
38.1	FIRE EXTINGUISHER REGISTER.....	158
<b>39.0</b>	<b>WORKPLACE HARASSMENT .....</b>	<b>159</b>
<b>40.0</b>	<b>PLANT AND EQUIPMENT.....</b>	<b>163</b>
40.1	PLANT DAILY PRE-START CHECKLIST.....	170
40.2	PLANT REGISTER .....	171
40.3	PLANT MAINTENANCE REGISTER .....	173
<b>41.0</b>	<b>PERSONAL PROTECTIVE EQUIPMENT .....</b>	<b>174</b>
41.1	PPE ISSUE FORM .....	179
41.2	SPECIALISED PPE REGISTER.....	180
<b>42.0</b>	<b>SAFE DRIVING.....</b>	<b>181</b>

42.1	VEHICLE INSPECTION FORM.....	185
42.2	VEHICLE ACCIDENT REPORT FORM.....	186
<b>43.0</b>	<b>CHEMICAL MANAGEMENT.....</b>	<b>188</b>
43.1	CHEMICAL REGISTER.....	192
43.2	CHEMICAL RISK ASSESSMENT.....	193
<b>44.0</b>	<b>POWER TOOLS.....</b>	<b>196</b>
<b>45.0</b>	<b>PRINCIPAL CONTRACTOR.....</b>	<b>198</b>
<b>46.0</b>	<b>SUBCONTRACTOR MANAGEMENT.....</b>	<b>202</b>
46.1	SUBCONTRACTOR ASSESSMENT FORMS.....	206
46.2	SUBCONTRACTOR INDUCTION CHECKLIST.....	210
<b>47.0</b>	<b>SITE SAFETY.....</b>	<b>211</b>
47.1	SITE PRE-START CHECKLIST.....	213
47.2	SITE INSPECTION CHECKLIST.....	215
<b>48.0</b>	<b>WORKING AT CLIENT SITES.....</b>	<b>217</b>
<b>49.0</b>	<b>TEST AND TAG.....</b>	<b>219</b>
49.1	TEST AND TAG REGISTER.....	221
<b>50.0</b>	<b>LADDER SAFETY.....</b>	<b>222</b>
50.1	LADDER INSPECTION FORM.....	226
<b>51.0</b>	<b>NOISE CONTROL.....</b>	<b>227</b>
<b>52.0</b>	<b>SHARPS.....</b>	<b>232</b>
<b>53.0</b>	<b>SILICA DUST.....</b>	<b>236</b>

# 1.0 Introduction and Scope

## 1.1 Company Introduction

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Green Light Creative Pty Ltd is committed to providing a quality service to our clients and developing long term relationships to ensure the best outcomes for our clients, and our company.

Customer Focus is very important to the clients we work for. We understand this and are committed to maintaining our client relationships. Every attempt is made to represent the client in the best possible manner.

## 1.2 Purpose and Scope

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The purpose of this WHS Manual is to establish and maintain an effective health and safety management system. Green Light Creative Pty Ltd is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance through continual improvement.

This WHS Management System will assist in meeting its obligations in accordance with work health and safety legislation.

This Management System applies to all officers and workers and to other persons at risk from work carried out at workplaces at Green Light Creative Pty Ltd, client and other sites and offices.

Failure to comply with the requirements of this Management System may lead to disciplinary action.

This Management System is based on Australian Standard AS4801:2001 - Occupational Health and Safety Management Systems and has been developed to align with legislative and client WHS requirements and special conditions as noted in specific contracts.

This system will be regularly reviewed as part of our continual improvement process and more frequent reviews will take place in response to legislative changes, or changes to the organisation.

A copy of the WHS Act and Regulations, as well as relevant Standards and Codes will be available to all workers.

## 2.0 Definitions

**Accident:**

An unplanned event, or sequence of events, that results in an injury, damage to equipment or an environmental occurrence. The term 'accident' is interchangeable with 'incident', 'occurrence' or 'event' etc.

**Act:**

The WHS Act places the primary duty of care and various other duties and obligations on 'person conducting a business or undertaking'.

**Audit:**

A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively to achieve the organisation's policy and objectives.

**Communications:**

Includes all notices, notifications, invoices, certificates, approvals, appointments or representatives, consents, statements, reports, authorisations, ratifications, delegations, claims and other communications (other than day to day communications).

**Confined Space:**

An enclosed or partially enclosed space that is at atmospheric pressure during occupancy and

- Is not intended or designed primarily as a place of work, and
- May have restricted means for entry and exit, and
- May have atmospheric contaminants or an unsafe oxygen level, and
- May cause engulfment due to (e.g. collapse, fumes, immersion, fire)

**Fatigue:**

The temporary inability, decrease in ability, or strong disinclination to respond to a situation because of previous over-activity, either mental, emotional or physical.

**Hazard:**

A source or situation with potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

**Hazard Assessment:**

The overall process of determining whether a hazard is significant.

**Hazard Identification:**

The process of recognising that a hazard exists and defining its characteristics.

**Hazard Register:**

A document detailing hazards associated with all aspects of the Works. Hazards shall be categorised according to severity and/or probability; e.g. high, medium, or low risk.

**Health Surveillance:**

Monitoring of individuals for the purpose of identifying changes in health status that may be due to occupational exposure to a hazard.



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 9 of 239
------------------------------	-----------------------	---------------------------	---------------

**Incident:**

A single event or a continuous/repetitive series of events that result or have the potential to result in a negative impact on people (workers, contractors and visitors), the environment, operational integrity, assets, community, process, product, legal liability and or reputation.

**JSA:**

A formal examination of any work task to identify individual steps in the task, assess the risks present and develop controls to minimise those risks undertaken by the personnel actually performing the work.

**Management System:**

The part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the WHS risks associated with the business of the organisation.

**Near Miss:**

An incident that has actually happened and in which no actual injuries, illnesses, environment or property damage has occurred.

**Notifiable Incident:**

**For QLD, NSW, ACT, NT, TAS, SA and VIC, a notifiable incident is classified as:**

Notifiable incidents:

There are three types of notifiable incidents, relating to:

- the death of a person
- a serious injury or illness of a person
- a dangerous incident.

Serious injury or illness:

It means an injury or illness requiring the person to have:

- a) immediate treatment as an in-patient in a hospital; or
- b) immediate treatment for:
  - the amputation of any part of their body
  - a serious head injury
  - a serious eye injury
  - a serious burn
  - the separation of their skin from underlying tissue (such as degloving or scalping)
  - a spinal injury
  - the loss of a bodily function
  - serious lacerations; or
- c) medical treatment within 48 hours of exposure to a substance.

It is important to note that the treatment under (b) and (c) does not have to be as an in-patient in a hospital.

Dangerous incident:

Legislation defines a 'dangerous incident' as a workplace incident that exposes a worker (or any other person) to a serious risk to their health or safety, emanating from an immediate or imminent exposure to:

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 10 of 239
------------------------------	-----------------------	---------------------------	----------------

- an uncontrolled escape, spillage or leakage of a substance, or
- an uncontrolled implosion, explosion or fire, or
- an uncontrolled escape of gas or steam, or
- an uncontrolled escape of a pressurised substance, or
- electric shock, or
- the fall or release from a height of any plant, substance or thing; or
- the collapse, overturning, failure or malfunction of or damage to any plant that must be authorised for use, or
- the collapse/partial collapse of a structure, or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the inrush of water, mud or gas in workings, an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel.

**In WA, a notifiable (reportable) incident is classified as:**

Reportable incidents:

There are three types of notifiable incidents, relating to:

- the death of a person
- a serious injury
- reportable diseases.

Serious injury or illness:

- a fracture of the skull, spine or pelvis;
- a fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than a bone in the ankle or foot);
- an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- the loss of sight of an eye; and
- any injury other than the above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Reportable diseases:

- infectious diseases: tuberculosis, viral hepatitis, Legionnaires' disease and HIV, where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection; and
- occupational zoonoses: Q fever, anthrax, leptospiroses and brucellosis, where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products.

**Objectives:**

An overall WHS goal in terms of WHS performance, arising from the Work Health and Safety policy that an organisation sets itself to achieve, and which are quantified where practicable.

**Officer:**

An officer is a person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of a business or undertaking or has the capacity to significantly affect the financial standing of the business or undertaking.

If a person is responsible only for implementing those decisions, they are not considered an officer.

Partners of a partnership are not officers but are PCBUs.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 11 of 239
------------------------------	-----------------------	---------------------------	----------------

An officer of a PCBU must exercise due diligence to ensure that the PCBU complies with their duties under the WHS legislation.

You are considered to be an officer if you are - an officer within the meaning of section 9 of the Commonwealth Corporations Act 2001, an officer of the Crown or an officer of a public authority.

### **PCBU - Person Conducting a Business or Undertaking**

Throughout this manual the term PCBU is used

For QLD, NSW, ACT, NT, TAS and SA, the Work Health and Safety Act 2011 (QLD, NSW, ACT and NT) and the Work Health & Safety Act 2012 (SA & TAS) defines PCBU (Person Conducting a Business or Undertaking) as –

- (1) For this Act, a person conducts a business or undertaking—
  - (a) whether the person conducts the business or undertaking alone or with others; and
  - (b) whether or not the business or undertaking is conducted for profit or gain.
- (2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.
- (3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.
- (4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking.
- (5) An elected member of a local government does not in that capacity conduct a business or undertaking.
- (6) A regulation may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of this Act or any provision of this Act.
- (7) A volunteer association does not conduct a business or undertaking for the purposes of this Act.
- (8) In this section, volunteer association means a group of volunteers working together for 1 or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.

For VIC, replace the word “PCBU (Person Conducting a Business or Undertaking)” with the word “Employer”. The Occupational Health & Safety Act 2004 defines Employer as - “Employer” means a person who employs one or more other persons under contracts of employment or contract of training.

For WA, replace the word “PCBU (Person Conducting a Business or Undertaking)” with the word “Employer”. The Occupational Safety & Health Act 1984 defines Employer as – “Employer” means a person that employs an employee under a contract of employment and in relation to an apprentice, a person who employs the apprentice under a training contract registered under the Vocational Education and Training Act 1996 part 7 Division 2.

### **Performance:**

The measurable results of the WHSMS, related to the organisation’s control of health and safety risks, based on its WHS policy, objectives and targets. Performance measurement includes measurement of WHS management activities and results

### **Policy:**

A statement by the organisation of its commitment, intentions and principles in relation to its overall Work Health and Safety performance which provides a framework for action and for the setting of its

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 12 of 239
------------------------------	-----------------------	------------------------	----------------

Work Health and Safety objectives and targets.

**Procedure:**

A document that describes a process to be followed, or coordinates activities which may involve multiple personnel and tasks. A procedure typically includes the specific roles and responsibilities and describes in detail the who, where, when and how of a process.

**Regulations:**

The Act is accompanied by a set of Regulations as amended. These Regulations support the Act and specify more detailed requirements. The Regulations are enforceable with penalties as per the Act.

**Risk:**

The chance of an adverse health and safety outcome occurring. It is measured in terms of consequences and likelihood.

**Risk Assessment:**

The overall process of estimating the magnitude of risk and deciding what actions will be taken.

**Safety:**

A state in which the risk of harm (to persons) or damage is limited to an acceptable level.

**Serious Harm:**

Serious Harm means: - any of the following conditions that amount to, or results in;

- permanent loss of bodily function;
- amputation of body part;
- burns requiring referral to a specialist registered medical practitioner, or specialist outpatient clinic; loss of consciousness from lack of oxygen;
- loss of consciousness or acute illness requiring treatment by a medical practitioner, from absorption, inhalation, or ingestion of any substances;
- any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of harm's occurrence.

**Significant Hazards:**

- A hazard that is an actual or potential cause or source of serious harm;
- or harm (being harm that is more than trivial),
- the severity of whose effects on any person depend (entirely, or among other things) on the extent or frequency of the person's exposure to the hazards;
- or harm that is not easily detectable, until a significant time after exposure to the hazards.

**Stress:**

The awareness of not being able to cope with the demands of one's environment, when this realisation is of concern to the person, in that both are associated with negative emotional response.

**Target:**

A detailed performance requirement quantified where practicable and pertaining to the organisation, that arises from the health and safety objectives and that needs to be met in order to achieve those objectives.

**Work Health and Safety Management System (WHSMS)**

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 13 of 239
------------------------------	-----------------------	---------------------------	----------------

That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the WHS risks associated with the business of the organisation.

### **Work Health and Safety Objectives**

An overall WHS goal in terms of WHS performance, arising from the Work Health and Safety policy that an organisation sets itself to achieve, and which are quantified where practicable.

### **Work Health and Safety Performance**

The measurable results of the WHSMS, related to the organisation's control of health and safety risks, based on its WHS policy, objectives and targets. Performance measurement includes measurement of WHS management activities and results.

### **Work Health and Safety Policy**

A statement by the organisation of its commitment, intentions and principles in relation to its overall Work Health and Safety performance which provides a framework for action and for the setting of its Work Health and Safety objectives and targets.

### **Work Health and Safety Representative**

The Work Health and Safety Representative is either the person in the company that has been assigned the task of managing the WHSMS or is elected to represent workers in a 'work group' on health and safety matters. The work groups are established first through consultation and agreement between the business or PCBU (or other PCBU) and the relevant workers, then nominees are called, and an election is held.

### **Work Health and Safety Risk**

The chance of an adverse health and safety outcome occurring. It is measured in terms of consequences and likelihood.

### **Work Health and Safety Target**

A detailed performance requirement quantified where practicable and pertaining to the organisation, that arises from the health and safety objectives and that needs to be met in order to achieve those objectives.

### **Worker**

Throughout this manual the term Worker is used.

For QLD, NSW, ACT, NT, TAS and SA, the Work Health and Safety Act 2011 (QLD, NSW, ACT and NT) and the Work Health & Safety Act 2012 (SA & TAS) defines Worker as – "Worker" A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking,

including work as—

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- (e) an outworker; or
- (f) an apprentice or trainee; or

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 14 of 239
---------------------------------	-----------------------	---------------------------	----------------

- (g) a student gaining work experience; or
- (h) a volunteer; or
- (i) a person of a prescribed class.

For this Act, a police officer is—

- (a) a worker; and
- (b) at work throughout the time when the officer is on duty or lawfully performing the functions of a police officer, but not otherwise.

The person conducting the business or undertaking is also a worker if the person is an individual who carries out work in that business or undertaking.

For VIC, replace the word "Worker" with the word "Employee". The Occupational Health & Safety Act 2004 defines Employee as - "Employee" means a person employed under a contract of employment or contract of training.

For WA, replace the word "Worker" with the word "Employee". The Occupational Safety & Health Act 1984 defines Employee as – "Employee" means a person by whom work is done under a contract of employment or an apprentice.

## 3.0 Legal and Other Requirements

To ensure Green Light Creative Pty Ltd's work is completed in line with legislative requirements a Legal Register has been developed detailing information pertaining to each state.

The Legal Register will be consulted prior to completion of a project management plan, work procedures or Risk Assessment (SWMS). These will form the cornerstone in adhering to legal and other requirements.

All Management are responsible for:

- Ensuring the most up to date legislation is used by accessing via the internet, as hard copies are uncontrolled. In most cases codes of practice, guidance notes, industry standards and checklists are also available.
- Prior to job start up referring to the local council to ensure all local regulations and ordinances are adhered too and incorporated into the project management plan and / or job safety analysis.
- Checking the validity of standards or regulations pertinent to their area of expertise and updating relevant personnel.

The WHS Person receives regular updates via the WorkSafe websites and communicates changes as appropriate. All such changes are entered into the legal register and updated into the WHS Management system.

In all cases the only controlled version is the online version. To ensure the most relevant document is referenced and all updates are incorporated web links have been located within the legal register.

### **Audit Records**

Legal Register

### 3.1 Legal Register

<b>Queensland Legislation</b>	
<a href="http://www.worksafe.qld.gov.au">www.worksafe.qld.gov.au</a>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> <li>• Work Health and Safety and Other Legislation Amendment Act 2017</li> <li>• Work Health and Safety and Other Legislation Amendment Act 2015</li> <li>• Work Health and Safety and Other Legislation Amendment Regulation 2018</li> <li>• Workers' Compensation and Rehabilitation Act 2003</li> <li>• Workers' Compensation and Rehabilitation Regulation 2014</li> </ul>
<b>Victorian Legislation</b>	
<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Act 2004</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Workplace Injury Rehabilitation and Compensation Act 2013</li> <li>• Workplace Injury Rehabilitation and Compensation Regulations 2014</li> </ul>
<b>New South Wales Legislation</b>	
<a href="http://www.workcover.nsw.gov.au">www.workcover.nsw.gov.au</a>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011</li> <li>• Work Health and Safety Regulation 2017</li> <li>• Workers' Compensation Act 1987</li> <li>• Workers' Compensation Regulation 2016</li> <li>• Workplace Injury Management and Workers' Compensation Act 1998</li> </ul>
<b>South Australia Legislation</b>	
<a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2012</li> <li>• Work Health and Safety Regulations 2012</li> <li>• Return to Work Act 2014</li> <li>• Return to Work Regulations 2015</li> </ul>
<b>Western Australia Legislation</b>	
<a href="http://www.worksafe.wa.gov.au">www.worksafe.wa.gov.au</a>	<ul style="list-style-type: none"> <li>• Occupational Safety and Health Act 1984</li> <li>• Occupational Safety and Health Regulation 1996</li> <li>• Workers' Compensation and Injury Management Act 1981</li> <li>• Workers' Compensation and Injury Management Regulations 1982</li> <li>• Workers' Compensation (Common Law Proceedings) Act 2004</li> <li>• Workers' Compensation and Injury Management (Acts of Terrorism) Act 2001</li> <li>• Workers' Compensation Code of Practice (Injury Management) 2005</li> <li>• Workers' Compensation and Injury Management Conciliation Rules 2011</li> <li>• Workers' Compensation and Injury Management</li> </ul>



	Arbitration Rules 2011
<b>Tasmanian Legislation</b>	
<a href="http://www.worksafe.tas.gov.au">www.worksafe.tas.gov.au</a>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2012</li> <li>• Work Health and Safety Regulations 2012</li> <li>• Work Health and Safety (Transitional and Consequential Provisions) Act 2012</li> <li>• Work Health and Safety (Transitional) Regulations 2012</li> <li>• Workers (Occupational Diseases) Relief Fund Act 1954</li> <li>• Workers Rehabilitation and Compensation Act 1988</li> <li>• Workers Rehabilitation and Compensation Regulations 2011</li> </ul>
<b>Australian Capital Territory Legislation</b>	
<a href="http://www.worksafe.act.gov.au">www.worksafe.act.gov.au</a>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> <li>• Workers Compensation Act 1951</li> <li>• Workers compensation Regulation 2002</li> <li>• Workers compensation Rules 2002</li> </ul>
<b>Northern Territory Legislation</b>	
<a href="http://www.worksafe.nt.gov.au">www.worksafe.nt.gov.au</a>	<ul style="list-style-type: none"> <li>• Work Health and Safety (National Uniform Legislation) Act 2011</li> <li>• Work Health and Safety (National Uniform Legislation) Regulations 2011</li> <li>• Return to Work Act 1986</li> <li>• Return to Work Regulations 1986</li> <li>• First amendment bill: Workers' Rehabilitation and Compensation Legislation Amendment Bill 2015</li> <li>• Second amendment bill: Workers' Rehabilitation and Compensation Legislation Amendment Bill 2015</li> </ul>
<b>Commonwealth Legislation</b>	
<a href="http://www.safeworkaustralia.gov.au">www.safeworkaustralia.gov.au</a>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011</li> <li>• Work Health and safety (Transitional and Consequential Provisions) Act 2011</li> <li>• Work Health and Safety Regulations 2011</li> <li>• Offshore OHS Legislative framework – Information paper</li> <li>• Safety, Rehabilitation and Compensation Act 1988</li> <li>• Safety, Rehabilitation and Compensation Regulations 2002</li> <li>• Safe Work Australia Act 2008</li> </ul>

## 4.0 Work Health and Safety Policy

### Commitment

Green Light Creative Pty Ltd is committed to providing a safe and healthy workplace for all our workers. Green Light Creative Pty Ltd further recognises its responsibilities to provide a safe and healthy work environment for contractors, clients, visitors and the public.

### Scope

This policy applies to all aspects of Green Light Creative Pty Ltd operations, all sites and offices of Green Light Creative Pty Ltd and any site under management by the company, along with any project involving its workers.

### Objectives

The objectives of this policy will be achieved by committed and demonstrated leadership from those whom this policy applies to.

### Policy

Green Light Creative Pty Ltd is committed to maintaining a healthy and safe workplace by integrating health and safety into all workplace activities. Green Light Creative Pty Ltd aims to achieve this by;

- Promoting participation in safety efforts for works undertaken by and on behalf of Green Light Creative Pty Ltd;
- Reducing, eliminating and controlling the risks to the health and safety of all workers;
- Protecting persons performing work for and on behalf of Green Light Creative Pty Ltd from risks to the health and safety of those individuals;
- Obeying the laws and regulations associated with the health and safety of all workers;
- Consulting, listening, and responding openly to our workers, customers, contractors and the community with regards to all safety related concerns and issues.

Specific objectives and targets are set and monitored in the annual safety plans set by Management.

Green Light Creative Pty Ltd is committed to the continual improvement and ongoing review of all policies and procedures. This commitment includes the constant development, implementation, monitoring and reviewing of the Work Health and Safety Management System.

This policy will be reviewed annually or when changes in legislation or company procedures dictate.

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Signed by Director

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Dated

## 5.0 Policies and Objectives

### 5.1 Statement of Commitment

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The Statement of Commitment provides the overarching direction Green Light Creative Pty Ltd will follow in pursuit of workplace health and safety outcomes.

These commitments are:

- Green Light Creative 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 minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.
- We are committed to ensuring we comply with the Work Health and Safety Legislation. We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards.

This WHS Management Manual and Green Light Creative Pty Ltd's WHS Policies and Procedures set out the safety arrangements and principles which are to be observed by Green Light Creative Pty Ltd and its workers to ensure compliance with the WHS Act and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

The director will review the WHS Policy annually, and upon approval will sign and date the Policy. The Policy will be displayed in a prominent location at Green Light Creative Pty Ltd Premises.

### 5.2 General Objectives and Targets

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The Company Objectives are to:

- Maintain or target an increase in profit each year by reducing rework and minimising waste in all processes.
- Target annually an improvement in worker competency by ensuring regular training programs are in place.
- Provide a level of quality in our work that is not less than that specified within the contract and aims to meet the clients' expectations.
- Have zero workplace notifiable incidents and ensure our lost time injuries do not exceed the annual target.
- Ensure our suppliers and subcontractors operate with the same objectives in mind,
- Strive for continued improvement of service delivery through reviews and measurement of defect notices.
- Implementing our emergency response plan
- Helping our workers, subcontractors, business partners, and service providers understand how their actions influence WHS performance.
- Set and monitor specific annual WHS objectives to ensure continual improvement and best practice is met.

### 5.3 Roles and Responsibilities

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Green Light Creative Pty Ltd has a legal obligation under the Work Health and Safety Act and Regulations along with other legislation, standards and codes of practice to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable. As

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 20 of 239
------------------------------	-----------------------	---------------------------	----------------

part of this Green Light Creative Pty Ltd will, so far as is reasonably practicable:

- Provide and maintain safe plant (machinery and equipment).
- Provide and maintain safe systems of work - for example, controlling entry to high-risk areas and providing systems to prevent falls from heights.
- Ensure the safe use, handling, storage or transport of plant or substances.
- Keep workplaces that we manage and control in a safe condition, free of risks to health (for example, ensure fire exits aren't blocked, and the worksite is generally tidy).
- Provide suitable facilities for welfare at any workplace we manage and control.
- Give our workers the necessary information, instruction, training or supervision to enable them to do their work in a way that is safe and without risks to health.

Green Light Creative Pty Ltd also recognises the following responsibilities:

- Monitoring our workers' health (for example, provide hearing tests if they are exposed to high noise levels).
- Monitor conditions at the workplace under our management and control.
- Give our workers information about workplace health and safety in appropriate languages.
- Keep information and records relating to health and safety of workers.
- Employ or engage people suitably qualified in WHS to advise on workers' health and safety.
- Consult workers on matters that may directly affect their health, safety and welfare.
- Ensure that the conduct of our business does not endanger other people (including visitors, the public and other workers).

Workers must ensure the safety of themselves and other personnel, and to care for the all equipment and property associated with the work environment in accordance with statutory obligations and moral responsibilities to maintain a personal 'Duty of Care' in the workplace.

Personnel shall comply with all statutory requirements as well as the regulations, procedures and standards pertaining to the works. Personnel shall ensure that no work is conducted if it is considered that it may be unsafe to do so.

Green Light Creative Pty Ltd has delegated general and specific health and safety responsibilities applicable to the various worker levels of the organisation.

Specific procedures also contain additional individual responsibilities. Each level within Green Light Creative Pty Ltd participates in WHS Planning including establishment and maintenance of the WHS Management System.

### **Director**

The Director shall establish the necessary plans, procedures, and resources for implementing this WHS Management System and effective incident prevention process to meet the health and safety objectives of the organisation.

The Director is responsible for:

- Formal approval of the Work Health and Safety Policy.
- Assigning responsibility for maintenance of policies and procedures.
- Appoint competent persons as may be required to assist with the effective management of the health and safety objectives of Green Light Creative Pty Ltd.
- Formal approval of the Work Health and Safety procedures.
- Reviewing the overall WHS performance of the organisation.
- Participation (where required) in the resolution of safety issues.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 21 of 239
------------------------------	-----------------------	---------------------------	----------------

- Revision of serious accidents/incidents and monitoring of corrective actions.
- Revision of the health and safety performance of management.
- Ensuring organisational compliance with health and safety legislation.
- Demonstrating “duty of care” in all health and safety matters and championing the implementation of the WHS Management System.
- Leading by example – modelling the behaviour expected from all workers toward performing work in a safer manner.
- Communicate that cost, schedule and quality shall not diminish the importance of health and safety implementation.
- Actively promoting Green Light Creative Pty Ltd’s health and safety objectives throughout the organisation.
- Allocating sufficient resources to successfully implement the WHS Management System.
- Report all matters relating to health and safety to the client (where required).

### **Supervisors**

Within their respective area of responsibility, the supervisor is responsible for the following:

- Complying with the objectives of this WHS Management System and all statutory requirements.
- Monitoring all workers under their control to ensure they have been provided with and utilise the prescribed PPE and devices as appropriate.
- Monitoring all personnel under their control to ensure they observe all safe work procedures and statutory requirements.
- Inspecting the relevant area of responsibility in the workplace at least twice daily.
- Conducting workplace inspections and audits as scheduled.
- Conducting site/task observations and inspections.
- Monitoring and ensuring that the area in which personnel are required to work is a safe environment.
- Monitoring and ensuring that all incidents are recorded, reported, thoroughly investigated and action is taken as appropriate to avoid recurrence.
- Monitoring and ensuring the preparation of Safe Work Procedures (SWP’s) for all activities and Risk Assessments for all hazardous tasks.
- Monitoring and ensuring that all personnel under their control attend toolbox and pre-start meetings.
- Ensuring that all plant, tools and equipment are regularly inspected to ensure they are free of defects and have current tagging and statutory certification as required and supply documentary evidence of all tagging and inspections if requested.
- Monitoring that all personnel under their control understand, accept and fully carry out their responsibilities for health and safety and that each is adequately trained and instructed to undertake these responsibilities.
- Facilitation of rehabilitation for injured workers.

### **Workers**

Workers will:

- Take reasonable care for their health and safety in the workplace.
- Take reasonable care for the health and safety of others.
- Cooperate with Green Light Creative Pty Ltd about any action taken to comply with the WHS Act or Regulations. For example, use equipment properly, follow safe work policies and procedures and attend training.
- Don’t intentionally or recklessly interfere with or misuse anything at the workplace to support health, safety and welfare.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 22 of 239
---------------------------------	-----------------------	---------------------------	----------------

- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions
- Participate in all training as requested
- Participate in the consultation process
- Comply with the objectives of this WHS Management System and all statutory requirements.
- Attend toolbox and other meetings as required.
- Ensuring that all plant, tools, and equipment are inspected prior to use to ensure they are free of defects and have current tagging and statutory certification as required.
- Participate in rehabilitation programs as required.
- Demonstrate an understanding of the statutory safety legislation and all relevant associated codes of practice.
- Hold suitable qualifications for tasks performed, including training and certification.
- Take part in risk management activities
- Report incidents and hazards that may impact on themselves or others.

## 6.0 Environmental Policy

### Commitment

Green Light Creative Pty Ltd is committed to undertaking business in a manner that is environmentally responsible, having due regard for standards and expectations of the community and the relevant environment legislation and regulations.

Any customer and community specified environmental requirements or issues are also observed as part of our commitment to meeting and satisfying our requirements.

### Scope

This policy covers all activities undertaken by Green Light Creative Pty Ltd workers, subcontractors and other stakeholders both on our own premises, client sites and third-party sites.

### Objective

Minimising our adverse environmental impact, and care for the environment is the responsibility of all Green Light Creative Pty Ltd personnel and contractors at every level of the Company.

To achieve this stated policy outcome, the commitment and contribution of each worker is required through:

- Taking responsibility for ensuring they are familiar with and adhere to Environmental Initiatives.
- Providing & participating in all relevant training.
- Considering environmental impact as an integral part of our work.

### Policy

Green Light Creative Pty Ltd promotes a work environment that is characterised by:

- A systematic approach to controlling environmental hazards and risks through the development and implementation of suitable policies and procedures.
- Effective management demonstrated by commitment and direct involvement at all levels of the company.
- Outperforming teamwork with effective two-way communication as an integral part of every job.
- Provision of appropriate facilities, equipment, education, training and supervision for workers and contractors.

In its activities Green Light Creative Pty Ltd is committed to ensure all work sites are maintained to prevent unacceptable risks to workers and the environment. This will be achieved by:

- Ensuring there is a system in place aimed at protecting the environment and preventing pollution.
- Developing a continual educational program on environmental awareness that will be disseminated to all workers and contractors.
- Facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

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Signed by Director

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Dated

## 7.0 Quality Policy

### Commitment

We are committed to comply with the requirements of our customers' needs, statutory regulations, and our own policies and procedures relevant to quality management.

### Scope

This policy covers all activities undertaken by Green Light Creative Pty Ltd workers, subcontractors and other stakeholders both on our own premises, client sites and third-party sites.

### Objectives

- Provide efficient services which exceed our customers' expectations.
- To provide an ongoing program of education and training to ensure that our workers and contractors comply with procedures, rules, regulations and legal requirements.
- Ensure that open and honest communication exists between management, workers and contractors.
- Meet customer expectations of safe, reliable, efficient service.
- Maintain, monitor and review for continually improving the system and service we provide.

### Policy

Green Light Creative Pty Ltd holds a reputation for and is committed to achieving quality excellence in all aspects of our business.

We indicate and assign duties, set up methods and standards by which we gauge performance, and evaluate the result.

Matters for improvement in any area are to be identified and acted on with professional efficiency.

Resources, both technical and human will be focused towards the prevention of quality deficiencies. Green Light Creative Pty Ltd is committed to continual improvement involving ongoing monitoring, review and training. Formal and measurable quality objectives are established and reviewed on an annual basis.

Our commitment to quality will ensure the continued success of Green Light Creative Pty Ltd and the satisfaction of clients, workers and stakeholders.

We undertake training of our personnel in order to continually improve worker skills awareness and knowledge of quality issues and practices.

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Signed by Director

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Dated



## 8.0 Disciplinary Policy

### Objective

The purpose of this policy is to ensure compliance with Green Light Creative Pty Ltd's Work Health and Safety (WHS) obligations and to set a formal disciplinary policy for non-compliance. The objectives of this policy are to hold all levels of management accountable for health and safety matters in their areas of responsibility. Green Light Creative Pty Ltd recognises that each worker has direct and legal responsibilities to follow practices that ensure their own health and safety and that of their fellow workers.

### Procedure

#### Step 1 – First Warning (Verbal) Guidance and Counselling

When a Green Light Creative Pty Ltd worker is demonstrating an WHS performance or behavioural non-compliance including but not limited to neglect of duties, failing to adhere to WHS Policies and Procedures, non-compliance with safety standards, duty of care, task risk assessment, etc. counselling discussions are to be held and should involve:

- The worker concerned;
- The direct supervisor;
- Safety Officer
- Union representation if requested,
- Worker representative if requested.

Identify causes of the non-compliance and provide examples of the problem. Gain the worker's commitment to solving the non-compliance. Set a specific date for review of the matter, as well as clearly identifying the corrective action to be taken to solve it.

The supervisor will note a record of the discussion it will be placed on the appropriate personnel file. The worker shall be entitled to sight and sign such record and add any notations regarding the contents of such records.

The record must include:

- Date and time of discussion and who was in attendance.
- Purpose of discussion and whether the non-compliance was acknowledged by the worker.
- Follow up date and required corrective action to be taken by the worker.

If improvement is then made by the agreed date, the supervisor should acknowledge and give recognition to the worker for the improvement and encourage continued improvement. Details of such improvement will be noted by the supervisor and placed on the appropriate personnel file. However, if insufficient improvement by the agreed date has not been acknowledged, then Green Light Creative Pty Ltd will proceed to Step 2.

#### Step 2 – Second Warning (Written)

Follow up discussions should involve

- The worker concerned,
- The direct supervisor,
- A Senior Manager,
- Safety Officer
- Union representation if requested,
- Worker representative if requested.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 26 of 239
------------------------------	-----------------------	---------------------------	----------------

Review previous discussion and illustrate reason for second discussion. Discuss possible solutions. Indicate the consequences of further lack of improvement and detail further disciplinary action that may be taken. Set a specific date for review of the matter and action plan of required corrective action to be taken.

A written record of the second warning is to be shown to the worker who will be required to sign it and add any notations regarding the content of such record; and the record will be placed on the worker's personnel file.

Records must include:

- Date and time of discussion and who was in attendance,
- Purpose of discussion and whether the worker acknowledged the non-compliance.
- Follow up date and required corrective action to be taken.
- Name and signature of supervisors, Safety Officer, Manager who took the action.

If improvement is then made by the agreed date, the Manager should acknowledge this and give written recognition to the worker for the improvement. The supervisor will monitor and encourage continued improvement. A copy of such letter should be placed on the worker's personnel file. However, if insufficient improvement by the agreed date is indicated, then Green Light Creative Pty Ltd will proceed to Step 3.

### **Step 3 – Final Warning (Written)**

FINAL WARNING meeting should involve:

- The worker concerned,
- The Director,
- Manager
- Safety Officer,
- Union representation if requested,
- Worker representative if requested.

Review previous discussions. Discuss reasons for the situation and illustrate reasons for this final warning. Agree on specific action and follow up date. If appropriate, inform the worker that further disciplinary action may result if the worker does not take immediate corrective action. The further Disciplinary Action may include:

- Demotion to a lower paid position;
- Suspension with a view to termination.
- Dismissal with due notice.

A written record of the final warning is to be shown to the worker who will be required to sign it and add any notations regarding the contents of such records; and the record will then be placed on the worker's personnel file.

The record must include

- date and time of discussion and who was in attendance,
- purpose of discussion and whether the worker acknowledged the non-compliance.
- Follow up date and required corrective action to be taken.
- Name and signature of Management who took the action.

Copies of all correspondence arising out of this step should be sent to the worker. Should the worker fail to take the required corrective action within the agreed period, then Green Light Creative Pty Ltd will proceed to Step 4.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 27 of 239
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#### **Step 4 – Show Cause Meeting**

Procedure:

Meeting should involve:

- The worker concerned.
- The Director.
- Safety Officer
- Union representation if requested.
- Worker representative if requested

Purpose of Meeting:

The meeting shall discuss the subsequent WHS breach and outline any former breaches and warnings. The worker will then be asked to show cause why their employment should not be terminated based on continually failing to adhere to Green Light Creative Pty Ltd's WHS policies and procedures.

On consideration of the workers show cause response the Director may:

- Demotion to a lower paid position
- Suspension with a view to termination.
- A discussion with due notice of termination

#### **Serious and Wilful Misconduct**

In instances of serious and willful misconduct a worker may be instantly dismissed.

An act of serious and willful misconduct is a breach of one of the essential conditions of employment. Should a worker be guilty of serious and willful misconduct in the course of their employment, such as included and not limited to - theft, assault of a person, willful misuse or damage to Green Light Creative Pty Ltd plant, equipment or property, failing to provide a duty of care to themselves, the worker and/or other workers, failing to abide by Green Light Creative Pty Ltd WHS policies and procedures, the offending worker/s may be suspended immediately.

The offending worker/s will be interviewed by a committee comprising the Director concerned or their nominee, Union representatives (if requested) and other senior management where relevant, which will assist in determining whether immediate dismissal will be invoked.

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Signed by Director

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Dated

## 9.0 Infectious Diseases Policy

### Commitment

Green Light Creative Pty Ltd is committed to ensuring the health and wellbeing of our workers, stakeholders and clients. We will take all reasonable steps to prevent and manage the spread of infectious diseases through the implementation of procedures that are consistent with guidelines of State Health Authorities.

### Scope

This policy covers all activities undertaken by Green Light Creative Pty Ltd workers, subcontractors, clients and other stakeholders both on our own premises, client sites and third-party sites.

### Objective

This Policy aims to eliminate the spread of infectious diseases, both within our organisation and our community at large by maintaining a clean, safe and healthy environment for workers, their families, our clients and members of the community.

### Policy

Green Light Creative Pty Ltd is committed ensuring the health and wellbeing of our workers, stakeholders and clients.

Green Light Creative Pty Ltd will meet this commitment by:

- Implementing procedures to manage the spread of infectious diseases within our workplace and for all client facing work.
- Minimise all face to face work requirements where possible (e.g. some staff may be able to work from home).
- Stay up to date with Government and Health Department recommendations and ensure they are implemented and followed.
- Providing information to all workers and clients.
- Ensuring staff practice hand hygiene before and after visiting with clients.

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Signed by Director

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Dated

## 10.0 Issue Resolution

### Purpose

The purpose of this Issue Resolution Procedure is to outline the process to follow to ensure work health and safety (WHS) issues raised at Green Light Creative Pty Ltd are resolved.

### Scope

This procedure applies to all workers and other persons at Green Light Creative Pty Ltd.

### References

Relevant State Legislation (Act and Regulations)

Relevant Model Codes of Practice

Incident Reporting Procedure

Hazard Reporting Procedure

### Responsibilities

Manager/Director is responsible for ensuring:

- Consultation with workers is undertaken when resolving health or safety issues.
- The agreed procedure for issue resolution at Green Light Creative Pty Ltd is set out in writing (this procedure) and communicated to all workers engaged by Green Light Creative Pty Ltd.
- The resolution of issues is communicated to relevant persons, records are documented and kept, and an action plan is developed and implemented

Supervisors are responsible for ensuring:

- This procedure is implemented effectively within their area of responsibility, including monitoring progress following resolution of the issue.

All Workers and other persons are responsible for:

- Ensuring that this procedure is followed if an WHS issue requires resolution.

### Procedure

Where a worker identifies a health and safety issue they should raise it with their immediate supervisor.

The worker or supervisor should inform the Director.

The issue should be dealt with as soon as possible after being reported. If it cannot be rectified immediately then a solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved.

Where the issue concerns work which involves an immediate threat to the health and safety of any person, the Manager in consultation with the Director may direct that work will cease. Where an issue or an immediate threat remains unresolved, the Director or workers may request the assistance of Health and Safety Authority.

Workers are within their rights to stop work if they think they or other persons are under immediate danger from an WHS Issue, and there will be no repercussion or disciplinary action taken.

A Health and Safety Inspector may issue an Improvement Notice or a Prohibition Notice.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 30 of 239
---------------------------------	-----------------------	---------------------------	----------------

The issue and agreed outcomes should be tabled during the next safety meeting to notify all personnel of the issue and agreed control options. This communication should be formal using the Hazard Report Form.

Solutions should be recorded as well as communicated to relevant workers for their information. Where relevant, the issue and control options should be documented in a hazard identification form by the Manager and distributed to all sites within the control of the company for tabling at safety meetings.

### **Monitoring and Review**

Following resolution of an WHS issue, monitoring and review shall be undertaken to ensure the effectiveness of the resolution and to determine if any further issues/difficulties have arisen.

### **Records**

All records associated with the resolution of an issue (e.g. minutes of meetings) shall be documented and retained by the Supervisor.

## 11.0 Monitoring and Measurement

### Objective

The objective of this procedure is to ensure system objectives are set and progress against these objectives is regularly reviewed. This includes ensuring corrective and preventive action taken results in an overall improvement to the management system. It is also to ensure that internal audits are carried out in a timely manner. Audits are carried out by trained and competent auditors on a regular basis. Results of audits are reviewed at the following WHS meeting.

### Procedure

#### Senior Managers is responsible for:

- Appointing competent and trained auditors to conduct regular compliance reviews. As a minimum this will involve an annual review of the WHS System by the WHS Manager or qualified auditor, and regular reviews of randomly selected site/s for each division depending on the scope of work in progress in line with the WHS Plan/s. Green Light Creative Pty Ltd also invites client audits.
- Reviewing and minuting compliance review results and significant issues at the following WHS meeting to determine whether the WHS Management system should be changed and / or whether further corrective / preventive actions and / or extra audits are required, following input from all other Managers.
- Ensuring the required follow up (e.g. training, document upgrade, and change of practice) and circulation of results to the relevant staff is carried out in a timely manner.
- Verifying that corrective and preventative actions have eliminated the non-conformance and minimised the chance of recurrence.

#### The appointed auditor is responsible for:

- Carrying out reviews by comparing practice against the requirements of the relevant document / s and recording results of the review.
- Addressing any issues that can be immediately resolved.
- Forwarding results to the WHS Manager and discussing corrective and preventive actions required and the need for any follow up.

#### All Managers are responsible for:

- Identifying and documenting suitable corrective and preventative actions allocating responsibilities and timescales following compliance reviews.
- Ensuring all actions have been closed out in line with agreed timescales.
- Regular spot-checking of compliance with documented systems.
- Providing training and support to all staff to ensure compliance.

Regular meetings are also to be held as part of the Monitoring and Measurement process.

#### Managers are responsible for:

- Chairing regular Management WHS meetings, nominally monthly, to discuss all issues relevant to their area and to review the overall performance of the WHS Management system. Inputs to the meeting include the previous meeting minutes, injury / incident reports, audit results, training requirements, supplier & subcontractor performance, KPIs, communication, environmental issues, customer feedback, non-conformances and any other issues which may improve the overall WHS system.
- Recording and circulating an action set of minutes for each meeting detailing the status and responsibility for the agreed action/s. Regular communication to ensure that issues arising from these meetings are addressed nationally.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 32 of 239
---------------------------------	-----------------------	---------------------------	----------------

- The establishment of other teams to work on relevant company and system issues where applicable.
- Chairing regular WHS meetings, to discuss all issues relevant to their area using the same inputs as listed above.
- Recording and circulating an action set of minutes for each meeting detailing the status and responsibility for the agreed action/s.



## 12.0 Non Conformance

### Objective:

The objective of this procedure is to ensure problems, potential problems and opportunities for improvement are documented, analysed, resolved and submitted to the Manager for closing out and verification.

### Procedure:

#### All workers are responsible for:

- Identifying potential problems before they arise (e.g. using JSAs, SWMS etc.), and taking appropriate preventative action or communicating the issue to their supervisor / manager.
- Providing feedback to their manager of any issue or situation they believe should be reviewed.

#### Managers / Supervisors are responsible for:

- Anticipating potential problems before they arise (e.g. using Job Safety Analysis (JSAs, SWMS etc.) and taking appropriate preventative action.
- Ensuring all incidents / injuries are reported in line with the procedure.
- Ensuring any problems encountered on site are recorded and the root cause analysed, noting down agreed corrective and preventative action. By utilising the site diary, Prestart / toolbox / WHS meeting minutes, and emails.
- Generating a Non-Conformance Report (utilise the Hazard Report Form) and forwarding it to the WHS Manager immediately as detailed below:
  1. In the case of quality-related non-conformance that cannot be resolved onsite.
  2. Where a non-conformance has been identified by a client / external audit.
  3. Where a non-conformance report has been generated following a compliance review.
- Taking appropriate action to identify the root cause and implement control measures to prevent future occurrence.

#### The Manager is responsible for:

- Ensuring the agreed corrective and preventative action is incorporated and verified through the internal audit process.
- Capturing all non-conformances raised through compliance reviews, incident injury reports, and non-conformance reports for submission and final resolution at the WHS meeting.
- Monitoring issues arising from toolbox meeting minutes, safety and environmental observations, and emails that cannot be resolved onsite.
- Verifying that corrective and preventative actions have eliminated the non-conformance and minimised the chance of recurrence within the required timescales.

## 13.0 Risk Identification, Assessment, and Management

### Overview

Green Light Creative Pty Ltd has introduced a comprehensive risk management process to systematically identify and analyse health and safety hazards. This minimises risks to all persons associated with our working environment. This risk management process involves every single worker and, therefore requires that each person fully understands their role in the system and what they can do.

It is important to ensure that each SWMS is signed (by the author and approver, then as required or when the document is reviewed), dated and regularly reviewed. In addition, it is a requirement that the SWMS is altered as necessary to be specific for each site, communicated to affected parties and then once again signed and dated. For each alteration or review that is conducted, the person that conducted the review (either site personnel or Manager/Safety Officer) should sign off and date the 'Reviewed by' section at the top of the form. Evidence that the SWMS has been reviewed which may be in the form of a printed email or any other form of relevant evidence must be attached (where applicable).

### Identification

Some hazards may be more obvious than others because they are common and well known in a particular industry. Others may be more difficult to identify. Green Light Creative Pty Ltd will work closely with workers and look at every task in the workplace to help identify all potential hazards.

Workplace records on incidents, near misses and the results of inspections will also be used to identify hazards.

### Distinguish Hazards from Risks

**Hazard:** A hazard is a situation that has the potential to harm a person.

**Risk:** A risk is the possibility that the harm (i.e. death, an injury or an illness) might occur when exposed to a hazard.

The level of risk is determined by how likely it is that the hazard / environmental aspect will cause harm / impact and the consequence of the severity.

Define Potential Hazards:

- Identify any plant, material, process, or conditions that have the potential to cause harm.
- Identify any work practices or behaviours that may result in injury or ill health.
- Review all past and present systems and records to look for trends and guidance
- Identify and assess any hazards that may occur during abnormal operating conditions, shut down / start up and foreseeable emergency situations.

Encourage widespread worker participation and consultation in the identification process. Include contractors, part timers and any other people that have contact with your workplace.

### Record All Hazards:

- Discuss the hazards/impacts identified with work colleagues.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 35 of 239
------------------------------	-----------------------	---------------------------	----------------

- Record all the potential hazards/impacts discovered in writing.
- Utilise the Green Light Creative Pty Ltd SWMS Template to record the hazards.

### Evaluate the risk

A risk assessment can help determine:

- the severity of a risk
- whether any existing control measures are effective
- what actions should be taken to control the risk
- how urgently those actions should be completed.

A risk assessment will be done for high risk activities, or when:

- there is uncertainty about how the hazard may result in an injury or illness
- the work activity involves several different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks
- there are changes at the workplace that may impact on the effectiveness of control measure.

### Adopt an Assessment Process

Assess the chance or likelihood of an incident occurring.

Assess the extent or consequence of harm / impact that could arise from an incident.

### Utilise the Risk Table

Utilise the Green Light Creative Pty Ltd Risk Table to select the likelihood of a hazardous event occurring.

Utilise the Green Light Creative Pty Ltd Risk Assessment Calculator/Matrix to select the severity of the consequences of the event / impact / non-conformity occurring and determine overall risk rating.

The inherent risk rating is the rating before the implementation of risk controls. After consideration of all controls that may be implemented, the residual risk rating can be determined, i.e. the risk rating after putting in control measures to reduce risk/s.

### Reduce/eliminate the risk

This is the most important step in managing risks – eliminating the identified hazard so far as is reasonably practicable, or if that is not possible, minimising risks as far as reasonably practicable.

The ways of controlling risks can be ranked from the highest level of protection and reliability to the lowest. This is called the hierarchy of control.

Green Light Creative Pty Ltd will work through the hierarchy of control when managing risks. This means Green Light Creative Pty Ltd will always aim to eliminate the hazard, which is the most effective control.

If elimination is not reasonably practicable, Green Light Creative Pty Ltd will minimise the risk so far as is reasonably practicable by doing one or more of the following:

- substituting (wholly or partly) the hazard creating the risk with something that creates a lesser risk
- isolating the hazard from any person exposed to it
- implementing engineering controls.
- If a risk remains, that remaining risk will be further minimised, as far so is reasonably practicable, by implementing administrative controls or using personal protective equipment (PPE).

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 36 of 239
------------------------------	-----------------------	---------------------------	----------------

Administrative controls are work methods or procedures that are designed to minimise exposure to a hazard (e.g. the use of signs to warn people of a hazard). Examples of PPE include earmuffs, respirators, face masks and protective eyewear. It is important to remember that PPE limits exposure to the harmful effects of a hazard, but only if it is worn and used correctly.

Administrative controls and PPE will only be used:

- when there is no other practical control measure available (as a last resort)
- as an interim measure until a more effective way of controlling the risk can be used
- to supplement higher level control measures (as a backup).

### **Review and improve**

Green Light Creative Pty Ltd will ensure the control measures do not introduce new hazards/aspects/impacts.

Green Light Creative Pty Ltd will also:

- Determine the resources required for implementation.
- Assign responsibility for actions and set timetables.
- Advise all workers of the hazards / impacts identified and the status of the situation.

Controlling health and safety risks is an ongoing process and Green Light Creative Pty Ltd will consider any changes which occur at the workplace. Green Light Creative Pty Ltd procedures and risk controls will be reviewed regularly to ensure they are still effective.

Green Light Creative Pty Ltd will periodically review the control measures to ensure that they have minimised the risk. Green Light Creative Pty Ltd will also check that the controls can maintain their function and purpose over time.

We will ensure our workers are aware or/and use and maintain control measures correctly.

The WHS Regulation requires a review of control measures in certain situations. A review, and if necessary, a revision will be conducted in the following situations:

- when the control measure does not control the risk it was implemented to control
- before a change at the workplace which is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary
- if a health and safety representative requests a review and they reasonably believe that a circumstance referred to above affects or may affect the health and safety of a member of the work group they represent.

Control measures for serious risks will be reviewed more frequently.

Green Light Creative Pty Ltd will:

- encourage hazards to be reported openly and risks / impacts assessed routinely.
- Ensure that all workers are involved in risk assessments.
- Utilise the risk assessment process where new equipment, processes, working environment or product are introduced.
- Audit the risk assessment process itself to ensure its effectiveness.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 37 of 239
---------------------------------	-----------------------	---------------------------	----------------

### **Residual Risk**

Once the initial corrective and preventative actions have been implemented, we will reassess the residual risks. This means revisiting the risk assessment process and the further application of the Hierarchy of Control.

If the residual risk rating is still considered high or extreme upon implementation of hazard controls, then an action plan shall be generated detailing the objective/s to further mitigate the risk/s, the individual/s responsible for executing the action/s, and the timeframes for achieving the objective/s.

### **Audit Records**

SWMS Template 13.1

Risk Register Form 13.2

Risk Assessment Calculator/Matrix

RISK MATRIX		CONSEQUENCE				
		Insignificant – no injuries, low financial loss <b>1</b>	Minor – First aid treatment, onsite release immediately contained, medium financial loss <b>2</b>	Moderate – Medical treatment required, onsite release contained with outside assistance, high financial loss <b>3</b>	Major Injury, critical loss of Process/damage to Property <b>4</b>	Death, Catastrophic Loss of Business <b>5</b>
LIKELIHOOD	Almost certain – is expected to occur <b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	Probable – will probably occur <b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	Possible - might occur <b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	Unlikely – could occur <b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	Rare - may only occur in exceptional circumstances <b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Risk level	Required action
15-25 Very high	<u>Act immediately:</u> 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.
10-14 High	<u>Act today:</u> A mitigation plan shall be developed and authorised by area manager or supervisor to reduce the risk to as low as reasonably practicable. The effectiveness of risk control strategies shall be monitored and reported to management and relevant committee.
5-9 Medium	<u>Act this week:</u> 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 and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
1-4 Low	<u>Act this month:</u> Managed by local documented routine procedures which must include application of the hierarchy of controls.

HIERARCHY OF CONTROLS	
ELIMINATION	most effective: can the hazard be removed altogether by elimination of process or substance
SUBSTITUTION	involves replacing the hazard with one that presents a lower risk
ISOLATION	separate yourself from the hazard or separate the hazard from you.
ENGINEERING	change the design of equipment, the workplace or the process.
ADMINISTRATION	reduce or eliminate the exposure to a hazard by adherence to procedures, instructions, signage or training. administrative controls.
PPE	least effective: provides a barrier between a person and the hazard.

### 13.1 SWMS Template

## SAFE WORK METHOD STATEMENT AND RISK ASSESSMENT

<b>WHAT IS THE TASK/JOB BEING ANALYSED?</b>			
<b>RISK ASSESSMENT NUMBER:</b>	SWMS-000	<b>DATE ASSESSMENT CONDUCTED:</b>	<b>DATE</b>
<b>PREPARED BY:</b>		<b>REVIEWED BY:</b>	
<b>SIGNED AND DATED:</b>		<b>SIGNED AND DATED:</b>	
<b>NEXT REVIEW DUE:</b>	DATE, or when processes change, or an incident occurs		

<b>SITE:</b>					
<b>SUPERVISOR:</b>					
<b>CLIENT / PRINCIPLE CONTRACTOR:</b>					
<b>PLANT MAKE:</b>		<b>PLANT TYPE:</b>		<b>PLANT REGISTRATION:</b>	
<b>ARE THE PLANT / EQUIPMENT / TOOL INSPECTIONS AND MAINTENANCE UP TO DATE:</b>			YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>DATE LAST CONDUCTED:</b>
<b>PERSON RESPONSIBLE FOR ONSITE SUPERVISION OF SWMS</b>					

PERSONAL PROTECTIVE EQUIPMENT											
Hard Hat 	Steel Cap Boots 	Ear Protection 	Eye Protection 	Face Shield 	Protective Gloves 	Welding Mask 	P2 Mask 	Respirator 	Harness 	Sun Protection 	High Vis Clothing 

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

PERSONNEL CONSULTED ON SWMS DEVELOPMENT		
Name	Position	Experience/Training
	Owner / Operator	

<b>High Risk Work involves:</b>	<input type="checkbox"/> Risk of falls from greater than 2 metres	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support structures	<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel
	<input type="checkbox"/> Work in confined spaces	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas pipes or mains
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area with contaminated or flammable atmosphere
	<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input type="checkbox"/> Work on, in or adjacent to road, rail shipping or other major traffic corridor	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Diving work	<input type="checkbox"/> Work in or near a drowning risk	<input type="checkbox"/> Work in or areas with artificial extremes of temperature
	<input type="checkbox"/> Other [please specify]: .....		







Tasks	Hazards/Risks	Risk rating			Controls	Risk Rating with controls			Responsibility
		L	C	R		L	C	R	

**EMERGENCY PROCEDURES AND CONTROLS.**

As part of the initial site induction, all workers must be made familiar with the emergency response plan. All activities on site will be risk assessed with consideration given to the need for emergency evacuation and site-specific rescue plan.

The general emergency response is:

- Ensure site safety, move people from immediate area
- Warn traffic of any hazards that affects traffic (use lights, warning signs, etc.)
- Take any practical steps necessary to contain the hazard and prevent it from spreading
- Notify the manager (or delegated representative) and relevant authorities
- First aid – report to the nearest first aider for assistance.
- Accidents – stop work and report incident to nearest Supervisor.

- Major accident – stop work, inform nearest Supervisor and barricade area off.
- Dial 000 for all Emergency Services.
- Dial 112 from mobile phones.

**REFERENCES:****Australian Standards****APPROVALS, LICENSING, TRADE CERTIFICATES, QUALIFICATIONS AND COMPETENCIES REQUIRED. INCLUDING RELEVANT LEGISLATION, APPLICABLE CODES OF PRACTICE, MONITORING AND COMMUNICATION.****ENGINEERING DETAILS /  
APPROVALS / CERTIFICATES**

Certificate of Competency as required for prescribed work

**MAINTENANCE CHECKS**

Machine and vehicles – visual inspection prior to use and in accordance with manufacturer's instructions and recommendations.  
Machine and vehicles – servicing and maintenance as per supplier's instructions and relevant Australian Standards.

**TRAINING / COMPETENCIES /  
QUALIFICATIONS TO PERFORM  
WORK**

General Safety Induction Training (Construction Industry)  
Principle Contractor Specific Induction (as required)  
Site Specific Inductions (as required)  
Certificate of Competency for prescribed work  
Safe Work Method Statements

**RELEVANT LEGISLATION,  
APPLICABLE CODES OF  
PRACTICE  
(WHS AND ENVIRONMENTAL)****MONITORING / EVALUATION**

Measurement and evaluation will be an ongoing process performed principally by:

- On site monitoring by Operations Manager
- Formal site safety inspections against pre-determined criteria
- Formal incident investigations
- Consultation with workers and contractors

**CONSULTATION AND  
COMMUNICATION**

Green Light Creative Pty Ltd actively consults with workers and subcontractors in the following forms:

- Site visits by Supervisor, Operations Manager, Directors
- Inductions
- Bulletins and newsletters



**Responsible Person for monitoring activities and amending SWMS**

If work is not being carried out in accordance with the SWMS then it must stop immediately or as soon as it is safe to do so. In these cases, the SWMS will be reviewed and if necessary revised to reflect the safest way to carry out the work that is reasonably practicable. Work must not resume until the work can be carried out in accordance with the SWMS

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Hazard/Activity	Risk	Risk Rating			Control Measures	Residual Risk Rating			References – legislation, Codes of Practice, Standards
		L	C	R		L	C	R	
					•				
					•				

**Document Change Control**

Version	Date	Author	Summary of Changes	Approved by
1.0	DD/MMYYYY	Name	Issued Manual	Director
2.0				
3.0				
4.0				
5.0				
6.0				
7.0				



## 14.0 Health and Safety Plan and Review

All policies, procedures and management system documents are subject to regular review via Management meetings (incorporating this safety system).

The system is continually reviewed and improved to ensure we meet our WHS objectives and to provide a safe and healthy work environment for all workers and third parties affected by our operations.

In addition, Green Light Creative Pty Ltd will ensure the WHS program is formally reviewed on an annual basis.

The health and safety checklist is to be completed by the WHS Representative in consultation with relevant workers.

Using the checklist, the plan is then completed in conjunction with the Director.

The health and safety plan/objectives are to be communicated to all workers.

### **Audit Records**

WHS Review Checklist 14.1

## 14.1 WHS Review Checklist

Policy	YES	NO
Reviewed Annually		
Have the objectives changed		
Are workers involved with the review		
Have Audits been conducted annually		
<b>Hazard Identification</b>		
Hazard Identification Complete		
Reviews Undertaken as required		
Controls Developed and implemented		
Monitoring undertaken		
PPE available and used		
Hazard training recorded		
<b>Training</b>		
Induction training completed for new workers and contractors		
Training completed as scheduled		
Evidence that competency has been achieved		
Information available to workers		
<b>Incidents/Accidents</b>		
All accidents recorded		
Investigation completed		
Recommendations for improvements implemented		
Accidents collated and reported to management		
<b>Worker Participation</b>		
Meeting minutes maintained		
Recommendation for improvements implemented		
<b>Emergency Planning</b>		
Evacuation Drill held 6 monthly		
Drill records maintained		
Training sessions recorded		
<b>Plant and Equipment</b>		
Maintenance records kept		
<b>Comments</b>		

Signed \_\_\_\_\_

Dated \_\_\_\_\_

## 15.0 Health and Safety Objectives

To ensure Green Light Creative Pty Ltd is consistently achieving WHS best practice, a set of defined objectives will be set annually as part of the review process. These objectives are to be monitored as part of the management meetings and results recorded.

### **Managers are responsible for:**

- Maintaining a KPI spreadsheet detailing the measurement of objectives for the current year.
- Continually reviewing and refining objectives at meetings to ensure they are providing the basis for continual improvement.

### **Audit Records**

Health and Safety Objectives 15.1

## 15.1 Health and Safety Objectives

OBJECTIVE	ACTION	RESPONSIBILITY	DATE COMMENCE	DATE COMPLETE	REVIEW DATE	ACTION COMPLETE
Adopt and review the Work Health & Safety Policy and associated Manual	Review policy, date, and sign. Display policy	Director	02/03/2020	02/03/2020	02/03/2021	
Provide Safe Plant & Equipment	Ensure that Plant and Equipment is maintained and serviced	Director	02/03/2020	Ongoing		
Encourage consultation with workers on health and safety matters	To discuss safety issues with workers	Director	02/03/2020	Ongoing		
Consider hazards in the workplace and implement controls where required	Conduct a yearly workplace inspection to identify hazards	Director	02/03/2020	Ongoing		

Ensure workers are properly trained and records kept	Ensure workers are trained and qualified	Director	02/03/2020	Ongoing		
Record and Investigate incidences	Complete an incident report form and investigation form	Workers	02/03/2020	Ongoing		

## 16.0 Document, Data and Records Control

### Purpose

This procedure is to outline the core sections of the WHS Management system and to provide direction regarding the related documentation.

Maintaining a summary of the documentation will allow Green Light Creative Pty Ltd to:

- Collate the WHS Policy, Objectives and Targets;
- Describe means of achieving Objectives and Targets;
- Document key roles, responsibilities, and procedures;
- Provide direction to related documentation; and
- Demonstrate that appropriate elements of the WHSMS are being implemented.

This procedure describes the core elements of the WHS, identifies related documentation and where to locate it, and defines how the WHS will be documented and maintained.

Green Light Creative Pty Ltd shall retain hardcopy and / or electronic records in relation to system procedures, job safety analysis, incidents / injuries, training records, corrective action and other documentation stated in this Manual.

Minimum retention times are:

- 7 years for project related records;
- 6 years for accounting related records;
- 3 years for administration records.

Or the length of the warranty period if it is to exceed the above.

### Responsibility

Top Management is responsible for:

- Ensuring that changes to controlled documents are made, understood, distributed, and communicated to the affected functions within the organisation.
- Making changes to the controlled documents and distributing changes.
- Issuing uncontrolled copies.
- Removal of obsolete controlled documents from all points of issue and use.
- Ensuring records are retained in a systematic manner that ensures information is readily accessible when required.
- Ensuring job specific records are filed in a systematic manner and at the conclusion of each job, all records are archived.
- Ensuring all records are archived and retained for a suitable time being at least the minimum retention times as shown above or as required by law. Confidential records are to be destroyed using a shredder.

The WHS Administrator is responsible for:

- Ensuring that any new documents required for the WHS Management System are developed and that the WHS Manual, and Policies and Procedures are approved at Management Meetings or other documents approved by the WHS Manager prior to

inclusion in the manual.

- Ensuring the file name, which includes the latest review date are recorded in each document.
- Transferring the old version to the superseded folder where appropriate.
- Notifying all affected staff of the changes made, via change announcements.
- Responsible for ensuring a review of current documents is undertaken and the date of the file name be amended accordingly.

All staff members are responsible for:

- Completing and filing records as outlined in the WHS Manual.
- Disposing of records that are not confidential in the appropriate bin.
- Shredding all confidential records prior to disposal.

### **Procedure**

The WHSMS will be documented in hardcopy and electronic form.

Any printed copy of documents within the WHS Management System is an uncontrolled copy. To ensure that you are using the latest version of any documents, please refer to electronic copies held.

The WHSMS will contain an introductory section and a procedure for each of the requirements set out in AS/NZS 4801.

Each procedure will be based on a standard template.

### **Location of WHS Documentation**

Electronic copy to be kept on Green Light Creative Pty Ltd's computer system

### **Core Elements of the WHS Documentation**

#### **Green Light Creative Pty Ltd WHS Policy**

The WHS policy is a statement by Green Light Creative Pty Ltd of its intentions and principles in relation to its overall WHS performance. The purpose of the WHS system is to provide the means to meet the commitments outlined in the WHS policy in a logical, reasonable and integrated manner.

#### **WHS Management System**

The WHS Management System provides the framework within which the WHS policy, WHS procedures and forms can be viewed in relation to each other. The manual allows the WHS to be organised and implemented in a manner suited to Green Light Creative Pty Ltd.

#### **WHS Procedures**

The WHS Management System contains procedures that describe the operation, control and review of the WHS Management System. These procedures include a series of actions that integrate the management of WHS issues associated with Green Light Creative Pty Ltd's operations and facilities.

**WHS Forms and checklists**

The WHS forms and checklists facilitate the implementation of the actions specified in the WHS procedures. These elements provide guidance on the implementation of the WHS, ensure all information relating to the WHS is recorded and allow follow-up and reporting on the WHS to occur.

**Related Documentation**

WHS documentation has been developed so that it integrates with existing systems as much as possible and existing document control.

Related documentation includes:

- WHS legislation and regulations
- Regulatory Compliance System documents
- Incident management database
- WHS Policies, Guidelines and Codes of Practice
- Australian Standards
- Green Light Creative Pty Ltd Policies
- Operating procedures
- Organisational structure information
- Green Light Creative Pty Ltd process information
- Emergency plans
- Monitoring database
- Reports

Relevant documentation is referred to in each procedure.

Appropriate aspects of new systems will be incorporated as developed.

**WHS Documentation Maintenance and Modification**

WHS documentation will be maintained and modified by top Management.

**Audit Records**

Document Register



## 17.0 Hazard Identification and Reporting

### Purpose

This procedure describes how hazards are reported by workers. The Hazard Report applies to the reporting of any health and safety issues other than personal injury, (the Incident Report Form is to be used for this purpose). The procedure applies to all workers.

### Definitions

Hazard - potential to cause injury or damage.

### Responsibilities

#### Manager/Supervisor

- Ensure hazard report forms are available to workers.
- Train workers in hazard reporting procedure.
- Remove the hazard if possible/safe to do so.
- Prevent workers being exposed to the hazard.

#### Workers

- Report all hazards (that is any condition that might cause injury or damage), to the Supervisor immediately.
- Follow up report to ensure corrective action has been taken.
- Never leave a hazard unreported. It might cause a serious injury.
- Remove the hazard if possible/safe to do so.
- Prevent other workers being exposed to the hazard

### Procedure

Green Light Creative Pty Ltd shall ensure that the Hazard Report Form is available to all workers in all work locations.

If there is an immediate risk of injury or illness a worker shall act to make the area safe, ensuring their own safety is not jeopardised, immediately report any hazard to their supervisor and complete the Hazard Report Form. The worker should keep a copy of the completed form.

Workers are within their rights to stop work if they think they or other persons are under immediate danger from a hazard, and there will be no repercussion or disciplinary action taken.

The supervisor on receipt of the Hazard Report Form shall:

- remove the hazard if possible
- prevent workers being exposed to the hazard
- forward the Hazard Report to the Manager immediately on receiving the report.

The Manager shall provide all Hazard Reports for tabling at the safety meeting and shall allow workers access to the Hazard Report file.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 58 of 239
---------------------------------	-----------------------	---------------------------	----------------

Copies of Hazard Reports are to be filed at each location under “Hazard Reports”.  
The hazard should also be recorded in the Hazard Register.

The Hazard Reporting Procedure is to be explained in safety meetings every 6 months

**Audit Records**

Hazard Report Form 17.1

Hazard Register 17.2

## 17.1 Hazard Report Form

<b>Date:</b>		<b>Report Number:</b>	
<b>Reported By:</b>		<b>Signature</b>	
<b>Reported To:</b>		<b>Signature</b>	
<b>Location:</b>			
<b>Category:</b>	Near Miss <input type="checkbox"/>	Workplace Hazard <input type="checkbox"/>	Hazardous Work Practice <input type="checkbox"/>
<b>Risk Class:</b>	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
<b>Description of Hazard:</b>			
<b>What needs to be done?</b>			
<b>By Whom</b>			
<b>When</b>	Immediate <input type="checkbox"/>	Within 24 hours <input type="checkbox"/>	Within 7 Days <input type="checkbox"/>
<b>Completion</b>			
<b>Corrective Action Completed by:</b>		<b>Signed</b>	
<b>Time</b>		<b>Date</b>	
<b>Copy given to:</b>			
<b>Manager:</b>		<b>Signed</b>	
<b>Communication Meeting:</b>		<b>Date</b>	



## 18.0 Incident Management

### Purpose

To provide information on the nature and extent of occupational injury, disease, incidents at the workplace and to provide a comprehensive set of data for the management of Work Health and Safety incidents at the workplace.

### Responsibility

Overall responsibility for Incident reporting rests with the individual worker, however it is the immediate managers role to assist in ensuring all incidents are reported and investigated.

The management and review, investigation and closure of incidents rest with the Director and WHS Personnel.

### References

WHS Act and Regulations  
State WorkSafe and WorkCover Authorities

### Definitions

**Accident / Incident:** An unplanned unexpected event which may or may not cause injury and/or damage to the environment, property or equipment.  
Work Injury any injury, occupational disease or disability which arises out of or in the course of any work activity and may require first-aid or medical treatment.

**Near misses:** Any unplanned incidents that occurred at the workplace which, although not resulting in any injury, disease or environmental damage, had the potential to do so.

**No lost time injuries/diseases:** These are occurrences which are not lost time injuries, and for which first aid or medical treatment was administered. These may also be incidents that are considered minor and/or where no treatment was required.

**Lost time injuries/diseases:** Those occurrences that resulted in lost time from work of one day/shift or more.

**Commuting injuries:** All injuries that occurred during travel while not on duty or during a recess period. This would normally include travel between place of abode and workplace, travel to technical school for training associated with employment and travel to receive medical treatment for an injury sustained at work.

### Procedure

In all cases accidents / incidents of any nature should be reported within 24hours by completing an Incident Report Form.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 62 of 239
------------------------------	-----------------------	---------------------------	----------------

It is the responsibility of the immediate manager to complete an investigation by gathering as much detail as possible in relation to the accident / incident, then completing part two of the report, the aim being to ensure adequate preventative and corrective action has taken place to avoid reoccurrence. Evidence of the investigation (where applicable) should be provided and sent to top management or the WHS representative. Documentation which provides evidence that preventative and corrective actions have been discussed and/or implemented, in the form of emails, prestart/toolbox minutes, etc. should be sent to top management or the WHS representative.

Incident registers are maintained in each area and all incident and injury data is:

- Forwarded to WHS Representative/Director
- Recorded
- Included in monthly reports

### **Persons Involved**

If necessary, provide basic life support based on training and activate emergency procedure. Inform the appropriate team leader / responsible officer.

### **First Aider**

Attend to injured worker or transport the worker to the nearest medical facility if safe to do so. If there is a fatality, the body shall not be moved unless it is essential to do so. Inform Team Leader or Supervisor.

### **Project / Site Manager/Supervisor**

Immediately secure the area to ensure safety of other personnel and containment as necessary. Inform the appropriate Manager.

### **Director**

*Immediately* attend site to ensure control actions are in place. Determine the need for a statutory investigation as described below.

*Within 24 hours* convene an investigation team and commence full investigation. Provide accident/incident details to the nominated client representative (where relevant), Safety Representative and any other relevant parties.

*Within 48 hours*, complete analysis of the accident/incident. Prepare a presentation on the investigation finding and analysis.

*Within 5 working days* ensure that the appropriate accident/incident reporting process has been completed.

Relevant parties should meet at the earliest opportunity, ideally within 48 hours of the accident/incident. The agenda shall include:

- A presentation by the Manager
- A review of the investigation and analysis
- Agreement on preventive / corrective actions required
- Authorisation for actions, if necessary.
- Report on progress requirements.
- Project / Site Manager
- Communicate changes incorporating any training needs identified and monitor the effectiveness of action taken.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 63 of 239
------------------------------	-----------------------	---------------------------	----------------

- Document all action, communication and training in line with the WHS System requirements.

### **Statutory Notification**

The Supervisor or Manager must verbally notify the relevant Worksafe/Workcover Authorities immediately after becoming aware of an incident as follows.

- The death of any person (all states); or
- A person requiring immediate medical treatment within 48 hours of exposure to a substance (all states); or
- A person requiring immediate treatment as an in-patient in a hospital (all states); or
- A person requiring immediate medical treatment (all states) for:
  - The amputation of any part of his or her body; or
  - A serious head injury; or
  - A serious eye injury; or
  - The separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
  - Electric shock; or
  - A spinal injury; or
  - The loss of a bodily function; or
  - Serious lacerations
- Injuries involving high risk equipment or plant; or
- A person contracting a reportable disease (only in Western Australia) such as tuberculosis, viral hepatitis, legionnaire's disease and HIV where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection. In addition, Q fever, anthrax, leptospirosis and brucellosis where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products are also reportable.
- Theft of explosives; or
- injuries caused by explosives; or
- releases of dangerous goods (e.g. gas leaks or spills of liquids)

Written notification (electronically, by post or facsimile) is required within 48 hours, except Queensland (within 24 hours) and Western Australia

Where an external investigation is to take place, the following actions are to be co-ordinated by the Project / Site Manager or someone designated until they are able to reach the site:

- The area is made safe
- Any injured personnel are removed from the area and given medical support
- The affected area is roped off and /or isolated
- A person is placed at the area to stop people from entering the area until the appointed Government inspector arrives.
- Relevant parties (e.g. Worksafe/Workcover, EPA, Police and others as appropriate) are notified of the nature of the accident. Ensure that confirmation is received from the relevant parties notified.
- Top Management is to be notified.

The accident / incident scene is not to be tampered with in any way until the relevant authorities

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 64 of 239
---------------------------------	-----------------------	---------------------------	----------------

confirm that the investigation has been completed.

**Audit Records**

Incident Report Form 18.1

Incident Investigation Form 18.2

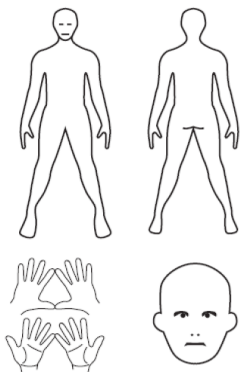
Incident Register 18.3



## 18.1 Incident Report Form

### PART A – Details of the incident

<b>Details of person completing the report</b>	Name:	
	Phone number:	
	Email address	
	Position:	
<b>Time and date of incident</b>	_____:____ am/pm on ____/____/____	
<b>Location of incident</b>		
<b>Activity being undertaken</b>		
<b>Brief description of incident / near miss</b>		
<b>Names and contact details for witnesses to the incident</b>		
<b>Was anyone injured</b>	<input type="checkbox"/> No (Go to part C - Signoff) <input type="checkbox"/> Yes (complete Details of injury for each injured person) How many injured: _____	
<b>PART B – Details of injury</b>		
* N.B. If more than one person has been injured in this incident, please attach an additional part B for each injured person		
<b>Details of injured person</b>	Name: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female    Date of Birth: ____/____/____	
<b>Contact Details</b>	Work phone _____ Home phone _____ Mobile _____ Email: _____	

<b>Relationship</b>	<input type="checkbox"/> Worker <input type="checkbox"/> Subcontractor <input type="checkbox"/> Visitor  <input type="checkbox"/> Other (Specify) _____		
<b>Worker Details</b>	Position Title: _____  Type of Employment: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Day shift <input type="checkbox"/> Night shift  Will a Workcover claim be lodged? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure  Work cycle: <input type="checkbox"/> Travel <input type="checkbox"/> Meal or rest break <input type="checkbox"/> Work		
<b>Mechanism of Injury (indicate all relevant)</b>	<input type="checkbox"/> Slip/trip/fall <input type="checkbox"/> Manual handling <input type="checkbox"/> Body stressing <input type="checkbox"/> Hit by falling object <input type="checkbox"/> Hitting an object with part of the body <input type="checkbox"/> Being hit by moving objects <input type="checkbox"/> Exposure to heat /radiation/electricity <input type="checkbox"/> Exposure to biological agent (including body fluid) <input type="checkbox"/> Exposure to Chemical agent <input type="checkbox"/> Exposure to asbestos <input type="checkbox"/> Exposure to work stress <input type="checkbox"/> Violence <input type="checkbox"/> Other inappropriate behaviour <input type="checkbox"/> Other: _____		
<b>Nature of Injury (indicate all relevant)</b>	<input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Fracture <input type="checkbox"/> Cuts/Scratch/Abrasion <input type="checkbox"/> Bruising <input type="checkbox"/> Burn <input type="checkbox"/> Bite/Sting <input type="checkbox"/> Electrical shock <input type="checkbox"/> Concussion <input type="checkbox"/> Psychological <input type="checkbox"/> Other _____		
<b>Bodily Location/s</b>	Shade the part of the body that is injured  		
<b>Treatment required (highest level only)</b>	<input type="checkbox"/> No treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital outpatient <input type="checkbox"/> Hospital admission <input type="checkbox"/> Other _____		
<b>PART C - Signoff</b>			
<b>Print Name</b>			<b>Date</b>
<b>Signed</b>			

## 18.2 Incident Investigation Form

<b>Time and date of incident</b>	
<b>Is this a notifiable incident?</b>	<input type="checkbox"/> Yes. Notify as per state legislative requirements. Date Notified: __ / __ / ____ <input type="checkbox"/> No
<b>Investigation Methods</b>	<input type="checkbox"/> interviews <input type="checkbox"/> written statements <input type="checkbox"/> examination of accident site <input type="checkbox"/> CCTV review <input type="checkbox"/> Other: _____
<b>Brief Summary of findings (refer to attachments if necessary)</b>	
<b>Causal factors identified (specify)</b>	<input type="checkbox"/> People <input type="checkbox"/> Equipment/plant <input type="checkbox"/> Environment <input type="checkbox"/> Processes/procedures <input type="checkbox"/> Organisational factors
<b>Recommendations (specify)</b>	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input type="checkbox"/> Engineering <input type="checkbox"/> Administrative <input type="checkbox"/> Personal protective equipment:
<b>Will recommendations eliminate all hazards?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Investigator</b>			
<b>Signed</b>		<b>Date</b>	
<b>Submitted to (name)</b>		<b>Position</b>	
<b>Actions</b> * N.B. Actions are usually coordinated by the supervisor/manager.			
<b>Time and date of incident</b>			
<b>Confirmation of actions</b>	Are all recommendations accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No Note exceptions:		
<b>Additional actions to be taken</b>			
<b>Are all Actions completed</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Transfer to the Hazard and Risk registers</b>	All remaining hazards transferred to the hazard and risk registers for monitoring/review: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>Outstanding actions</b>	All outstanding actions noted against hazards in the risk register: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>Communication</b>	<input type="checkbox"/> Incident reporter notified of outcomes on ___/___/___ <input type="checkbox"/> Relevant committee notified of incident and outcomes on ___/___/___ <input type="checkbox"/> Copy of this complete Incident Investigation form sent to Director.		

**Supervisor/Manager Name:** \_\_\_\_\_

**Supervisor/Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_



## 19.0 Return to Work

### Purpose

Green Light Creative Pty Ltd is committed to the prevention of injury or illness in our work environment. To achieve this goal, a safe and healthy workplace is provided for all workers and other people within Green Light Creative Pty Ltd's control. Green Light Creative Pty Ltd does, however, recognise that unfortunately accidents and injuries may still occur and therefore, is also committed to providing rehabilitation and, if necessary, vocational re-training to injured workers.

### Responsibilities:

#### Workers are required to

- Take reasonable care in the performance of their work to prevent injury to themselves and others.
- Notify Green Light Creative Pty Ltd of any hazard or work-related injury
- Co-operate with Green Light Creative Pty Ltd to achieve rehabilitation objectives
- Be pro-actively involved in the decision-making when a rehabilitation programme is required.
- Accept the provision of suitable duties of an agreed rehabilitation/RTW programme
- Comply with the advice of the medical experts regarding suitable duties and work restrictions
- Workers engaged in an RTW programme have, by law and in accordance with Green Light Creative Pty Ltd policy certain rights and responsibilities and therefore:
  - Must maintain contact with the workplace and the supervisor whilst absent.
  - Has a choice between Green Light Creative Pty Ltd and his/her own doctor.
  - Should promptly refer any concerns regarding the RTW process or decisions to Key Personnel at any time.

#### Co-workers

All fellow workers within the workplace are encouraged to be actively involved in a positive manner to support other work colleagues in a return to work programme.

#### Supervisors

Green Light Creative Pty Ltd supervisors play a central role in the success of any Return to Work programme and are an integral member of the RTW/Rehabilitation Team.

Supervisors shall be responsible for:

- Working with the worker and all relevant personnel in the implementation of the Rehabilitation Plan.
- Identify suitable duties for discussion with the workers RTW team.
- Actively engage in discussions and decision making with relevant personnel.
- Monitor worker performance and progress within the guidelines of the RTW agreed programme.
- Notify Co-workers of the capabilities of the worker.
- Ensure duties of workers engaged in RTW programs are assigned only those duties described in their own programme.
- Be easily contacted by the worker if needed or necessary.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 71 of 239
------------------------------	-----------------------	---------------------------	----------------

- Provide support to the worker and RTW programme.
- Identify the exact number of hours worked by the worker engaged in a Return to Work Programme.

### **Safety and Rehabilitation Co-ordinator**

The Safety and Rehabilitation Co-Coordinator has the responsibility for the active management of the rehabilitation of the injured worker and co-ordinating their RTW.

- Maintain contact with the worker during their absence from work.
- Advise the worker of their responsibility toward the RTW Program and the rehabilitation team
- Continually maintain contact and liaise with medical experts
- Maintain regular contact and co-ordinate with the relevant personnel
- Ensure the worker is informed of their entitlements
- Ensure the worker has access to all appropriate information and resources
- Be easily contacted at any time by workers if needed or necessary
- Co-ordinating the RTW Programme
- Aiding Supervisors of injured workers as required
- Maintain accurate records of RTW cases
- Ensure records are accessible by authorised personnel only
- Provide to the worker all suitable information with regard to the Return to Work Program.

### **Rehabilitation Provider**

The Rehabilitation Provider, having been contacted by either Green Light Creative Pty Ltd insurers or the Safety and Rehabilitation co-ordinator has the responsibility to:

- Provide key personnel and Green Light Creative Pty Ltd with advice regarding the identified capabilities of the worker.
- Always maintain contact with the worker
- Forward written reports of assessment and appraisal to authorised persons only

### **Key Personnel**

Once the key personnel (Rehabilitation Team) is established, its primary role is to identify, develop, implement, and monitor the rehabilitation and RTW programme. Specifically, their responsibilities include:

- Discuss all reports received from Medical Experts
- Identify ALL possible options of job/task placement
- Decide frequency of meetings
- Discuss and decide RTW time frames
- Outline monitoring procedures
- Develop assessment guidelines
- Discuss and decide any re-deployment necessary
- Discuss and decide any retraining necessary

### **Workers Compensation and Rehabilitation**

Immediately following notification of acceptance of a Workers Compensation Claim that requires rehabilitation of a worker, Green Light Creative Pty Ltd insurers will contact the Safety Co-ordinator, who becomes the Case Manager and Rehabilitation Co-ordinator, and an external, accredited Rehabilitation Provider.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 72 of 239
------------------------------	-----------------------	---------------------------	----------------

The Rehabilitation Provider will assess the worker's injuries in close consultation with the preferred doctor and submit a written report to Green Light Creative Pty Ltd.

The Safety and Rehabilitation Co-ordinator shall notify relevant managers and supervisors and arrange a meeting of those parties who then form part of the workers Return to Work (RTW) team.

The RTW Team members shall be familiar with their roles and responsibilities as outlined in the following pages.

It is important for an injured worker to know that Green Light Creative Pty Ltd is pro-active in returning them to productive work. It should then become common knowledge throughout Green Light Creative Pty Ltd operations that Green Light Creative Pty Ltd will:

- Make every effort to assist injured workers in their recovery and early return to work.
- Ensure workers are informed of their entitlements and rights in respect of Workers Compensation and Rehabilitation.
- Provide suitable alternative duties either internally or externally for injured workers.
- Adhere to mutually agreed return to work (RTW) programmes.
- Respect personal privacy.
- Co-operate with recommendations about placement and if required, retraining.
- Appoint a Green Light Creative Pty Ltd staff member to co-ordinate individual RTW programmes
- Injured workers must co-operate with Green Light Creative Pty Ltd to facilitate their early return to work.

In the event of an injury or illness occurring that is related to a worker's work or work environment the worker must:

- Complete a Green Light Creative Pty Ltd accident/incident form immediately after the occurrence if possible and hand to the supervisor.
- If time off due to an inquiry or illness is needed, complete a Work Cover Worker's compensation form immediately after the occurrence if possible and hand to the supervisor.
- Seek medical attention and receive from your doctor a worker's compensation medical certificate and hand to the supervisor.

On completion of the above steps the Supervisor has a responsibility to:

- Investigate the accident
- Document investigations in Incident/Accident Form.
- Send all associated forms to the Safety and Rehabilitation Co-ordinator
- If appropriate, make the necessary modifications to prevent re-occurrence of the incident/accident

The Safety and Rehabilitation Co-ordinator will:

- Assist supervisor with accident investigation
- Record and complete worker compensation form
- Forward (within 3 days) to Green Light Creative Pty Ltd insurers the original copy
- Contact injured worker and offer assistance if required
- Notify Work Cover if injured worker requires more than 10 continual days off work, or any



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 73 of 239
------------------------------	-----------------------	---------------------------	----------------

other notifiable incidents as stipulated in the Acts and Regulations.

Green Light Creative Pty Ltd Insurers will:

- Notify the worker (within 28 days) of acceptance, defer liability on Green Light Creative Pty Ltd behalf
- Notify Green Light Creative Pty Ltd of acceptance, deferral or denial of claim
- If accepted, notify Green Light Creative Pty Ltd to continue payment
- If deferred or denied, notify worker of the rights of appeal

If serious injury is accepted, a rehabilitation provider will be contacted to liaise with the injured worker, the worker's doctor, Safety and Rehabilitation Co-ordinator and the worker's manager.

### **Legislation**

For more information on Workers Compensation/Return to work, see the relevant State/Territory websites/legislation below:

#### **New South Wales**

[www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

Workplace Injury Management and Workers Compensation Act 1998

Workers Compensation Regulation 2010

#### **Victoria**

[www.worksafe.vic.gov](http://www.worksafe.vic.gov)

Workplace Injury, Rehabilitation and Compensation Act 2013

#### **Queensland**

[www.workcoverqld.com.au](http://www.workcoverqld.com.au)

[www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au)

Workers' Compensation and Rehabilitation Act 2003

Workers Compensation and Rehabilitation Regulations 2014

#### **South Australia**

[www.rtwsa.com](http://www.rtwsa.com)

Return to Work Act 2014

Return to Work Regulations 2015

#### **Northern Territory**

[www.worksafe.nt.gov.au](http://www.worksafe.nt.gov.au)

Return to Work Act 2015

Return to Work Regulations 2015

#### **Australian Capital Territory**

[www.worksafe.act.gov.au](http://www.worksafe.act.gov.au)

Workers Compensation Act 1951

Workers Compensation Regulation 2002

#### **Western Australia**

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 74 of 239
---------------------------------	-----------------------	---------------------------	----------------

[www.workcover.wa.gov.au](http://www.workcover.wa.gov.au)

Workers' Compensation and Injury Management Act 1981

Workers' Compensation and Injury Management Regulations 1982

### **Tasmania**

[www.worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)

Workers Rehabilitation and Compensation Act 1988

Workers Rehabilitation and Compensation Regulations 2011

### **Audit Records**

Incident Report Form 18.1

Suitable Duties Program 19.1

Medical Records

Injury Management Plan

## 19.1 Suitable Duties Program

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<b>Name:</b>			<b>Date:</b>	
<b>Site/Location:</b>				
<b>Work Phone:</b>			<b>Home Phone:</b>	
<b>Mobile:</b>				
<b>Treating Doctors Details:</b>				
<b>Medical Facility:</b>				
<b>Phone:</b>			<b>Fax:</b>	
<b>Injured/Affected Area:</b>				
<b>Description of Occurrence:</b>				
<b>Medical Assessment:</b>				
<b>Work Restrictions</b>				
No Lifting heavier than _____ kg				
Avoid repetitive bending / lifting? <b>Yes</b> <b>No</b>				
Avoid repetitive use of affected body part? <b>Yes</b> <b>No</b>				
Avoid prolonged standing / walking / sitting? <b>Yes</b> <b>No</b>				
Keep injured area clean and dry? <b>Yes</b> <b>No</b>				
<b>Medical Management</b>				
Medication:				
Approved allied health professionals (Physio etc):				
<b>Duties to perform while under restriction</b> (Stocktakes, office work, yard duties, deliveries, sentry, light maintenance etc)				
<b>Agreement by parties at the workplace</b>				
I agree to the terms of this return to work program. I will work within the outlined restrictions and will notify my supervisor immediately if I am unable to meet any of these conditions.				
Workers signature:			Date:	
Supervisor/Manager signature:			Date:	

## 20.0 Consultation and Communication

### Consultation

Green Light Creative Pty Ltd encourages workers to participate in discussions regarding safe work practices and WHS issues. A monthly communication meeting occurs where workers are encouraged to attend and discuss any incidents/accidents and hazard alerts.

Green Light Creative Pty Ltd has an open-door communication arrangement and encourages workers to discuss any concerns, WHS issues and offer any suggestions on WHS, work safe practices and injury management.

Worker participation enables worker contribution to determine how the work can be done safely.

Effective and meaningful consultation can result in:

- Reduced injury and disease;
- Improved management decisions through gathering a wider source of ideas about WHS
- Greater PCBU and worker commitment to WHS through a better understanding of WHS decisions and worker ownership of the outcome of consultation
- Greater openness, respect and trust between management and workers through developing an understanding of each other's points of view.

### When Green Light Creative Pty Ltd will consult

Green Light Creative Pty Ltd will so far as is reasonably practicable consult when:

- Identifying or assessing hazards or risks
- Making decisions on how to control risks
- Developing Policies and Procedures
- Making decisions about the adequacy of facilities for worker welfare (e.g. dining facilities, change rooms, toilets or first aid)
- Making decisions about procedures to:
  - consult with workers on health and safety matters
  - resolve health and safety issues
  - monitor workers' health and workplace conditions
  - provide information and training
- Determining the membership of any health and safety committee

### How Green Light Creative Pty Ltd will consult

Consultation and communication methods will be arranged and agreed upon by all parties.

Where possible Green Light Creative Pty Ltd will encourage the election of a Health and Safety Representative (HSR) by making workers aware of their rights.

Consultation/election and training arrangements will then take place in accordance with individual state legislation.

**Alternative consultation arrangements**

In the case of not having a (HSR) Green Light Creative Pty Ltd will adopt the following arrangement:

- Encourage open communication and feedback with workers
- Consult with workers directly affected by the WHS matter – details should be clearly noted giving timescales for agreement, the following methods may be used to record the consultation taking place: -
  - Toolbox meeting minutes
  - Site diary note
  - WHS meeting minutes
  - Job Safety Analysis Worksheet
  - Accident / Incident investigation
  - WHS Inspections
  - Compliance review / action plan

**Communication**

Successful consultation should lead to an agreement being reached, in all cases this will be communicated to all workers via the best possible method this may involve one or several the following:

- Email
- Toolbox Talk
- WHS meeting / minutes
- Training
- WHS Bulletins and Notices
- Safety Alerts

Where language or literacy issues are identified in the workforce the following options may be utilised to ensure effective communication to all workers:

- Use of interpreters.
- Use of pictograms and images in written communications and procedures.
- Images in signage around the workplace.

**Meetings**

A monthly safety meeting is to be carried out by the WHS Representative and Supervisors.

All workers are informed that they are to report any issues to their Supervisor who will raise it in the monthly meeting.

The Supervisor will then display minutes of the meeting on notice boards for workers to view.

The Safety officer is responsible for:

- Overseeing a Monthly safety meeting to address safety issues.
- Ensuring toolbox meetings are conducted daily prior to works commencing
- Communicating any matters that are likely to affect the workplace via memo, company bulletin or similar.

The relevant manager / supervisor is responsible for:

- The election of Safety and Health Representatives in accordance with relevant State Legislation.
- Conducting toolbox meetings to address relevant Safety issues.
- Ensuring all workers are consulted with regarding procedural updates and pertinent WHS matters.
- Ensuring all absentees from meetings are debriefed and copies of relevant minutes distributed and signed to confirm receipt and understanding.

### **Audit Records**

WHS Meeting Minutes 20.1

Toolbox Meeting record 20.2

## 20.1 WHS Meeting Minutes

WHS Meeting Minutes					
<b>Name of Company:</b>					
<b>Meeting Venue:</b>					
<b>Presented By:</b>					
<b>Date:</b>		<b>Time Commenced:</b>		<b>Time Ended</b>	
<b>Members Present:</b>	<b>Representing:</b>				
<b>Apologies:</b>					
<b>Visitors/Observers</b>					
<b>Distribution of Minutes</b>					
<b>Agenda Item</b>	<b>Action</b>			<b>Timeframe</b>	
1. Welcome and apologies					
2. Minutes of previous meeting					
3. Report on items requiring action					
4. New business					
5. Review of incidents occurring since last meeting					
6. Reports on workplace safety inspections					

7. General business		
8. Date, time and venue for next meeting		
<b>Chairperson:</b>		
<b>Date:</b>		

**NOTES:**

1. Copies of minutes should be given to each member and posted on notice boards.
2. A brief but complete outline of each agenda item should be included under each heading.  
Action should include the person/s responsible for carrying out of the actions recommended.  
Timeframes should include the due dates of any actions required to be carried out.
3. The Chairperson is to sign and date the minutes before their distribution



## 20.2 Toolbox Meeting record

<b>Project Location</b>					
<b>Name of Company:</b>					
<b>Presented by:</b>					
<b>Date:</b>		<b>Time Commenced:</b>		<b>Time Finished:</b>	
<b>Record of attendance at meeting</b>					
Name	Signature	Name	Signature		
<b>Points Raised / Comments:</b>					
<b>Corrective Action</b>		<b>Actioned By</b>		<b>Action Complete</b>	
				<b>Sign Off</b>	<b>Date</b>
<b>Additional Comments</b>					

## 21.0 Workplace Inspection

### **Purpose and Scope**

The objective of this procedure is to describe the process whereby management and workers may together identify hazards and act to prevent injuries and illnesses arising out of work at the organisation's workplace or third-party worksites.

### **Procedure**

Monitoring and inspection of the workplace and site-based workers shall be carried out monthly. The results of such monitoring and inspection shall be recorded and analysed.

Project Supervisors are responsible for performing site-based inspections.

Formal workplace inspections will be conducted using the Workplace Inspection Checklist. The Workplace Inspection Checklist may be completed by any worker but must be signed off by the Manager.

The Checklist may be modified to include a check on any controls implemented as a result of previous hazard identifications.

Formal site inspections will be conducted on the Site Inspection Checklist. The inspections are to be conducted by the relevant worker/s direct manager or top management.

Items which generate a "No" response on the Checklists will be immediately transferred to a Hazard Report Form unless able to be immediately rectified.

An inspection calendar will be prepared and maintained by the Manager. The inspection calendar will document the required date for completion of the Workplace Inspection Checklist and Inspections of site works/vehicles as well as the name of the worker who will conduct the inspections.

All workers are required to participate in the completion of the Workplace Inspection Checklists on a rotational basis.

The worker who has completed the checklist will sign the inspection calendar to indicate completion. A copy of the calendar will be provided to all workers via a notice board or similar.

Hazard Report Form (where required) shall be attached to the Workplace Inspection Checklist and will be tabled at the safety Meeting.

All personnel will have access to inspection reports.

The Director will review the process annually.

### **Audit Records**

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 83 of 239
---------------------------------	-----------------------	---------------------------	----------------

Workplace Inspection Calendar 21.1  
Workplace Inspection Checklist 21.2  
Site Inspection Checklist 47.2

## 21.1 Workplace Inspection Calendar

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<b>YEAR and MONTH 2019/2020</b>	<b>Date of Inspection</b>	<b>Nominated Inspector</b>	<b>WORKER SIGNATURE (to indicate completion)</b>	<b>MANAGER SIGNATURE</b>
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

## 21.2 Workplace Inspection Checklist

<b>Site Location:</b>			
<b>Inspected by:</b>		<b>Date:</b>	
<b>Item</b>	<b>Check</b>		
<b>Emergency and Fire</b>			
Extinguishers are in place	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are clearly marked	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have been serviced within the last 6 months.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Area around the extinguisher is clear for a 1-meter radius	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Fire exit signs are visible	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Fire exit signs are in working order	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Exit doors are not blocked	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Exit doors can easily be opened	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Fire alarm is in working order	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Emergency plan is displayed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Emergency drill carried out within the last 6 months	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Electrical</b>			
Testing and tagging of electrical items within 12 months	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No broken plugs, sockets or switches	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No frayed or damaged leads	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Portable power tools in good condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No temporary leads on the floor	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Chemicals</b>			
SDS for all chemicals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
SDS Register is available and current	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Containers are clearly and accurately labelled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
All chemicals are stored in accordance with the SDS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>General lighting</b>			
There is adequate illumination in working areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

There is good natural lighting	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
There is no direct or reflected glare	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Light fittings are in good working condition and are clean	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Emergency lighting is operational	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Walkways</b>			
No oil or grease	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Walkways are clear of obstruction	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Walkways are clearly marked	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
There is unobstructed vision at intersections	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Stairs not blocked and are in good condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Rubbish</b>			
Bins are located at suitable points	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Bins are not overflowing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Work benches</b>			
Clear of rubbish	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Tools are stored properly	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Adequate work height	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
No sharp edges	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Storage</b>			
Materials stored in racks in a safe manner	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Pallets are in good condition (no broken wood)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Floor around racking is clear of rubbish or obstacles	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Racking is in good condition, no damaged uprights, beams etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>First Aid</b>			
First aid kits and contents clean and orderly	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
First aid kit is adequately stocked (as per the schedule in the kit)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Easy access to first aid kits	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
All workers are aware of location of first aid kits	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
At least on worker on site has a current senior first aid certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Floors</b>			

Even surface with no large cracks, holes or trip hazards	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Floors are not obstructed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Floors are free from grease, oil etc.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Office</b>			
No exposed leads	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Air conditioning working adequately	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Filing cabinets are stable and in good repair	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Machines</b>			
Power equipment maintenance carried out as per 10. Plant Maintenance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Power equipment clean	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
All guarding in place and interlocks working	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Display Material</b>			
WHS Policy statement signed by the Director and displayed on notice boards	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Return to Work Program signed by Director and displayed on notice boards	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
“No Smoking” signs are displayed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
“Staff only” or “Restricted Area” signs are displayed in relevant areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
“Manual Handling” poster is displayed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Safety notice board is available and current	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>WHS Information</b>			
WHS Manual is available to workers	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Incident Report form is available	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Injury / Incident reporting forms are available	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Hazard report forms are available	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Site emergency plan is displayed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Additional items for review</b>			
<b>Additional comments or actions required</b>			

<b>Copies sent to</b>			
<b>Assessment completed by</b>			
Name		Signed	
Client Representative		Signed	



## 22.0 Induction

### Purpose

To outline the processes undertaken to assist new staff members commencing employment with Green Light Creative Pty Ltd.

### Procedure

A new staff member will be required to participate in a Company Induction.

### Company Induction

On commencement of employment the new staff member will complete an Induction with their immediate supervisor/assigned mentor.

The supervisor/mentor will:

- introduce the new staff member to their colleagues;
- show them their workspace;
- ensure the new staff member has been given access and passwords to the IT system;
- show them any facilities within the work area – i.e. lunchroom etc.;
- advise them of any specific work and break times;
- introduce the new staff member to the Health and Safety Representative and First Aid officer;
- show the new staff member the local area emergency assembly points;
- advise the new staff member on any specific emergency procedures
- advise the new staff member on how to report injuries or hazards and where forms can be found etc.;
- discuss the new staff member's workstation set up and, if required, arrange for an ergonomic assessment to be undertaken
- provide information on specific legislation, policies, and procedures all staff members are required to be aware of;
- provide information on general Work Health and Safety processes and the Injury Management process;
- provide information on services and resources available to staff;
- provide information on Human Resources matters and general working arrangements;
- provide information on any other resources or facilities.
- discuss the probation requirements and processes with the new staff member; and
- any other relevant information to assist the new staff member.

The Induction checklist is to be utilised to ensure the most significant points of the Induction are covered.

Any other matters may be discussed at this time and the new staff member is given an opportunity to ask questions.

The completed Induction Checklist must be signed by the new staff member and their supervisor and forwarded to HR or the Director.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 90 of 239
---------------------------------	-----------------------	---------------------------	----------------

**Subcontractors**

Subcontractor induction will be as per the Subcontractor Management procedure

**Visitors**

Visitors will be shown the location of the facilities, emergency evacuation plan and pedestrian restricted zones

**Audit Records**

Induction Checklist 22.1

## 22.1 Induction Checklist

<b>Worker Name</b>		<b>Location</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Introduction:</b>			
Structure of the business			<input type="checkbox"/>
Roles of key people in the organisation			<input type="checkbox"/>
Introduction to key people			<input type="checkbox"/>
<b>Employment Conditions:</b>			
Job descriptions and responsibilities			<input type="checkbox"/>
Work times, meal breaks, rates of pay, leave entitlements and allowances			<input type="checkbox"/>
Ensure all application forms complete – taxation, superannuation			<input type="checkbox"/>
Time recording procedures and pay arrangements			<input type="checkbox"/>
Notification of sick leave or absences			<input type="checkbox"/>
Contact telephone numbers			<input type="checkbox"/>
<b>Work Environment:</b>			
General work location, kitchen facilities, wash and toilet facilities			<input type="checkbox"/>
Phone System			<input type="checkbox"/>
Car parking and security			<input type="checkbox"/>
Location of first aid facilities, emergency exits and fire extinguishers			<input type="checkbox"/>
<b>WHS</b>			
Safety Policy and Work Health and Safety Management System			<input type="checkbox"/>
Roles and responsibilities for health and safety			<input type="checkbox"/>
Information on hazards present in the workplace and controls			<input type="checkbox"/>
Health and safety consultation and communication processes			<input type="checkbox"/>
Hazard and Incident reporting procedures, including the location of forms			<input type="checkbox"/>
Workers compensation and rehabilitation procedures and forms			<input type="checkbox"/>
Training in the safe use and storage of personal protective equipment			<input type="checkbox"/>
Training in the safe use and storage of hazardous substances, including safety data sheets			<input type="checkbox"/>
Health and Safety Legislation availability			<input type="checkbox"/>
Training in SWMS and Work practices for the job			<input type="checkbox"/>
<b>Other Issues:</b>			
Manual Handling			<input type="checkbox"/>
Required work practices			<input type="checkbox"/>
Answer any questions			<input type="checkbox"/>

<b>Declaration</b>			
<p>I have completed the Company Induction and discussed relevant issues with the Inductor. I have access to these documents, am committed to a safe and healthy workplace and will comply with all requirements as documented.</p> <p>I agree to abide by Green Light Creative Pty Ltd Policies and Procedures.</p> <p>I have viewed and understood the requirements of the Emergency Response Plan and been given a tour of the premises</p>			
<b>Name</b>		<b>Signed</b>	
<b>Induction completed by</b>			
<b>Name</b>		<b>Signed</b>	

## 23.0 Training

### Purpose

The purpose of the Training Procedure is to ensure a structured system for the implementation of training at Green Light Creative Pty Ltd. This procedure describes the methodology for ensuring consistency in the management of Training requirements.

### Scope

This procedure applies to all workers at Green Light Creative Pty Ltd. This procedure details Green Light Creative Pty Ltd practice in the identification and provision of knowledge, skills and training.

### Definitions

**Competence:** Demonstrated personal attributes and demonstrated ability to apply knowledge and skills.

**Competent person:** A person who has acquired through training, qualification, experience or a combination of these, the knowledge and skills necessary for the task/s.

### Procedure

#### Identify training requirements at Recruitment phase

Training requirements of a position must be identified before the position is advertised. This includes identifying:

- Knowledge, skills and competencies required to perform the job safely (for example any licences required to operate certain equipment).
- Any physical requirements (for example being physically fit to perform tasks).
- Any medical conditions (for example a respiratory condition and/or allergy that might be exacerbated).

These requirements must be included in position descriptions and must be assessed during the recruitment process. They should be reviewed during any performance development review process.

#### Perform an Induction

An induction is always required for new workers and all others intending to perform work on site including visitors and subcontractors. The induction should be performed in accordance with the Induction Procedure and utilising the Induction Checklist.

#### Identify current skills and competencies

Consult with workers to identify existing skills, training, knowledge and experience. For new workers, this can be done at the induction. For existing workers this can be done as part of an annual performance review or at any time where the staff member and supervisor get to meet on a one-on-one basis.

This should also occur when new tasks are allocated so that the capability and level of

training is appropriate for each person.

### **Undertake a training needs analysis**

The supervisor should identify the training required to fill the gap between current knowledge and skills of the staff member and the mandatory training required to satisfy both the specific competencies.

Other requirements for the position should also be identified for example legislative requirements including if a licence is required (e.g. Forklift licence etc.).

The training required to ensure the task specific competencies are in place should also be identified at this stage (for example identify the SWMS' or SWPs for which the person requires training).

### **Develop and implement training plans**

Document the training required in the form of an individual training plan in consultation with the person to be trained. Investigate dates for the relevant training courses from the training schedule available.

Recommended timeframes for completion of the mandatory training courses should be discussed with the staff member.

Task specific training must be undertaken, and competency demonstrated before the worker can undertake a specific task unsupervised.

Specific training must be delivered at key times in an operational cycle such as induction, following risk assessment, on transfer of workers to new jobs and change to work processes, plant, technology, materials, or substances.

### **Staff member to attend training**

The staff member must attend the training as per the training plan.

- Training programs delivered by external providers for any other specific skills or qualification requirements;
- Task specific training.
- Other internal/external training as required.

Training programs must include:

- Training tools, materials and/or learning experiences which support competency-based outcomes.
- Consideration of differences in learning, language, literacy and numeracy skills of trainees.

Task specific training may include manuals; risk assessments, safe work procedures; specialist instruction; computer assisted learning; on the job demonstration and supervision; or other resources essential to achieving competency or licencing.

Differences in language and literacy can be accommodated by ensuring that diagrams,

photos and symbols are included in safe work procedures etc. if applicable.

Task specific training shall be delivered by any person previously deemed competent or deemed to have enough experience in the task being conducted.

### **Assess competency**

Note: Anyone deemed as being not yet competent to safely undertake their tasks must have an appropriate level of supervision.

The method to determine assessment of competency will vary depending on the type of training being delivered. For example, for an external qualification, the assessment of competency may be through a written test or demonstration, e.g. first aid training. Internal courses may use the successful completion of case studies to assess competency.

Competency assessment methods may include but are not limited to:

- Direct observation: Suitable for assessing competence in safe work procedures.
- Verbal assessment.
- Written assessment.
- Oral presentation.
- Completion of an assignment.
- Demonstration of learning
- Qualification or licence.

Where task specific training is indicated for attaining competency, there are a variety of methods available (including the above) to undertake the assessment. The person assessing the competency should choose appropriate item(s) according to the nature of the competency.

### **Determining the assessor's level of competency**

For the purposes of task specific training an assessment of competency can be made by any person previously deemed competent or deemed to have sufficient experience in the task being conducted.

An assessor's competence comes from a foundation provided by education, training and experience. It can be measured by the demonstration of the application of their specific knowledge, skills and personal attributes.

High risk activities require the assessor to be qualified or to have equivalent experience to assess the level of competency. The competency requirements of the assessor are to be documented in the safe work procedure.

### **Access to Staff with Skills, Experience and Qualification for Training**

Green Light Creative Pty Ltd ensures that its managers and workers are adequately trained, experienced and qualified with the relevant skills to undertake in-house training. Trainers are documented on the Training Attendance Register Form with their qualification, relevant skills, and experience.

**Process to Determine External Trainers**

External trainers are selected by demonstration of:

- qualifications,
- experience,
- recommendation,
- their competency to complete the training at the required standard.

Selection Criteria:

- Knowledge and understanding of our business.
- Provision of services that meet our training requirements.
- Understanding of our culture and meeting the special demands that this places on providers.
- Cost effective solutions that can be customised if necessary to our specific requirements.
- Meet legal requirements of contract obligations e.g. St John First Aid

**Maintain Records**

All training will be maintained on the Training Matrix, along with licence information and any other qualifications. Current copies of certificates/licences are to be held also.

**Review and evaluation**

Training programs must be reviewed to ensure they are effective and able to meet the skills and knowledge requirements of the workplace.

**Refresher training**

Unless otherwise stated by legislation or by vocational training requirements, e.g. apply first aid, the need for refresher training is determined based on individual needs and when there are changes to the workplace/course content.

For task-based training, refresher training should be provided when there are changes to plant or processes within the workplace and the SWMS has been updated to reflect those changes.

**Audit Records**

Training Needs Analysis 23.1

Record of Training Attendance 23.2

Training Matrix



### 23.1 Training Needs Analysis

Worker	
Position	
Date TNA Undertaken	

Work Type/Job task	Job/Task Skill/Training Requirements	Skills, competencies and experience	Deficiencies in skills, qualifications and competencies	Additional training required	Internal or external training	Completed Date completed
						Completed: Yes / No Date completed: / /
						Completed: Yes / No Date completed: / /

					Completed: Yes / No Date completed: _ / _ / _
					Completed: Yes / No Date completed: _ / _ / _
					Completed: Yes / No Date completed: _ / _ / _
					Completed: Yes / No Date completed: _ / _ / _

## 23.2 Record of Training Attendance

Date:		Type of Training:	<input type="checkbox"/> Internal
Course Name:			<input type="checkbox"/> External (attach certificate)
Description of training:			
Conducted by			
Name	Signature	Competent - Trainer signoff	
To be signed once all attendees have received instruction and training on the above subject.			
Signature of Trainer			



## 24.0 Supervision and Management

### Purpose

The purpose of this procedure is to ensure the safety of Green Light Creative Pty Ltd workers through effective Supervision and Management.

Supervisors are the direct link between management and the workforce. They are responsible for following the directions of management, implementing the site's health and safety management systems, and supporting the organisation's safety culture.

### Scope

This procedure applies to all levels of Green Light Creative Pty Ltd to ensure that workers are effectively supervised and managed.

Supervision is a fundamental safety function applicable within all levels of the organisation. It complements the provision of information, instruction and training, and influences how well health and safety objectives are achieved

Effective supervision can only be achieved through a team approach where each level of the company plays a part in implementing the overall safe systems of work. Supervisors depend on direction and support from management, as well as the involvement of the workers and subcontractors they direct.

The level of supervision depends on the state of knowledge, qualifications, experience and training of workers, as well as the nature of the task and associated hazards

### Definitions

**Supervisor:** A supervisor is anyone who instructs and directs workers as they carry out their work tasks. A supervisor might be the owner, manager, superintendent, foreman, department head or trainer. It might also be someone who unofficially supervises less experienced workers.

### Responsibilities

#### Supervisor

If you are a supervisor, even if not officially recognised as such, you are responsible for the carrying out of work in a safe manner in the workplace including:

- making decisions about health and safety that may affect work activities or other people
- ensuring legal requirements regarding health and safety are met
- actioning safety reports and carrying out workplace inspections
- ensuring safe work method statements are completed
- ensuring safe work practices
- conducting inductions and regular safety briefings
- participating in incident investigations
- leading by example and promoting health and safety at every opportunity.

#### Management

Management support for supervisors is critical, and as such management will:

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 102 of 239
------------------------------	-----------------------	---------------------------	-----------------

- ensure those with supervisory responsibilities know what is expected of them
- identify and rectify gaps in the knowledge and skills of supervisors
- ensure workers being supervised understand the risks associated with the work environment and measures required to effectively control those risks
- ensure the control measures to eliminate or reduce exposure to hazards are effective, current and being properly used, maintained and monitored
- provide administrative support and streamlining requirements (i.e. reports, meetings) so the focus is on direct supervision
- monitor the effectiveness of supervision to allow early detection of developing issues so appropriate assistance or intervention can be initiated.

### **Procedure**

The actions and behaviours of supervisors will influence the health and safety of workers, as well as the working environment. Having insufficient or inexperienced supervisors can lead to situations that increases health and safety risks to workers.

For effective supervision, Supervisors must have the ability to:

- communicate clearly
- implement and monitor the site's safety and health programs, policies and procedures to meet legislative and corporate requirements
- identify hazards and apply risk management processes to the work they are supervising
- develop work priorities
- coordinate resources
- develop teams and individuals
- show leadership in the workplace
- establish effective workplace relationships
- investigate accidents and incidents.

### **Supervisor Training**

Supervisors must be trained and understand the supervisor responsibilities for health and safety before being assigned a supervisory role.

Training and ongoing professional development should be used to develop, maintain and improve supervisory skills. A training needs analysis helps to identify the training requirements for organisations, groups, positions or individuals. It should be conducted in consultation with relevant personnel (e.g. managers, supervisors). The analysis should identify:

- required competencies, training needs and skill gaps
- skills for future development
- desired skills to be assessed during recruitment.

### **Supervisors provide supervision and ongoing training**

The most important part of training is following up. Supervisors will regularly observe their workers to check they're still following safe work procedures. Supervisors will conduct informal discussions or toolbox talks with them to talk about specific health and safety issues and encourage workers to provide feedback.

In providing supervision and ongoing training, supervisors will:

- train workers before they do new tasks
- make sure workers' performance meet safety expectations
- correct improper and unsafe work activities and conditions

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 103 of 239
---------------------------------	-----------------------	---------------------------	-----------------

- identify new hazards and work to minimise the risk
- reinforce safe and proper work performance
- make sure all safety documents are up-to-date and easy to understand.

### **Audit Records**

Training records

Training Needs Analysis

## 25.0 Coronavirus (COVID-19) Procedure

### Purpose

This procedure is designed to ensure all Green Light Creative Pty Ltd workers are aware of the practices required to control the risks associated with Coronavirus (COVID-19).

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers, visitors and clients, both on our own premises and on third party and client sites.

### Responsibilities

#### Management

- Ensure a Safe and Healthy Workplace for workers, visitors and clients.
- Have procedures in place to help prevent the spread of the virus.
- Keep up to date with the latest COVID-19 information and advice to ensure that any action taken is measured and appropriate.
- Provide information, advice and training to workers in relation to the virus, isolation/quarantine and when staff should not attend work.
- Develop a contingency plan to manage staff absences
- Visit the Smartraveller website before arranging business travel to destinations with cases of COVID-19. Workers who become sick while travelling or after returning from affected areas should seek immediate medical advice and notify their employer.
- If a worker is confirmed to have COVID-19, call Coronavirus Health Information Line 1800 020 080 for advice. Inform co-workers about possible exposure to COVID-19 but maintain confidentiality. Advise workers to seek immediate medical advice if they develop symptoms or are concerned about their health.

#### Workers

- Take reasonable care for their own health and safety and to not adversely affect the health and safety of others.
- Follow company procedures and advice in relation to COVID-19.
- Attend any training and information sessions provided by Green Light Creative Pty Ltd.
- Washing hands often, with soap and water, or carrying hand sanitiser and using it as needed.
- Cover your nose and mouth with a tissue or flexed elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Avoid close contact with anyone who has cold or flu-like symptoms.
- See a health care professional if feeling unwell.
- If unwell, avoiding contact with others (including shaking hands or other touching, such as hugging).

### Overview

A novel (new) strain of coronavirus which originated in Hubei Province, China in 2019 can cause a respiratory disease called COVID-19.



COVID-19 spreads from person to person in a similar way to the flu:

- from close contact with an infected person
- from touching objects or surfaces contaminated by the sneeze or cough of an infected person and then touching your eyes, nose or mouth.

COVID-19 can cause symptoms similar to the flu, including fever, cough, sore throat, tiredness or shortness of breath.

Most people who are infected experience mild to moderate symptoms from which they fully recover. However, some people develop more serious illness with pneumonia and other complications. People at increased risk of serious illness include the elderly and those with chronic medical conditions (e.g. diabetes, heart and lung disease) or a weakened immune system.

It is important to remember that most people who become ill with respiratory symptoms at work are likely suffering from a cold, the flu or other respiratory illness – not COVID-19.

### **Infection Prevention Measures**

Green Light Creative Pty Ltd will ensure all staff implement good hygiene and infection control practices, including:

- Providing hand washing facilities and making sure these are kept clean, properly stocked and in good working order.
- Promoting frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Promoting good hygiene practices, e.g. displaying posters on handwashing and respiratory hygiene.
- Encouraging workers to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Providing customers and the public with tissues and trash receptacles.
- Employers should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, Green Light Creative Pty Ltd will consult information on approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products

(e.g., concentration, application method and contact time, PPE).

### **Prompt Identification and Isolation of Sick People**

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.

Green Light Creative Pty Ltd encourages workers to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Green Light Creative Pty Ltd requires workers to report when they are sick or experiencing symptoms of COVID-19.

Green Light Creative Pty Ltd will immediately isolate people who have signs and/or symptoms of COVID-19. We will undertake the following measures:

- Move potentially infectious people to a location away from workers, customers, and other visitors.
- If there is no specific isolation room, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- Arrangements should be made for their transport either to a doctor or to their home, preferably not using public transport.
- A record should be kept of those who become ill and leave the workplace and the people they have had close or casual contact with.
- When a person with suspected infection has left the workplace employers should ensure that their workstation, work area and communal areas they have been in are thoroughly cleaned and disinfected.

### **Workplace Flexibilities and Protections**

Green Light Creative Pty Ltd will:

- Actively encourage sick workers to stay home.
- Ensure that sick leave policies are flexible and consistent with Fairwork and Health guidance and that workers are aware of these policies.
- Talk with labour hire companies about the importance of sick workers staying home and encourage them to develop non-punitive leave policies.
- Maintain flexible policies that permit workers to stay home to care for a sick family member.
- Recognise that workers with ill family members may need to stay home to care for them.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks.
- Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 107 of 239
---------------------------------	-----------------------	---------------------------	-----------------

absent.

### **References**

Health.gov.au – Health Topics: Coronavirus (COVID-19)

QLD Worksafe - Coronavirus (COVID-19) workplace risk management

SafeWork Australia - Coronavirus (COVID-19): Advice for PCBU's

## 26.0 Drugs and Alcohol

### Objective

To ensure Green Light Creative Pty Ltd meets its legal responsibility by providing a safe and healthy work environment for workers, contractors and visitors.

To ensure that any worker who is found to be under the influence of drugs or alcohol is dealt with in a supportive, fair and constructive manner.

### Procedure

Green Light Creative Pty Ltd recognises its responsibility to provide a safe working environment for all personnel, be they workers, contractors, visitors or the public, on the company premises or third party/external and client sites.

The consumption of alcohol and the taking of drugs (including some prescription drugs) by a person will impair judgement and adversely affect their performance.

Above certain levels, an individual will put at risk the safety of him/herself and the safety of others.

It is therefore the policy of Green Light Creative Pty Ltd that NO PERSON will be permitted on our work sites or on client-controlled worksites/third party worksites or working in any capacity for Green Light Creative Pty Ltd if they are under the influence of drugs and/or alcohol.

Green Light Creative Pty Ltd also recognises the requirements of our clients in relation to Drugs and Alcohol if those requirements differ from those stated in this policy.

For the purposes of this policy, site shall include any motor vehicle or plant, office, workshop, store, break room or the like whether located at the site or at another location. Work shall include any time from the time a worker leaves for work until he/she returns home from work (i.e. journey time or travel time).

- NO PERSON shall bring illicit drugs or alcohol onto site.
- NO PERSON shall consume illicit drugs or alcohol whilst on Site.

### Worker Responsibility

Under no circumstances will a worker undertake any work for Green Light Creative Pty Ltd if affected by alcohol or drugs in a manner that puts their own or any other person's health and safety at risk. Any worker who believes that they are in an unfit state to perform their work must inform their supervisor prior to starting work.

Any worker taking prescribed drugs who is unable, or may be unable, to perform the required work to the normal standards, must let the supervisor know before commencing work and consult with the Supervisor who will determine if temporary, alternative arrangements can reasonably be made.

Workers must not be affected by alcohol or drugs including prescription drugs.

Workers who have concerns about working with any other worker due to possible alcohol consumption or drug use shall consult with their Supervisor

Under no circumstances will a worker knowingly engage in illegal drug related activities or maintain possession of illegal drugs while on Green Light Creative Pty Ltd's business.

### **Worker Assistance Plan**

Green Light Creative Pty Ltd recognises that drug and alcohol dependency is an acquired condition and is therefore treatable. Workers are encouraged to seek counselling and or other assistance to end or control their dependency. Within reason, Green Light Creative Pty Ltd undertakes to support those workers who are engaged in and are adhering to an assistance program by maintaining their employment status and confidentiality.

### **Prescription Drugs**

This policy recognises that any person may, from time to time, be taking medication, prescribed or otherwise, for the purposes of treating an illness. Any worker taking prescribed drugs who is unable, or may be unable, to perform the required work to the normal standards, must let the supervisor know before commencing work and consult with the Supervisor who will determine if temporary, alternative arrangements can reasonably be made.

In addition, no drug shall be permitted to be taken which may have a detrimental impact on the person's ability to perform his/her job safely. To this effect, the Supervisor must be provided with documentary evidence, preferably from a medical practitioner, that the drug being taken will not impair safety. Where such evidence cannot be provided, the person shall excuse him/herself from work until such time as the medication is no longer required.

### **Breaches of Policy**

The following procedures will be followed in application to breaches of this Policy:

#### First Breach:

- Affected person taken home after testing positive.
- Not paid for whole of days' work.
- Right to appeal initial test results.
- Incident recorded on personal file.
- First Breach for any subcontractor workers will result immediate and permanent removal from Site.

#### Second Breach:

- Same procedure as for first breach.
- Person must attend meeting with Green Light Creative Pty Ltd's HR officer or Manager.

#### Third Breach:

Green Light Creative Pty Ltd may terminate the affected persons service and reserves the right to determine what action(s) it will take.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 110 of 239
---------------------------------	-----------------------	---------------------------	-----------------

If a person who has recorded a breach of this Policy does not have a repeated breach within three (3) years from the date of the last offence, all previous offences will be considered invalid and all records of the offences will be removed from his/her personal file.

## 27.0 Smoking

### Objective

To establish and maintain a system that promotes a safe work practice for all Green Light Creative Pty Ltd worker, subcontractors and visitors to ensure they are not exposed to the health risks associated with smoking in the workplace or on Green Light Creative Pty Ltd premises.

The objective of this Smoking Policy is to limit worker, subcontractor and visitor exposure to environmental tobacco smoke and associated risks.

### Procedure

Green Light Creative Pty Ltd will minimise exposure to passive smoking by:

- Declaring all indoor work areas as smoke-free.
- Marking no smoking demarcation zones around doorways in line with state legislation.
- Setting aside several areas specifically for smoking and ensuring that they:
  - are not near to where personnel normally work
  - are not near to any ventilation or air-conditioning intakes
  - are clearly marked as smoking areas.

### Responsibilities

Managers and Supervisors

- Demonstrate their commitment to Green Light Creative Pty Ltd Smoking Policy.
- Manage worker, subcontractor and visitor compliance of Green Light Creative Pty Ltd Smoking Policy and relevant legislation.

Workers

- Participate in the implementation of the Green Light Creative Pty Ltd Smoking Policy.
- Comply with the instructions of Green Light Creative Pty Ltd Smoking Policy.

### Legislative Requirements

Smoking is prohibited in all areas of Green Light Creative Pty Ltd premises except for the designated outdoor smoking area as per state smoking laws.

### Electronic cigarettes

Electronic cigarettes are also known as e-cigarettes, e-cigars, vape pens or personal vapourisers.

They heat liquid, which usually contains nicotine, into a fine vapour for inhalation into the lungs. Products vary widely in design and operation, but typically consist of a battery, heating element, and a cartridge or refillable tank containing substances such as propylene glycol, vegetable glycerine, liquid nicotine and flavourings.

Under the legislation, electronic cigarettes are smoking products and subject to the laws in place for tobacco cigarettes.

These devices cannot be:

- used in existing no-smoking indoor and outdoor places
- sold to children under 18 years of age
- advertised, promoted or displayed at retail outlets
- provided for sale in a vending machine.

Electronic cigarettes containing liquid nicotine are illegal in some states of Australia.



## 28.0 Fit for Work

### Objective

Green Light Creative Pty Ltd is committed to providing a place of work and systems of work which minimise risks arising from lack of fitness for work.

### Responsibilities

#### Managers and Supervisors

- take measures to help workers maintain alertness while working;
- increase awareness in the Green Light Creative Pty Ltd's workplaces about fitness for work;
- identify signs of Fatigue or other factors which could influence fitness for work;
- devise shift timetables to take account of the need to minimise Fatigue;
- provide support for effective management of fitness for work.

#### Workers

- report problems with fitness for work;
- contribute to the assessment of risks;
- contribute to the design and implementation of control measures, and comply with such measures;
- manage individual factors which affect fitness for work (e.g. ensuring adequate rest between shifts, control Alcohol and Drug use);
- ensure they are able to carry out their duties in a safe manner, unimpaired by Fatigue, Drugs or Alcohol.

## 29.0 Fatigue Management

### Objective

To prevent or minimise the risk of fatality from hazards associated with fatigue by giving due consideration to all relevant aspects of workplace-related fatigue and identifying and applying controls, as determined during the risk assessment process, that meet all applicable statutory requirements.

### Policy

Green Light Creative Pty Ltd aims to:

- Achieve a workable fatigue procedure that will ensure the safety of all workers by adopting a practical and common-sense approach;
- Assist Managers and Supervisors to recognise situations that may lead to worker fatigue and other detrimental effects;
- Provide guidelines for managing situations where fatigue may be an issue.

It is anticipated that each person in our organisation will do their part toward the success of this procedure.

### Responsibilities

#### Managers

- Reviewing shift work / after-hours work arrangements;
- Analysing incident report data to determine if fatigue was a contributing factor;
- Implementing improvements that promote a reduction of fatigue related risks;
- Identifying and controlling all risks associated with fatigue.

#### Supervisors

- Monitor planned and actual after hours work rosters;
- Use discretion to monitor and as appropriately discuss with individuals any work performance which may be perceived to be affected by fatigue;
- Where required ensure worker's make alternate arrangements when required to drive and may be affected by fatigue.

#### Workers

- Utilise breaks within and between shifts to recuperate;
- Report all hazards, near miss incidents and accidents;
- Recognise the symptoms of sleep deprivation and/or fatigue and ensure rest is taken to minimise risk;
- Report to direct supervisors any perceived fatigue issues;
- Advise your Supervisor when you are fatigued or there is a chance you may become fatigued; and importantly
- At no time should a worker put themselves or others at risk.

### Risk Management

All fatigue-related hazards associated with tasks and/or task-related activities and

processes, including new or changed processes, shall be identified and assessed in accordance with Risk Management procedures.

These procedures require the participation of, or consultation and communication with, all relevant stakeholders. Identified risks shall be documented and the results made available to all interested persons.

Fatigue Risk Management Principles (where operationally practical and feasible) include:

- Maximum shift length;
- Maximum permissible overtime for an individual worker;
- Maximum number of consecutive shifts;
- Minimum rest between consecutive shifts;
- Shift rotation;
- Time of day; and,
- Minimum annual leave;
- Adequacy of rest periods;
- Cumulative effects of fatigue;
- Circadian rhythm effect;
- Ensuring equity between workers;
- Ensuring coverage to account for training, illness, leave etc.; and
- Shift rotation;
- Active management of shift swapping; and,
- Disruption management/assessment of fatigue-related risk when shift extension is desired/necessary;

Where fatigue-related risk is determined to be elevated to unacceptable levels, control actions shall be applied. Such controls shall be based on best practice scientific principles.

Where an increase in fatigue exposure is necessary to meet an operational or business need, a risk assessment is to be carried out and controlled as per the risk management process.

### **Guidelines on Fatigue Issues**

A range of fatigue issues need to be considered so that we can minimise any potential risk that may become apparent if fatigue has set in. The following points discuss issues relating with the management of fatigue:

#### **Rostering**

The length of each shift should consider physical and mental workloads and any hazards that may be present due to shift work.

#### **Holidays**

The supervisor should refer to the holiday roster and ensure that there are enough staff available whilst other workers are on annual leave. This will help to minimise the risk of other workers working longer hours.

Workers must not “bank” their holidays.

#### **Extended Work Hours (including travel)**

If a worker undertakes extended work hours, the issue of fatigue must be factored in. It is

the responsibility of the individual person to ensure that they do not work longer than 6 hours without a break. In the case of travel by plane where fatigue has been identified as a risk (such as driving to and from the airport) alternate arrangements should be made and approved by the direct Manager. All extenuating circumstances should be approved by the Director or senior management.

### **Callouts / After-hours work**

A roster is recommended to be maintained for the allocation of specific personnel who will be undertaking callouts for any given week. If a worker has undertaken a call out after hours, before returning to work the following day the worker must communicate with their Manager to determine the return to work time.

### **Repetitive work**

All Managers should be aware that if a worker is undertaking repetitive work fatigue must be considered when allocating works. All effort should be made to rotate specific jobs.

Where possible repetitious tasks will be eliminated by job re-design; however, where this is not possible the risk will be reduced using the following controls:

- Sharing the load;
- Change the task order (if possible) – alternate repetitive tasks with non-repetitive tasks;
- Job rotation – doing a task that uses different muscles;
- Restructure the job to allow for more variety.

Should a worker become fatigued from repetitive work, they should contact a supervisor to discuss the controls.

### **Hot / Cold environments**

Climatic conditions can contribute to fatigue issues.

A review of conditions should be undertaken by individual workers whilst working in the conditions and report to their immediate supervisor should they feel fatigued from the conditions they are working in. If a hot/cold environment is recognised as potential risk the following are suggested controls:

For Hot environments:

- Supervisors to provide and encourage the use of mechanical aids;
- Take frequent rest breaks and/or rotate duties to allow yourself to cool down;
- If inside, utilise fans to circulate air flow;
- Monitor temperature, humidity and workers' response to environmental conditions.

For Cold environments:

- Review work status if conditions become too cold to continue to work safely
- Organise work to minimise risk: take breaks, rotate or 'share' work in cold conditions;
- Workers to wear suitable clothing for the cold conditions – clothing should be worn in layers; a waterproof outer layer will provide protection from the rain. A Hat will reduce heat loss, as will ear protection;
- Monitor environmental conditions and the physical wellbeing of people when work

involves prolonged exposure to the cold.

### **Social / Family issues**

Workers may have family responsibilities that are a significant demand on the individual. This situation should be dealt with delicately. It may also be necessary for the workers' hours of work to be reviewed by their Supervisor.

### **Shift work Guidelines**

Working shift work can impair the quality of family and social life. This can be exacerbated by the feelings of fatigue often experienced by night workers – whose sleep tends to be shorter than normal, and of poorer quality.

Some individuals may have more difficulty than others in coping with night work, and this may be related to the periodicity of their internal “biological clock”.

Shift patterns that include nights should generally be rotated rapidly and are immediately followed by a rest period. This is because people do not fully adapt physiologically to night work, even with longer periods on nights.

Shifts should be rotated in a “clockwise” direction; that is, morning-afternoon-night. This is because the biological rhythms can adapt better to a longer, rather than a shorter day.

### **Work Hours**

Work hours are as defined in the Workplace Agreement. Usually a work period commences when you commence work at the premises of Green Light Creative Pty Ltd or on behalf of Green Light Creative Pty Ltd at a Client's site. Work would usually conclude at the last job site for the day (generally no longer than 12 hours after you commenced in the morning).

If you are expecting to work longer than this, you must contact your Supervisor for further direction and instruction when you are approaching 12 hours.

### **Recommended Hours:**

Maximum Length of shift (including overtime and/or travel)	12 Hours
Minimum break between shifts	10 hours
Minimum uninterrupted rest period per week	36 hours
Maximum period driving at any one time	2 hours
Minimum break from driving	10 minutes every 2 hours
Maximum time driving, per day	10 hours
Minimum meal breaks per shift	30 minutes

**Note: These times are intended as a guide.**

### **Variances**

Should a variance occur with relation to the above recommended hours, on becoming aware of this immediate advice should be sought from your supervisor.

### **Signs of Fatigue**

Signs of fatigue include:

- tiredness even after sleep
- reduced hand-eye coordination or slow reflexes
- short term memory problems and an inability to concentrate
- blurred vision or impaired visual perception
- a need for extended sleep during days off work.

### **Audit Records**

Risk Assessments

Hazard Reports

Incident Records

Shift / Roster Records

## 30.0 Mental Health

### Purpose and Vision

The purpose of this policy is for Green Light Creative Pty Ltd to establish, promote and maintain the mental health and wellbeing of all workers through workplace practices, and encourage workers to take responsibility for their own mental health and wellbeing.

Green Light Creative Pty Ltd believes that the mental health and wellbeing of our workers is key to organisational success and sustainability.

Our vision is that all our workers are well and able to contribute to our organisation's success.

### Objectives

Our objectives are as follows:

- To build and maintain a workplace environment and culture that supports mental health and wellbeing and prevents discrimination (including bullying and harassment).
- To increase worker knowledge and awareness of mental health and wellbeing issues and behaviours.
- To reduce stigma around depression and anxiety in the workplace.
- To facilitate active participation in a range of initiatives that support mental health and wellbeing.

### Scope

This policy applies to all workers of Green Light Creative Pty Ltd, including contractors and casual staff.

### Responsibility

Managers have a responsibility to:

- ensure that all workers are made aware of this policy
- actively support and contribute to the implementation of this policy, including its goals
- manage the implementation and review of this policy

All workers are encouraged to:

- understand this policy and seek clarification from management where required
- consider this policy while completing work-related duties and at any time while representing Green Light Creative Pty Ltd
- support fellow workers in their awareness of this policy
- support and contribute to Green Light Creative Pty Ltd's aim of providing a mentally healthy and supportive environment for all workers.

All workers have a responsibility to:

- take reasonable care of their own mental health and wellbeing, including physical health
- take reasonable care that their actions do not affect the health and safety of other people in the workplace.

## Communication

Green Light Creative Pty Ltd will ensure that:

- all workers receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the organisation
- workers are informed when an activity aligns with this policy
- workers are empowered to actively contribute and provide feedback to this policy
- workers are notified of all changes to this policy.

## Procedure

A mentally health and safe workplace is defined as one that promotes worker mental health and wellbeing, protects mental health by reducing work-related risk factors and actively prevents and addresses mental injury and illness from occurring.

Mental health has been identified by Green Light Creative Pty Ltd as a hazard requiring management.

The strategy leading to the Action Plan articulated below follows the best practice in workplace health interventions. Our strategy is summarised by the following key themes and their related goals.

### **Prevent harm to mental health:**

We will systematically identify and assess work-related risks to mental health, in line with our duties under the work health and safety laws. We will then implement risk controls and changes in the way we do business to minimise these risks. In doing so, we will seek feedback from our workers at each step.

Our goals are:

- Safe systems of work.
- Systematic identification and assessment of risks to mental health at each workplace.
- Implementing our consultation system with our workers in the workplace.

### **Promotion of good mental health**

We will promote the positive capacities and strengths of all our workers. We will develop positive work environments and create job design that promotes wellbeing. We will provide resources for training to increase literacy of mental health. We will promote good mental health skills.

Our goals are:

- Positive workplace environment.
- Healthy work design.
- All managers and staff are equipped with skills to look after themselves and each other.
- Reduced stigma related to mental health.

### **Address mental health problems early, irrespective of cause**

We will support workers showing early signs of work-related stress and modify their work



duties to suit their circumstances. We provide resources for training to enable everyone to seek help. We will provide early assistance for individuals who have an increased risk of injury and review the risks.

Our goals are:

- Mental health resources are available to support our people.
- Workers skilled and confident to seek help.
- Early intervention of all identified problems.

### **Support Recovery**

We will support workers' recovery from mental injuries in line with workers' compensation laws, irrespective of cause. We will provide timely support and sustainable recovery at work or return to work.

We will review control measures when worker raise concerns and, where they are not effective, and take action.

Our goals are:

- Every injured worker fully supported with recovery from the moment injury reported.
- Risks of mental health injuries and their control measures reviewed.

### **The following support services are available to all workers:**

- Conflict Resolution and Mediation
- Specific worker requirements, such as unpaid leave (wherever practicable), allowances for medical visits and support of a worker's specific needs.
- Other support services may be considered as required.

### **Monitoring and review**

Green Light Creative Pty Ltd will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from workers and management
- review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

### **Audit Records**

Risk Assessments

Communication records

## 31.0 Managing Aggressive Customers

### Purpose

Green Light Creative Pty Ltd is committed to providing a safe and healthy working environment free of aggression or violence for all workers, clients and visitors.

This policy is intended to define behaviour that constitutes workplace aggression and violence and to guide workers in the management of aggression and violence in the workplace.

### Introduction

For the purpose of this policy, workplace violence and aggression is defined as actions and incidents that may physically or psychologically harm another person. Violence and aggression are present in situations where workers and other people are threatened, attacked or physically assaulted at work.

Examples of occupational violence and aggression include, but are not limited to, verbal, physical or psychological abuse, punching, scratching, biting, grabbing, pushing, threats, attack with a weapon, throwing objects/ furniture, sexual harassment or assault, and any form of indecent physical contact.

While the majority of our clients are polite and behave appropriately, there are times when for a number of possible reasons, the client becomes abusive or aggressive. This could be the result of a number of issues for example:

- our inability to give the client what he or she wants or perhaps the manner in which we are communicating
- our client is under considerable emotional or physical stress
- our client has a psychological illness
- our client is under the influence of drugs or alcohol

### Responsibility

#### Green Light Creative Pty Ltd:

- Promptly, objectively and sensitively review all reports of violence or threats of violence, including a review of all investigations associated with aggressive or violent incidents.
- Ensure critical incidents have been reported, as required, to the WHS regulatory agency, the police, the elected health and safety representative (HSR) and investigated.

#### Managers and Supervisors:

- Enforce policy and procedures and monitor workers' compliance.
- Identify and alert workers to violent clients and hazardous situations.
- Follow up and investigate all incidents of workplace aggression and violence.
- Ensure debriefing is completed for those either directly or indirectly involved in the incident.
- Track and analyse incidents for trends and prevention initiatives.

**Workers:**

- Formally report all incidents of aggression, violence or threats, including near misses.
- Participate in education and training programs to be able to respond appropriately to any incident of workplace aggression or violence.
- Understand and comply with this policy and all related procedures.
- Contribute to risk assessments and incident investigations.
- Contribute to the development, establishment and implementation of violence measures and procedures.

**Procedure**

- Managers and health and safety representatives (HSRs) will manage aggression and violence issues through the organisation's consultative processes.
- All incidents and near misses of client initiated aggression or violence are reported via the Incident Reporting System and followed up by the supervisor.
- In the event of exposure to aggressive or violent incidents workers are provided with debriefing opportunities and follow-up.
- All reports of aggression and violence are reviewed by top management and systems are investigated to identify control measures that will minimise future risk.
- An assessment is conducted and documented on all clients to identify any risk factors that may trigger an episode of aggression or violence.
- Care plans will include behaviour management strategies to reduce risks of aggressive or violent incidents. These plans will be reviewed as required.
- All reasonably practicable control measures will be implemented to eliminate or minimise risks to health and safety for workers and clients.
- Green Light Creative Pty Ltd reserves the right to refuse treatment or entry to clients and visitors known to initiate aggression and/or violence towards its staff, clients and visitors.
- All workers will receive education and training in the prevention and management of aggression and violence according to their levels of exposure to risk.

**Audit Records**

Training records

## 32.0 Children and Young Workers

### Purpose

The purpose of this procedure is to ensure the safety of children working at Green Light Creative Pty Ltd premises and children who are at our premises for other reasons.

### Scope

This policy applies to all workers of Green Light Creative Pty Ltd, including contractors and casual staff.

### Definitions

**Children** are people who are under 18 years of age

**Young Workers** are people under 18 years of age who are performing work for the purposes of a business or undertaking including:

- Children leaving school and entering full-time employment for the first time, including apprentices and trainees.
- Children engaged in part-time or casual employment.
- Children who work but are not paid for the work done, such as unpaid work done for a family business (excluding domestic chores).
- Work experience students and vocational education and training students who are still attached to the education and training system.

**Children in workplaces** include:

- Children who are part of the work process, such as customers in a shop.
- Children not engaged in a work activity but brought to a workplace by a parent or other adult at any time.
- Children who live in the workplace.
- Children who enter workplaces unexpectedly at any time.

### Responsibility

Management have a responsibility to:

- Ensure that appropriate measures are taken to control the risks associated with children at the workplace.
- Ensure that all workers are made aware of this procedure.
- Manage the implementation and review of this procedure.

Workers have a responsibility to:

- Take reasonable care of their own health and safety.
- Take reasonable care that their actions do not affect the health and safety of other people in the workplace.
- Comply with any reasonable instruction that is given.
- Cooperate with Green Light Creative Pty Ltd policies and safe work procedures.

### Procedure

#### Young Workers

Safety considerations for young workers include:

- The persons size and physical maturity.
- General behaviour and maturity.

- Work experience and training.
- Confidence to raise problems, report hazards and ask their supervisor for help.
- Their ability to make mature judgements about their own safety and the safety of others.
- Their ability to cope with unexpected and stressful situations.
- Young workers are more likely to be affected than adults in the same situation.

#### Hazards for Young Workers

Hazardous manual tasks – Young workers are at greater risk of manual task injuries due to their smaller size and muscle strength. They may also misjudge their ability to carry heavy or awkward items.

Exposure to Noise, Extreme heat or Cold, Sun, Vibration and repetitive work – Young workers are less likely to understand the effects of and recognise the symptoms of exposure to these hazards than adult workers. They also fail to follow safe work instructions more often.

Hazardous Substances – Young workers may not understand the risks associated with chemicals exposure, they may also not know how to access Safety Data Sheets or understand them.

Plant and Equipment – Inexperience may result in poor ability to identify the hazards associated with plant and equipment and they may not follow safe operating procedures and/or exclusion zones pedestrian restricted zones.

Workplace Bullying and other stress– Young workers can be easy targets for workplace bullying and they may fear losing their jobs if they complain. They may also fear for their physical safety working alone where they handle cash.

Unpopular work – Young workers are often given the unpopular work at a workplace (eg: cleaning toilets, cleaning spills, work in ceilings), and need to understand and know how to deal with the associated hazards

Work pace – Young workers in physical jobs may not understand how to pace the work to their abilities, they may also take on too much work trying to impress their peers or supervisors.

#### Risk Management

When deciding on a risk management process, Green Light Creative Pty Ltd will ensure thought is given to the safety considerations of young workers.

#### Training, Induction and Supervision of young workers

Training and induction for young workers shall to be provided in a way that is appropriate to children so that they can understand how to work safely. Language and literacy levels will to be considered when providing young workers information and instructions.

The Training and Induction will be a positive experience for the young worker and time will

be spent showing the workers the correct and safest way to do the tasks they are assigned.

Green Light Creative Pty Ltd will:

- Ensure that young workers understand what they are being told and encourage them to ask questions.
- Give young workers clear instructions and ask them to repeat the instructions.
- Show workers how to do the new tasks, emphasising the main points.
- Supervise the worker while they perform the new task and correct any mistakes.
- Follow up the worker with frequent visits and provide further instruction where needed.

Induction of young workers will inform them that they have a right under the WHS Act to refuse or cease work if they think they or other persons are under immediate danger from a WHS Issue report. They will also be informed that there will be no repercussion or disciplinary action taken.

Ongoing supervision of young workers is necessary to ensure that they are carrying out the tasks in accordance with the training and instruction they have been provided.

Where external training is undertaken, Supervisors should know about the content of the training program so that they are able to ensure the young worker is putting the external training into practice and assist with further training and supervision as necessary.

Records should be kept of all internal and external training provided to workers.

#### Knowledge and experience

Knowledge and experience enhance a person's ability to work safely above what can be learned with formal training. Before a young person begins work, Green Light Creative Pty Ltd will identify the gaps in their knowledge and assess their ability to work safely. Young workers usually have limited knowledge and experience and as a result will require increased levels of information, training, instruction and supervision.

#### **Children at the workplace**

The following are some of the many hazards at workplaces that are likely to represent particular risks to children because they are inquisitive and can easily be exposed to dangers during their explorations.

- Construction Sites – Chemicals, falls, pipes, excavations, materials, water pooling etc
- Electrical Hazards – power points, faulty equipment, switches, live wires.
- Hazardous chemicals and other substances – chemicals exposure
- Confined spaces – Storage tanks, pits, sewers,
- Plant and Equipment – unauthorised operation, accidentally starting power tools, insufficient guarding, vision of operators.
- Extreme heat and cold – Fridges, freezers or kilns and ovens.
- Sunburn – Outside areas
- Infections and disease – eating contaminated or old food from fridges, needle stick injuries, waste.
- Animals – animal behaviour, hygiene.
- Rural Workplaces – Livestock, silos, machinery, dams, farm vehicles.

These and any other identified hazards need to be addressed and managed during the risk assessment process. Green Light Creative Pty Ltd will:

- Ensure children cannot enter unsafe areas.
- Lock away chemicals.
- Ensure children are adequately supervised.
- Install Safety switches.
- Implement Good housekeeping practices.
- Risk assess other identified hazards and implement controls where reasonably practicable.

### **Audit Records**

Risk Assessments

Training records

Induction Records

## 33.0 Sun Safety

### Purpose

To establish and maintain a system that promotes a safe work practice for all Green Light Creative Pty Ltd workers and visitors to ensure when outdoors in the sun there is a system to control the risk of UV (Ultraviolet) radiation exposure from sunlight and the development of skin cancer.

### Scope

This procedure applies to all workers undertaking works which exposes them to the heat or sun.

### Responsibility

#### Managers and Supervisors

- Ensure hazard identification and risk assessments are carried out where workers are required to work outdoors in the sun.
- Determine and implement effective sun protection procedures including the provision and training in the use of Personal Protective Equipment.
- Arrange education and training for Green Light Creative Pty Ltd workers at risk of sun exposure about the dangers of UV Radiation and how to identify the early signs of skin cancer.

#### Workers

- Comply with all Green Light Creative Pty Ltd procedures and instructions regarding sun safety.
- Ensure the use of personal protection equipment when working outdoors in the sun.
- Ensure they do not put themselves or others at risk.
- Advise Management if replacement of protection measures is required or additional protection measures are needed.

### Introduction

Many factors influence the effect of heat on the human body whilst working in a hot environment.

Heat cramps may occur in the legs and abdominal muscles, primarily because of loss of body fluids and electrolytes.

Heat exhaustion is the result of dehydration. The signs are profuse sweating, dizziness, clammy moist skin, and irregular heartbeat with the potential for collapse.

Heat stroke is an uncontrolled rise in the body's core temperature, caused by the failure of the body's temperature regulating system. Heat stroke causes nausea, headache and hot dry skin and can progress to confusion, collapse and coma. If allowed to continue untreated, heat stroke can kill.

In the event of heat cramps, heat exhaustion or heat stroke, seek medical help immediately.



Acclimatisation is a significant aid in heat stress management. An acclimatised person can safely work at a higher rate without risk. Acclimatisation is the result of a set of physiological adjustments occurring over the first week of heat exposure, with most change occurring over the first two days.

### **Risk Factors**

A safe system of work should be set up which will include a risk assessment of workers' sun exposure, identification of tasks that may place workers at risk, and sun protection measures for controlling the degree of exposure. The degree of risk is largely dependent on the duration and extent of exposure.

Some of the risks associated with over exposure to the sun are:

- Sunburn - this is a type of radiation burn.
- Eye damage – over exposure to UV can damage to the eyes lens or cornea.
- Premature ageing of the skin will result from over exposure.
- Sunspots - dry or rough spots on the skin. Like premature ageing, these are indicators of excessive exposure to UV. These can develop into cancers.
- Skin cancers

### **Procedure**

The most effective way of reducing the risk of UV exposure is to use a combination of control measures.

### **Work Organisation**

Where possible:

- Minimise the amount of outdoor work.
- Move jobs undercover.
- Scheduling outdoor work to minimise UVR exposure during the peak periods of UV i.e. 10.00am - 3.00pm. For example, scheduling outdoor tasks in the early mornings or late in the day.
- Alternate outdoor and indoor work to minimise overexposure.

### **Using Shade**

Where the job or work times cannot be changed, workers will be encouraged to make maximum use of shade. The following options will be considered.

- Use of natural or existing shade from buildings, trees and other structures at the worksite.
- Use of portable canopies or erected shade structures made from fabrics such as canvas, awning, umbrella fabric or shade cloth. Shade cloth should provide at least 94% protection from UV rays.
- Have lunch or any breaks in shady spots; and
- Replace lost fluids by keeping up liquid intake.

### **Personal Protective Clothing (PPE)**

- Wear light, loose coloured clothing made of natural fibres which will provide proper ventilation, reflect heat and allows sweat to evaporate; Shirts will have long or three-quarter length sleeves and a collar and be made from a close weave, breathable

fabric. Clothing that offers excellent protection with an ultraviolet protection factor (UPF) rating of 40, 45, 50 or 50+ (as classified by AS/NZS 4399) is recommended. Choose clothing with UPF50+ for best protection.

- Loose fitting long trousers offer the best protection. If shorts are to be worn, they should be to the knee.
- Broad Brimmed hats. If hard hats are to be worn, then brim attachments with neck flaps are to be attached. Hats or brim attachments are required to have a broad brim, measuring no less than 8cm in width.
- Hats should be comfortable and be made of a close weave material. Hats that have gauze or mesh sections are not suitable as UV rays will penetrate.
- Use maximum protection sunscreen to areas which cannot be protected with clothing;
- Eye protection is to be worn where necessary; Sunglasses must comply with AS/NZS1067 and screen out at least 99% of ultraviolet light. If safety glasses are required, then sunglasses need to comply with AS/NZS 1337 and AS/NZS 1338. Sunglasses should be glare resistant, light weight, comfortable and fit closely to the face. Wraparound sunglasses offer the best protection. Clip ons are available for persons with prescription glasses.

### **Sunscreen**

- A broad spectrum, water-resistant sunscreen with an SPF 30+ is recommended for workers who are required to work outdoors.
- Sunscreen will be placed in areas accessible for all workers and stored in a cool place out of the sun.
- As sunscreen does not offer 100% protection it is to be used in conjunction with additional protective measures such as clothing, hats and sunglasses.
- Sunscreen should be applied generously to all areas of exposed skin at least 20 minutes before going outside. Sunscreen should be reapplied every two hours as it easily wipes, sweats or washes off.

### **Relocation**

As there is no set temperature at which work activities are to be modified due to the effects of heat, Green Light Creative Pty Ltd has determined that when the ambient temperature reaches 37.5°C in the metropolitan area, the following procedures will come into effect. (Other areas will be subject to an individual risk assessment developed prior to commencement of works).

Personnel working in direct sunlight shall be relocated, if possible, to other work areas on site that are not exposed to direct sunlight.

If it is not possible to relocate workers to a suitable area on a specific site, the worker may be relocated to another site where work is available out of direct sunlight.

If there is no work available in a suitable location, workers will be directed to store their tools and equipment and allowed to go home without loss of normal time pay.

### **Completion of Emergency Work**

There will be occasions where workers shall be required to continue working in direct

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 131 of 239
---------------------------------	-----------------------	---------------------------	-----------------

sunlight when the temperature has reached 37.5°C

In such instances, special arrangements are to be made on a case by case basis after a risk assessment has been conducted.

## 34.0 Hazardous Manual Tasks

### Purpose

To outline the necessary steps to identify, assess and control the risks associated with manual handling

### Scope

This procedure applies to all workers and contractors undertaking works on behalf of Green Light Creative Pty Ltd. This applies to works on Green Light Creative Pty Ltd premises, and elsewhere.

### Definitions

#### **Hazardous Manual task:**

A hazardous manual task is a task requiring a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture, or
- exposure to vibration.

These hazards directly stress the body and can lead to an injury

**Repetitive:** done more than twice a minute

**Sustained:** done for more than 30 seconds at a time

### Responsibility

#### **Managers and Supervisors**

- eliminate risks arising from hazardous manual tasks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.
- manage the risks of a musculoskeletal disorder associated with a hazardous manual task as per the regulation.
- consult with workers about work health and safety
- consult, cooperate and coordinate with other duty holders.

#### **Workers**

- Workers have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of other persons.
- Workers must comply with any reasonable instructions, as far as they are reasonably able, and cooperate with any reasonable health and safety policies or procedures that have been notified to workers.
- If personal protective equipment (PPE) is provided by Green Light Creative Pty Ltd, the worker must, so far as they are reasonably able, use or wear it in accordance with the information and instruction and training provided.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 133 of 239
------------------------------	-----------------------	---------------------------	-----------------

- Follow Green Light Creative Pty Ltd's Safe Working Procedures for performing manual hazardous tasks.
- Report incidents associated with manual handling in the workplace.

### **Procedure**

Manual tasks require people to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing. Characteristics of hazardous manual tasks include:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture
- exposure to vibration.

Green Light Creative Pty Ltd will manage risks to health and safety relating to a musculoskeletal disorder (MSD) associated with hazardous manual tasks.

To manage risk under the WHS Regulation Green Light Creative Pty Ltd shall:

- identify hazards that could give rise to the risk
- eliminate the risk so far as is reasonably practicable
- if not reasonably practicable to eliminate the risk, minimise the risk by implementing control
- measures in accordance with the hierarchy of control
- maintain the control measure so that it remains effective
- review risk control measures

### **Consultation**

Green Light Creative Pty Ltd will consult with workers who are affected, or likely to be affected, by the manual task. If our workers have a health and safety representative, we shall involve that representative.

The first step in managing risks from carrying out manual tasks is to identify those tasks that have the potential to cause MSDs.

Hazards that arise from manual tasks generally involve interaction between a worker and:

- the work tasks and how they are performed
- the tools, equipment and objects handled
- the physical work environment.

### **Risk Management**

To help protect workers and reduce the risks of injury, Green Light Creative Pty Ltd shall identify which manual tasks may potentially be hazardous.

#### Identifying risks

Green Light Creative Pty Ltd shall:

- Consult with workers – they can provide valuable information about discomfort, muscular aches and pains that can signal potential hazards.
- Review available information – such as records of workplace injuries and incidents,

inspection reports and workers compensation claims, to help identify which manual tasks may cause harm.

- Look for trends – trends or common problems may be able to be identified from the data collected. Trends may show that certain tasks have more characteristics that make them hazardous or that some characteristics are more common in certain jobs. Trends may help in deciding which manual tasks should be addressed as a priority.
- Observe manual tasks – identify if they involve any of the characteristics of a hazardous manual task.

The Hazardous Manual Tasks Code of Practice has some useful tools in identifying manual tasks that may be hazardous.

### Assessing risks

Once a risk has been identified, a risk assessment shall be conducted.

A risk assessment involves examining the characteristics of the hazardous manual task to assess whether the forces, movements and postures undertaken by the worker increase their risk of musculoskeletal disorders (MSDs).

Green Light Creative Pty Ltd will carry out a risk assessment for any manual tasks identified as being hazardous, unless the risk is well known, and we know how to control it.

A risk assessment can help determine:

- which postures, movements and forces of the task pose a risk
- where during the task they pose a risk
- why they are occurring
- what needs to be fixed.

### Determining risk factors

Work through the following series of questions to determine which postures, movements and forces of the task pose a risk. The Hazardous Manual Tasks Code of Practice provides guidance that will assist in answering these questions.

1. Does the task involve any of the following?

- repetitive movement?
- sustained or awkward postures?
- repetitive or sustained forces?

As a general guideline, 'repetitive' means that a movement or force is performed more than twice a minute and 'sustained' means a posture or force is held for more than 30 seconds at a time.

2. Does the task involve long duration?

If a yes response is given to Question 1 then the duration of the task should be determined.

As a general guideline, long duration means the task is done for more than a total of two hours over a whole shift, or continuously for more than 30 minutes at a time.

### 3. Does the task involve high or sudden force?

Force is the amount of muscular effort required to perform, attempt to perform, resist or change a movement. Forceful muscular exertions can overload muscles, tendons, joints and discs and are associated with most musculoskeletal disorders.

High force is exerted when large loads, relative to the body part doing the activity, are placed on muscles and other tissues. An indicator of a high force is when a worker describes a task as physically demanding, needs help to do it, requires a stronger person or two people to do the task, or where a normally one-handed task requires two hands.

Sudden force occurs when there is a rapid increase or decrease in muscular effort. Examples of sudden force include jarring, jerky or unexpected movements. It is particularly hazardous because the body must suddenly adapt to the changing force. Tasks which include sudden force typically generate high force as well.

### 4. Does the task involve vibration?

Prolonged exposure to whole body or hand arm vibration increases the risk of MSDs and other health problems. The degree of risk increases as the duration of exposure increases and when the amplitude of vibration is high. Examples of tasks involving vibration include the use of hand powered tools or operating mobile plant.

#### **Is there a risk?**

**The task involves a risk of MSD if you have answered YES to either:**

#### **Question 1 and Question 2**

#### **Question 3.**

**If you answered 'yes' to Question 4 the task may be a risk but requires further investigation.**

A task may involve more than one risk factor. The more risk factors that are present, the higher the risk of MSD.

If a risk is identified, the sources of these risks that are present in the task will be considered. These will be the things that may be able to be changed to eliminate or reduce the risk of MSD.

The main sources of risk are:

- work area design and layout
- the nature, size, weight or number of things handled in performing the manual task
- systems of work
- the environment in which the manual task is performed.

The Hazardous Manual Tasks Code of Practice includes a Risk Assessment Worksheet that can be used to assess the risks and develop appropriate controls for those risks.

#### **Controlling risks**

As per the WHS Regulation Green Light Creative Pty Ltd will choose the control that most effectively eliminates, or minimises, the risk. This may involve a single control measure or a combination of two or more measures.

Eliminating the risk is the most effective control measure. If this is not practicable, then we shall minimise the risk as far as possible.

#### Risk controls measures

##### Hierarchy of control - Examples of control measures

- Elimination
  - Automate the manual task (such as using remote controls)
  - Deliver goods directly to the point of use to eliminate multiple handling
- Substitution
  - Replace heavy items with those that are lighter, smaller and/or easier to handle
  - Replace hand tools with power tools to reduce the level of force required to do the task
- Isolation
  - Isolate vibrating machinery from the user, for example, by providing fully independent seating on mobile plant
- Engineering
  - Use mechanical lifting aids
  - Provide workstations that are height adjustable
- Administrative
  - Rotate workers between different tasks
  - Arrange workflows to avoid peak physical and mental demands towards the end of a shift
- Personal protective equipment
  - Heat resistant gloves for handling hot items
  - Shock absorbent shoes for work on hard concrete floors

To implement the most effective controls Green Light Creative Pty Ltd shall:

- start at the top of the hierarchy of control
- allow workers to trial controls and give their feedback before decisions are made to make them permanent
- develop work procedures to ensure that controls are understood, and responsibilities are clear
- communicate the reasons for the change to workers and others
- ensure that any equipment used in the manual task is properly maintained
- provide training to ensure workers can competently implement the risk controls.

Prior to implementing any control measures Green Light Creative Pty Ltd will ensure that the control measures do not introduce any additional risks to workers for example:

- Mechanical Aids can introduce the risks of being hit by mobile plant, hit by falling object if using a crane to lift a load.
- Team lifting/handling can introduce additional risks if:
  - the load is not shared equally
  - workers do not exert force simultaneously



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 137 of 239
------------------------------	-----------------------	---------------------------	-----------------

- individual workers need to make foot or hand adjustments to accommodate other team members, reducing the force each can exert
- performed on steps or on a slope where most of the weight will be borne by handlers at the lower end
- individual workers unexpectedly lose their grip, increasing or changing the balance of the load on other team members.

Any additional risks will also need to be assessed and control measures implemented.

### **Training**

Training should include information about manual tasks risk management, specific manual tasks risk and how to control them, use of mechanical aids, tools, equipment and safe work procedures and how to report a problem or maintenance issue.

Training in lifting techniques must not be the sole or primary means to control the risk of MSDs.

### **Reviewing control measures**

Control measures that have been implemented shall be reviewed, and, if necessary, revised to make sure they work as planned and to maintain a work environment that is without risks to health and safety.

Green Light Creative Pty Ltd will review control measures:

- when the control measure is no longer effective
- before a change that is likely to give risk to a new or different risk
- if a new hazard is identified
- if consultation indicates a review is necessary
- if a health and safety representative requests a review.

### **References**

Hazardous Manual Tasks Code of Practice

### **Audit Records**

Incident Report Form 18.1

Record of Training Attendance 23.2

Induction Checklist 22.1

## 35.0 Traffic Management

### Purpose

The purpose of this procedure is to ensure all risks associated with traffic within Green Light Creative Pty Ltd are identified and managed.

### Scope

This procedure applies to all areas where vehicles and mobile plant are in use within Green Light Creative Pty Ltd premises, on Green Light Creative Pty Ltd controlled sites or used by Green Light Creative Pty Ltd on third party sites.

### Responsibility

The Workplace Manager is responsible for:

- Identifying traffic related hazards within the workplace;
- Consulting with workers in relation to identifying and managing traffic related hazards;
- Completing a Traffic Management Plan;
- Modifying the Workplace Inspection Checklist to incorporate controls outlined in the traffic management plan;
- Scheduling workplace inspections to manage all traffic related hazards;
- Entering identified traffic related hazards into the Hazard Register; and
- Reviewing controls and the Hazard Register.

Supervisor:

- Reporting traffic related hazards to the Workplace Manager;
- Assisting with workplace inspections;
- Assisting in risk assessments;
- Assisting with the Implementation of controls as required

Workers:

- Reporting traffic related hazards to the Workplace Manager;
- Assisting the Workplace Manager to complete risk assessments as required; and
- Assisting the Workplace Manager with workplace inspections.

### Procedure:

#### Traffic Management Plan

The Workplace Manager is responsible for completing a Traffic Management Plan using for their workplace or worksite where there is use of plant on site. The plan should consider traffic flow on the whole site including:

- couriers/deliveries;
- four-wheel drives and other large vehicles;
- car park;
- mobile equipment.

#### Identify Hazards Associated with Traffic

The Workplace Manager, in consultation with workers, is to identify all areas where mobile

plant and equipment are present within the workplace.

The Workplace Manager is to review and amend the Workplace Inspection Checklist, as required with reference to the traffic management plan, to assist in initially identifying traffic hazards.

To monitor traffic related hazards on an ongoing basis, the Workplace Manager is to ensure that the workplace inspections are scheduled at regular intervals as required in the Inspection Procedure.

In all instances the Workplace Manager must record the identified traffic related hazards on the Hazard Register.

### **Risk Assessment**

The Workplace Manager is to assess the risk for traffic related hazards using the risk matrix outlined in the section- Risk Identification, Assessment, and Management.

The risk assessment is to be conducted in consultation with workers and contractors and documented in the Hazard Register.

### **Controlling Risks Posed by Traffic**

The Workplace Manager, in consultation with workers is required to control risks associated with traffic.

The Workplace Manager should ensure that all control measures are included on the Hazard Register and documented in the traffic management plan.

When determining controls to reduce risks, the Workplace Manager must follow the hierarchy of control outlined in section Risk Identification, Assessment, and Management.

Examples of controls (from most to least effective) could include:

- eliminating the need for vehicles to enter Green Light Creative Pty Ltd grounds;
- improving workplace design and layout with walkways and physical barriers;
- providing personal protective equipment such as high visibility vests; and
- training workers, contractors, and visitors about traffic related hazards (see Training).

For any High Risk Construction Work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or in an area at a workplace in which there is any movement of powered mobile plant, Green Light Creative Pty Ltd will ensure that a High Risk Safe Work Method Statements (SWMS) is prepared and that the high risk construction work is carried out in accordance with that SWMS.

### **Reviewing Controls**

The Workplace Manager is responsible for reviewing the effectiveness of controls in consultation with workers.

This review is to be documented on the Risk Assessment and any changes to controls must be incorporated into the traffic management plan

### **Hazard Register**

The Workplace Manager is to make sure that the Hazard Register is kept up to date and is reviewed when traffic related hazards are identified, assessed, controlled, and reviewed.

### **Audit Records**

Hazard Register

SWMS Template

Workplace Inspection Checklist

Site Inspection Checklist

## 36.0 Emergency Management

### Purpose

The purpose of this document is to identify and develop procedures to control possible emergency situations, and also describe the procedures to be followed in the event of the identified potential emergency situations arising at the site, including:

- Fire/Explosion
- Chemical Spill
- Bomb Threat
- Gas Leak
- Natural Disaster
- Medical Emergency
- Personal Threat

### Scope

This document applies to all Green Light Creative Pty Ltd workers and relevant parties on Green Light Creative Pty Ltd sites and work being undertaken at third party and client sites.

### Key Principals

- All risks will be continually monitored in order to minimise the potential of an emergency.
- A safe means of egress from the workplace in case of emergency will be maintained at all times.
- The safety of personnel is foremost.
- Emergency plans will be developed and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans should be simple but effective.
- Evacuation plans will be placed at appropriate locations around the workplace.
- Emergency control personnel will be trained in their appointed duties.
- Emergency control personnel will be provided current First Aid training that will be recorded on the training and licence register.
- All personnel will be regularly trained in appropriate response procedures.

### Responsibilities

#### Director - Chief Warden (White Hat)

When notified of an emergency affecting the building the Chief Warden will:

- Proceed to Reception to co-ordinate all activities
- Communicate with Area Warden of affected department and ascertain the nature and scope of the emergency
- Ensure the appropriate emergency service has been notified and co-ordinate evacuation of department or whole site.
- Direct First Aid personnel, if required
- Organise a person (Traffic Controller) to meet and guide incoming emergency services
- Pass on all relevant information regarding status of emergency and progress of evacuation to the responding emergency service and respond to their requests

- Give the “All Clear” when emergency situation is over
- Complete Incident Report Form
- Co-ordinate all drills and exercises, ensuring debrief meetings are conducted and recorded
- Where required by legislation, notify the regulator of any death, injury or illness.

**Deputy Chief Warden (White Hat)**

Will assume the role of Chief Warden if he is not available. If Chief Warden is available, the Deputy will:

- Assist the Chief Warden where required
- Ensure no cars, trucks or personnel leave or enter the premises
- Ensure all internal roadways are kept clear of traffic so that emergency vehicles can reach their destination

**Area Wardens (Yellow Hat) - (Affected Area)**

When notified of emergency the Area Warden will:

- Determine the nature of emergency and ensure alarm has been raised by the operation of fire alarm and/or notifying Receptionist.
- Evacuate personnel from immediate danger area to a safe location.
- If safe to do so, co-ordinate an attack on fire.
- Communicate with Chief Warden, giving details of present situation and whether evacuation is warranted.
- If evacuation required, check all areas including offices, toilets, change rooms, etc., closing all doors after check.
- Before leaving area, report that the evacuation is complete to the Chief Warden, then proceed to the assembly area.

**Area Wardens (Yellow hat) - (Other than Affected Area)**

- Return to assigned area and await instructions from Chief Warden.
- Ensure machinery is shut down (if safe to do so)
- Check to ensure that all doors are open or closed as required
- Search the area to ensure all persons are accounted for
- Ensure orderly evacuation from the building to the assembly area (if directed by Chief Warden or upon hearing Evacuation alarm).
- Assist mobility impaired persons, or delegate this task
- Ensure all personnel remain at assembly area until the all clear is given

**Reception**

When notified of an Emergency or upon hearing the alarm, the Reception:

- Will notify the appropriate emergency service, giving the address and any details of the incident
- Notify the Chief Warden of the situation
- If not already sounding, activate the alert or evacuation alarm as directed by the Chief Warden
- Make public address announcements as required by the Chief Warden.
- The receptionist will remain at the communication point, as long as it is safe to do and evacuate with the Chief Warden.

**Workers**

- Advise the Chief Warden, Supervisor of potential emergency situation that is discovered.
- Understand their role within the 'Emergency Response Procedures'
- Know where the evacuation assembly areas are located
- Be familiar with the evacuation sirens (both alert and evacuation)
- Render machine or equipment safe to leave
- Proceed straight to the evacuation areas when required to do so, ensuring contractors/visitors are guided to assembly points
- Stay at the assembly point until the 'All Clear' is given by the Chief Warden

**First Aid Officers**

- Report to Reception on hearing the alert signal, bringing first aid box (if possible) from area.
- Where safe to do so, remove anybody from danger and provide first aid support to those injured or suffering a medical ailment
- Take directions from the Chief Warden as required

**Detailed Emergency Response Procedures – By Event Type****Medical/Rescue Emergency**

- Check area for hazards or threatening situation and control if safe to do so.
- Contact Supervisor to request First Aiders assistance.
- Remain with the casualty and provide appropriate support
- Supervisor/First Aider to assess situation to identify need for emergency services to be called for assistance.
- Supervisor to contact reception and request emergency services assistance.
- Supervisor to arrange for area to be cordoned off accordingly.
- Designate someone to meet emergency services at the site entry point and direct emergency services to the location of the casualty.
- Supervisor to preserve the scene until accident investigation complete.

**Note:**

- Provide support and appropriate assistance
- Try not to leave casualty alone until emergency help arrives
- Do not move the casualty unless exposed to hazardous situation

**Natural Disaster**

- Store or secure all loose items external to the building, such as outdoor furniture, etc.
- Secure windows (close curtains and blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Isolate/shut off electricity, water and gas services
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only
- After the storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks,

or structural damage has occurred as a result of the storm.

### **Personal Threat / Armed Intruder**

- Ensure that the Chief Warden is notified immediately.
- Supervisor to request reception to notify emergency services.
- Do not say or do anything that may encourage irrational behaviour
- Initiate action to:
  - Restrict entry to the building if possible
  - Confine or isolate the threat from building occupants
  - Report to the Chief Warden regularly regarding the status of the occupants' safety
  - Evacuation should be considered (only if safe to do so)

### **Armed Hold up – Robbery**

- Stand still - Keep your hands where they can be seen and do not make any sudden or quick moves. Stand slightly side on to the offender – a submissive position. Only activate alarms if it is safe to do so.
- Obey the offender's instructions - Do exactly what you are told. Speak only when spoken to and do not provoke the offender. Explain in advance any movements you are going to make e.g. 'I am going to open the cash register now'.
- Remain calm and quiet - Try to stay calm. Be submissive and avoid drawing attention to yourself. Avoid staring or making eye contact.
- Observe, if you can, safely - Make a mental note of the offender's appearance, age and type of weapon. Try to remember identifying characteristics.
- Stay out of the danger area - Keep your distance from the offender. When asked to hand over cash place it on the counter and take a step back. Allow the offender to leave. The sooner they leave the safer you will be.
- Stay where you are, Do not chase - If safe to do so, after the offender leaves activate the alarm system. Note which way the offender left and write down the details of the getaway car.
- Call emergency services - When it is safe call emergency services on 000. Do not disturb evidence.

### **Fire**

- Alert persons nearby and request assistance.
- Assist any person in immediate danger (only if safe to do so).
- Close the door on the fire to contain the spread (if applicable).
- Notify the Chief Fire Warden who will determine if emergency services need to be notified and if evacuation is required.
- Notify emergency services on "000" if required.
- Extinguish the fire (only if safe to do so and training has been received).
- If threat to life exists, evacuate immediately, closing all doors.
- Check that all areas have been cleared and inform the Chief Warden.
- Control the evacuation to the Assembly Area (if required).
- Maintain control of all persons at the Assembly Area.

### **Immediate Containment**

- If escape to storm water drain is possible/evident, use drain cover from spill kits to



- minimise contamination.
- Use absorbent materials in nearby spill kits to contain/absorb the spill
- If minor spill (less than 100L) that has been contained, notify your direct supervisor.
- If major spill (100L or greater), contact the Director. Provide as much information about the material spill as possible.
- If the spill gives off hazardous and/or flammable fumes or vapours refer “Chemical Spill – Hazardous Fumes Procedure”:
- Obtain relevant SDS and assess any immediate risks.
- Once spill has been contained and the area is safe refer “Chemical Spill – Clean Up procedure”

### **Chemical Spill – Hazardous Fumes**

If the spill gives off hazardous/flammable fumes/vapours, notify Chief Warden to notify receptionist if emergency services are required.

- Ventilate area to the open air if possible.
- Turn off air conditioning and recirculation fans.
- Remove any ignition sources (if safe to do so).
- Notify all persons in the building to evacuate, under instruction from the Chief Warden (ensure the Assembly Area is upwind and 200m away from source).
- Obtain relevant SDS and assess any immediate risks.
- Control the evacuation to the Assembly Area (if required).
- Do not attempt to re-enter the affected area.
- Remain at the Assembly Area until advised by emergency services.

### **Chemical Spill – Clean Up**

- Shovel all spill absorbent material into designated prescribed waste collection bins. Apply additional spill absorbents as necessary.
- Mop area down with water (where possible), contain wash water and dispose using an approved provider.
- If spill escaped to storm water system and isolation was not performed immediately, contact the Director, who will notify the EPA and relevant authorities.
- If the spill involved leaching into nearby soil, contaminated soil must be shovelled into drums and disposed of as prescribed waste.
- If relevant, review SDS and assess any risks.

### **Bomb Threat**

- Notify the Chief Warden, who will contact emergency services if required.
- Do not say or do anything that may encourage irrational behaviour (if in contact with person making the threat)
- The search should be conducted systematically, concentrating on the most likely places such as in restrooms, equipment rooms, stairwells, fire hose cabinets, and ceilings where tiles are out of place
- Ensure that doors are left open
- DO NOT touch any suspicious object found
- Personnel are to report back to the Chief Warden after completion of search
- If a suspicious object is found, or if the threat specifically identified a given area, then evacuation may be considered

- Ensure to complete the Bomb Threat Report Form
- DO NOT touch
- Clear the area
- Notify Emergency Services immediately
- Follow the directions given
- Prevent all persons from entering the area where the device is located

**Generic Gas Leak**

- Notify Director to assess the situation.
- Director to assess the situation to determine if emergency services are required and notify them.
- Isolate the gas supply at the source (if safe to do so).
- Notify the gas supply company – if natural gas leak.
- Shut down air conditioning to prevent the spread of any flammable or toxic gases.
- Remove any ignition sources (if safe to do so). Turn off the electricity supply.
- Report to the Chief Warden regarding any actions taken.
- Instigate evacuation procedure if deemed necessary by Chief Warden.
- Remain at the Assembly Area until further advised by emergency services.

**Loss of Mains Water Supply**

- Contact the Director
- Maintenance department to contact Water Supplier and determine problem
- All workers on site to be notified of situation

**Vehicle accident**

The driver of the vehicle should:

- Confirm who is involved in the accident.
- Confirm what injuries/fatalities are involved.
- Engage immediate response requirements. e.g. spillages, medivac, medical attention, police as required
- Ensure that vehicle is not moved until authorised.
- Commence First Aid if safe to do so.
- Follow medical injury procedure.
- Notify Director via telephone
- If Applicable- Notify Hire Car Company
- Complete documentation as soon as possible. e.g. Insurance Report Form, Incident Report Form.
- Refer to Emergency Response for Vehicle Accidents which should be carried in the vehicle at all times.

**Power Failure**

- Remain where you are until your eyes have adjusted to the darkness
- Workers to stay in area unless advised to relocate (emergency lighting will illuminate area sufficiently)
- If evacuation is required, proceed to the designated safe area in your department
- Await further instruction
- Maintenance Department to contact Electricity Supplier

### **Practice drills**

Green Light Creative Pty Ltd will conduct a practice evacuation no less than semi-annually. Only senior management are to be aware of the date and time the drill is to occur. Results of the drill are to be recorded on the Evacuation Drill Report form and reviewed.

If the results are not satisfactory, another drill will be conducted within 2 months to ensure improvement.

### **Review**

Emergency procedures will be reviewed and revised where necessary annually or after practice drills, incidents or emergency situations.

### **Audit Records**

Records of training

Records of practice exercises

Records of review

Evacuation Drill Report Form 36.1

Bomb Threat Report Form 36.2



### 36.2 Bomb Threat Report Form

Time of call \_\_\_\_\_ Date \_\_\_\_\_

Where is the bomb located? \_\_\_\_\_

What will happen? \_\_\_\_\_

When will it happen? \_\_\_\_\_

Why was it put there? \_\_\_\_\_

Who is calling? \_\_\_\_\_

For whom is the call intended? \_\_\_\_\_

Is call from mobile, public phone, STD? \_\_\_\_\_

Voice		Speech		Language		Background	
Loud	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Accent	<input type="checkbox"/>	Office	<input type="checkbox"/>
High pitch	<input type="checkbox"/>	Deep	<input type="checkbox"/>	Good English	<input type="checkbox"/>	Traffic	<input type="checkbox"/>
Raspy	<input type="checkbox"/>	Pleasant	<input type="checkbox"/>	Spontaneous	<input type="checkbox"/>	Factory	<input type="checkbox"/>
Male	<input type="checkbox"/>	Fast	<input type="checkbox"/>	Read out	<input type="checkbox"/>	Aircraft	<input type="checkbox"/>
Female	<input type="checkbox"/>	Slurred	<input type="checkbox"/>				
Age	<input type="checkbox"/>	Intoxicated	<input type="checkbox"/>				
Excited	<input type="checkbox"/>	Rambling	<input type="checkbox"/>				
Angry	<input type="checkbox"/>	Emotional	<input type="checkbox"/>				
Depressed	<input type="checkbox"/>						

Did the caller sound familiar with the premises?  
\_\_\_\_\_

Write what the caller said:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of person receiving call \_\_\_\_\_

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 150 of 239
------------------------------	-----------------------	------------------------	-----------------

## 37.0 First Aid

### Purpose

Green Light Creative Pty Ltd is committed to providing first aid facilities and trained staff to assist workers when first aid is required.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers and subcontractors undertaking Green Light Creative Pty Ltd work, both on our own premises and on third party and client sites.

### Responsibilities

#### Managers and Supervisors

- Ensure First Aiders are given appropriate training
- Ensure they are available to perform first aid when required
- Ensure first aid equipment is readily available at the workplace

#### First Aider

- Ensure their training is current and up to date
- Advise the Supervisor of any injuries and status
- Keep the first aid facilities up to date and clean

### Procedure

First aid kits should be located close to all work areas where there is a likely risk of injuries or illness occurring. No work area should be more than 100m from or one floor above or below a kit. First aid kits should be:

- easily accessible during the normal working hours of the area
- located in supervised areas – to reduce opportunities for pilfering as kits should not be locked during normal working hours (although they must be capable of being locked)
- located (if possible) close to running water, toilets and a private area that can be used for treatment
- clearly visible and signposted with a standard safety sign consisting of a white cross on a green background.

Factors to be considered in determining the number and locations of first aid kits include:

- The types of work performed, and types of classes conducted in the building and the nature of hazards associated with those types of work and classes.
- The typical number of workers and type of operations, for example workers, visitors, external contractors, general public.
- The physical size and layout of the workplace – large and/or complex workplaces may need additional coverage for areas of higher need.
- The typical working hours - workers operating outside normal daytime weekday hours may need their own kits accessible during their particular operational hours.

Every vehicle must be equipped with a first aid kit. The type of kit required will depend on the

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 151 of 239
------------------------------	-----------------------	---------------------------	-----------------

type of work associated with the vehicle use. When work is done away from a building a portable kit suitable for the type of work activities and remoteness of the work location should be provided,

### **First Aid Officers**

First Aid officers are required to:

- Attend to all injuries when First Aider is required – even if it is not for the area you are working in.
- If more than one First Aider is in attendance, assist where possible or return to section as required.
- Assess the person's condition, if required contact the Ambulance on 000.
- If Ambulance or Paramedics are called, contact Manager to advise of pending arrival to avoid unnecessary delays.
- Once the First Aider has fulfilled their requirements for treatment, they must advise the Supervisor and ensure all details are filled in correctly on the Incident Report Form.

### **Waste Management**

- Contaminated waste should be placed in a leak-proof bag or container and sealed. The bag or container should not be overfilled.
- All waste should be handled with care, to avoid contact with blood and body substances.
- Gloves should be worn when handling contaminated waste bags and containers.
- Where significant amounts of first aid waste are generated, contaminated items should be placed in clinical waste bags.
- These are yellow coloured plastic bags which display the international biohazard sign (available from medical suppliers).
- Waste disposal should comply with state or local government requirements.

### **Management of Body Substance Spillage**

Spills should be attended to as soon as possible. Protective gloves should be worn. Absorbent material, such as paper towels should be used to absorb the bulk of the blood or body substance. These contaminated materials should then be disposed of in a leak-proof, sealed waste bag.

After this, the area should be cleaned with warm water and detergent and then disinfected. A suitable disinfectant is a freshly prepared 1:10 dilution of 5% sodium hypochlorite (household bleach) in water. Mops and buckets should be rinsed with warm water and detergent and stored dry.

### **PPE**

PPE should be provided to protect first aid personnel and ill or injured persons from the risk of exposure to biological hazards. Where PPE is used, it should be properly selected for the task, be readily available, clean and properly maintained. First aid personnel should be trained in the correct use of the equipment provided. PPE should comply with relevant Australian Standards.

PPE will include:

- **Protective gloves** which should always be worn whenever first aid is being provided. Disposable PVC or latex gloves should not be reused. Heavy duty gloves may be worn where a higher level of protection is required, for example, where there is a risk of exposure to sharp objects or when cleaning a blood or body substance spill.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 152 of 239
------------------------------	-----------------------	---------------------------	-----------------

- **Protective clothing** such as disposable non-porous overalls or plastic aprons which should be worn in situations where there is a risk that clothing of first aid personnel may become contaminated with blood or body substances.
- **Eye protection** such as goggles and safety glasses which should be worn where there is a risk of blood or body substance splashes entering the eyes, for example, from arterial bleeding injuries.
- **Safety footwear** which should be worn where there is a risk of the feet being punctured by sharp objects, such as broken glass or hypodermic needles.
- **Resuscitation mask** because expired air resuscitation may involve exposure to blood and body substances. Use of a resuscitation mask for mouth to mask resuscitation reduces this risk. A resuscitation mask should only be used if first aid personnel have received instruction in its use.

The nature and size of the workplace are taken into consideration when determining first aid requirements, however as a minimum first aid kits will include:

- adhesive strips (assorted sizes) for minor wound dressing
- non-allergenic adhesive tape for securing dressings and strapping
- eye pads for emergency eye cover
- triangular bandage for slings, support and/or padding
- hospital crepe or conforming bandage to hold dressings in place
- wound/combine dressings to control bleeding and for covering wounds
- non-adhesive dressings for wound dressing
- safety pins to secure bandages and slings
- scissors for cutting dressings or clothing
- kidney dish for holding dressings and instruments
- small dressings bowl for holding liquids
- gauze squares for cleaning wounds
- forceps/tweezers for removing foreign bodies
- disposable latex or vinyl gloves for infection control
- sharps disposal container for infection control and disposal purposes
- sterile saline solution or sterile water for emergency eye wash or for irrigating eye wounds (this saline solution must be discarded after opening)
- resuscitation mask to be used by qualified personnel for resuscitation purposes
- antiseptic solution for cleaning wounds and skin
- plastic bags for waste disposal
- note pad and pen/pencil for recording the injured or ill person's condition and treatment given
- re-usable icepack for the management of strains, sprains and bruises

### **Audit Records**

Incident Report Form 18.1

First Aid Training Records

Workplace Inspection Checklist 21.2

First aid kit checklist 37.1

Vehicle First aid kit checklist 37.2



### 37.1 First aid kit checklist

This checklist should be used to check contents of first aid kits regularly (at least monthly) and to arrange restock of supplies.

ITEM	MINIMUM STOCK LEVEL	IN STOCK AND IN DATE (TICK) COMMENTS
Instructions for providing basic first aid, including CPR	1	
A notebook and pen	1	
A pocket resuscitation mask or face shield	1	
A minimum of 5 pairs of disposable examination gloves	5	
Gauze pieces in seven and a half cm length, sterile (three per pack, and a minimum of five packs)	5	
Eight bottles of saline solution (15 ml)	8	
Ten injury cleaning wipes	10	
One pack of 50 count fabric or plastic band aides (or other form of dressing strips)	1	
Ten single use Splinter probes	10	
One pair of tweezers or forceps	1	
One bottle of 50 ml antibacterial spray or liquid (this helps to fight germs)	1	
Six small non-sticky injury dressing/pad (sized 5x5 cm)	6	
One 10x10 cm-sized injury pad/dressing	1	
Three cotton bandages (5 cm-sized)	3	
Three 7.5 cm Conforming cotton bandage	3	
One 10 cm Crepe bandage (for serious bleeding and pressure application)	1	
One pair of scissors	1	
One roll of hypoallergenic adhesive tape	1	
One pack of six safety pins	1	
One medium Blood Pressure Control Dressing No. 14,	1	
One large Blood Pressure Control Dressing No. 15	1	
One Dressing Combination Pad, sized 9 x 20 cm	1	
One Plastic bag-clip seal	1	
Two triangular bandages (must be sized a minimum width 90 cm)	2	
One emergency rescue blanket (for hypothermia or shock)	1	
Four single-use eye pads	4	
Access to 20 minutes of clean running water or (if this is not available hydro gel)		
<b>Workplaces with workers who work around chemicals or caustic powders, or for workers who are responsible for cutting, welding or spraying flying particles:</b>		
Eye wash and shower equipment		

An appropriate deluge facility, complete with a permanent hand-held shower hose		
A portable plastic hose designed easily fix to a tap waterspout		
A simple spout (for relatively low risk workplaces)		
<b>Workplaces where workers risk serious burns must have immediate access to:</b>		
A telephone for contacting emergency services		
Cool, running water		
An appropriate deluge facility		
A permanent hand-held shower hose		
A portable plastic or rubber shower hose designed to be easily fused to a tap waterspout (for small relatively low risk workplaces)		

Check that Emergency Services telephone numbers and Addresses are provided on the front (or inside lid) of the First Aid Kit. The names of workplace first aid officers should also be displayed on or near the kit, prominently.

<b>Kit Location:</b>		
<b>Name:</b>	<b>Date:</b>	<b>Signed:</b>

### 37.2 Vehicle First aid kit checklist

This checklist should be used to check contents of first aid kits regularly (at least monthly) and to arrange restock of supplies.

ITEM	Vehicle Kit	
	MINIMUM STOCK LEVEL	IN STOCK AND IN DATE (TICK) COMMENTS
First Aid Treatment Report Form Book	1	
Basic First Aid Notes/Pamphlet	1	
Notepad and Pencil	1	
Sterile eye pads	1	
Adhesive dressing strips (Band-Aids)	50	
Non-Adherent Sterile Wound Covering – 7.5cm x 10cm	2	
Triangular Bandages	1	
Assorted Safety pins (pkt 12, various sizes)	1	
Small sterile un-medicated wound dressing (#13)	1	
Medium sterile un-medicated wound dressing (#14)	1	
Large sterile un-medicated wound dressing (#15)	1	
Adhesive dressing tape, 25mm	1	
Crepe Bandages (7.5cm)	1	
Gauze Bandages: • 5cm • 10cm	1	
Disposable gloves (pairs)	2	
Safety glasses	1	
Scissors, blunt nosed	1	
Antiseptic (alcohol prep) swabs, Pkt of 10 (eg: Mediprep)	1	
Eye wash, Saline single use ampules	1	
Disposable Resusci Face-shield	1	
Rescue Blanket, Silver space	1	
Plastic Bags that can be sealed, for amputated parts: • Medium • Large	1 1	

Check that Emergency Services telephone numbers and Addresses are provided on the front (or inside lid) of the First Aid Kit. The names of workplace first aid officers should also be displayed on or near the kit, prominently

<b>Kit Location:</b>	Kit # .....	Vehicle Rego: .....
<b>Name:</b>	<b>Date:</b>	<b>Signed:</b>

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 156 of 239
------------------------------	-----------------------	---------------------------	-----------------

## 38.0 Fire Safety

### Purpose

To establish and maintain a system that promotes a safe work practice for all Green Light Creative Pty Ltd workers, contractors and visitors to reduce the risk of fire and prevent its related injury and damage.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers and subcontractors undertaking Green Light Creative Pty Ltd work, both on our own premises and on third party and client sites.

### Responsibility

#### Managers and Supervisors

- Ensure hazard identification and risk assessments are carried out where there is a potential risk of fire.
- Determine and implement effective control/protection procedures including the provision of and training in the use of fire extinguishers.
- Ensure the Fire Extinguisher Service Register is kept up to date.
- Arrange education and training for Green Light Creative Pty Ltd workers at risk.

#### Workers

- Comply with all Green Light Creative Pty Ltd procedures and instructions regarding fire prevention.
- Ensure the availability of fire extinguishers.
- Ensure they do not put themselves or others at risk.
- Advise Management if control/protection procedures need revision.

### Risk Factors

Fires are a large risk in all workplaces, Fires due to Hot Work, e.g.: welding, soldering, Oxy-acetylene work are covered under the Hot Work Procedure, but there are several other fire risks that need to be controlled.

- Fire caused by hot plant, exhaust pipes, and engine fires.
- Fire and explosion during refuelling of plant.
- Discarded cigarette butts can ignite flammable material.
- Electrical equipment, faulty or overheating.
- Other sources.

### Control Measures

- Eliminate a fire risk by keeping fire sources, flames and heat away from flammable materials.
- Induction and Training of workers in fire prevention and control.
- Ensure smokers only smoke in designated areas, and they ensure the cigarette butts are put out properly and discarded into ashtrays, bins provided for that purpose.
- Allow equipment and engines to cool before refuelling.
- Do not smoke while refuelling plant and vehicles.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 157 of 239
------------------------------	-----------------------	---------------------------	-----------------

- Ensure electrical equipment is tested and tagged and checked before use.
- Do not place paperwork or flammables on computers/printers/tools or other electrical equipment.
- Ensure fire extinguishers are available in plant and vehicles as well as at other work areas.
- Ensure fire extinguishers are of relevant Australian standard and are tested and the maintenance tag stamped at required intervals as per AS1851.
- Ensure all workers have been trained in general fire extinguisher use and the hazards of incipient stage firefighting.
- All combustible/flammable liquids are to be stored appropriately in fireproof storage, and relevant signage to be put into place (e.g. no flames/flammable liquid signage).

### **Audit Records**

Training Registers

Induction records

Fire Extinguisher Service Register



## 39.0 Workplace Harassment

### Purpose

To provide a safe workplace to all Green Light Creative Pty Ltd workers and Contractors through effective management of workplace harassment and bullying.

### Scope

This policy applies to all parties associated with Green Light Creative Pty Ltd including workers, visitors and contractors who are engaged in Green Light Creative Pty Ltd related activity either on Company property or elsewhere.

### Definitions

**Harassment:** Workplace harassment is any type of unwelcome behaviour that is based on one of the attributes covered by the law, e.g. sex, race, or disability etc. and which offends, humiliates, or intimidates the person being harassed. While the most common form of workplace harassment is sexual harassment, harassment on the other grounds is also unlawful.

### Responsibility

#### Managers/Supervisors

Managers and supervisors have an important role in the prevention of workplace harassment and bullying.

- Firstly, managers and supervisors must ensure that they do not harass or bully workers, other managers or supervisors, clients or customers.
- Secondly, managers and supervisors must ensure that their workers understand the Workplace Harassment and Bullying Policy. When managers and supervisors observe discrimination, harassment or bullying, they should take steps to resolve it.

#### All Workers

- Each worker must ensure that they do not engage in harassing or bullying behaviour towards other workers, managers or supervisors, clients or customers.
- Workers should be aware that they can be held legally responsible for their unlawful acts. Workers, who aid, abet or encourage other persons to harass and bully can also be held legally liable.

### Procedure

Green Light Creative Pty Ltd is committed to providing a work environment that is pleasant for workers to work in and conducive to good workplace relations. This procedure is aimed at ensuring that workers are not subjected to any unwanted workplace harassment or bullying. Harassment and bullying in the workplace can decrease productivity, increase absenteeism and is also against the law. For these reasons, harassment will not be tolerated at Green Light Creative Pty Ltd. For the purpose of this procedure 'harassment' includes bullying.

Green Light Creative Pty Ltd recognises that workplace harassment may involve comments and behaviours that offend some people and not others. The management of Green Light

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 160 of 239
------------------------------	-----------------------	---------------------------	-----------------

Creative Pty Ltd accepts that individuals may react differently to comments and behaviour. That is why a minimum standard of behaviour is required of workers. This standard is, as far as possible, respectful of all workers.

Green Light Creative Pty Ltd has a legal responsibility to take reasonable steps to prevent harassment and bullying from happening in the workplace. This involves educating workers about harassment and bullying, putting in place this policy, implementing grievance procedures, and ensuring compliance by all in the workforce.

Harassment in the workplace can create unpleasant or even hostile work environment. Harassment makes work difficult for everyone – the person being harassed, as well as workers witnessing the harassment. The harasser also is not concentrating on their work when he/she engages in this type of behaviour.

Workplace harassment usually consists of a pattern of unwelcome behaviour however; it can consist of just one act where this is of a serious nature.

There is no requirement that the harasser intend to offend or harm for it to be unlawful. All that is required under the law is that a reasonable person would consider that the person being harassed would be offended, humiliated or intimidated by the behaviour in question.

Examples of unlawful harassment:

- Suggestive comments about a person's body or appearance
- Leering or staring at a person or parts of their body
- Demands that revealing clothing be worn
- Tales of sexual performance
- Persistent, unwelcome proposals of marriage
- Gender based insults or taunting
- Sexist or racist jokes
- Pornographic or nude posters in the workplace
- Homophobic material displayed on notice boards
- Homophobic abuse
- Verbal or written abuse directed at a transgender person
- Touching a person in a sexual way
- 'Flashing' (criminal offence)
- Obscene telephone calls (criminal offence)
- Asking questions about a person's sex life
- Unwanted confidences about a person's sex life or lack thereof
- Persistent requests for a night out where these are rejected
- Requests for sex when these are unwelcome
- Making jokes at the expense of a person with a disability
- Verbal abuse or derogatory comments based on race
- Abuse based on a person's age
- Bullying

### **Harassment outside the Workplace**

Workplace harassment can take place off site. Examples would be harassment occurring at a



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 161 of 239
------------------------------	-----------------------	---------------------------	-----------------

work Christmas party, unwanted phone calls to a worker's home, and following workers home from work.

Unlawful sexual harassment can also happen if a member of staff goes to another worksite in connection with their job and sexually harasses someone working there.

### **Harassment of Customers**

The way workers treat clients and customers is extremely important for the image of the company. Harassment of customers or clients is not only bad for business; it is against the law and can result in legal action being taken by the customer or client against the company.

### **Victimisation**

Victimisation happens where a worker is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimisation will also happen if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

A complaint of victimisation is made in the same way as a complaint of discrimination or harassment. Victimisation is either dealt with as an offence punishable by fine, or can be the subject of a damages award, depending on which law the complaint is brought under.

### **Bullying**

Bullying includes physical abuse and psychological abuse. Violent behaviour is a highly objectionable form of bullying. Note: however, that it can be manifested in more subtle ways that impact on the health of the victims of bullying.

Bullying in the workplace is harmful to the victims and the workplace culture.

Green Light Creative Pty Ltd does not tolerate bullying.

### **Application of Laws**

Unlawful discrimination and harassment can take place at all points of the employment relationship, including the pre-employment or recruitment stage. Green Light Creative Pty Ltd will ensure we do not discriminate or harass during the following processes:

- job advertisements
- job interviews
- candidate selection process
- determining conditions and benefits of employment
- promotions, transfer and training and
- termination of employment.

Green Light Creative Pty Ltd will ensure workers and subcontractors/contractors are not subjected to any employment detriment because of their sex, race, age, disability etc.

### **Grievance Procedure**

If you believe that you are being harassed or bullied, there are a number of important steps you should take:

- Tell the person that their behaviour is unacceptable, and that it must stop. It is important

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 162 of 239
------------------------------	-----------------------	---------------------------	-----------------

- to say these things to the harasser otherwise they may interpret your silence as consent.
- Report the behaviour or incident to your manager. If the alleged perpetrator is a manager, then report the manager to a senior manager.
  - Keep your complaint confidential – this will avoid idle gossip and the possibility of defamation proceedings against you or the company

If you make a complaint of workplace harassment or bullying it will be taken very seriously and will be dealt with sympathetically and in a confidential manner. The complaint will be investigated and, if found to be proved, appropriate warnings or other disciplinary action will be taken against the harasser. In serious cases, the harasser may be dismissed. You will not be victimised or treated unfairly for making a complaint.

If you are not satisfied with the way in which the company has dealt with your complaint, you can seek further advice from an outside agency such as the Human Rights and Equal Opportunity Commission or the Anti-Discrimination agency or other relevant government agency.

### **Complaint Handling System**

Any complaints of workplace harassment must be treated seriously and investigated promptly, confidentially, and impartially. Harassment complaints can be lodged informally or formally.

### **Education and Training**

Green Light Creative Pty Ltd will ensure that all workers are provided with the appropriate training and education on issues of workplace harassment which will enable them to:

- Understand the behaviours that are or are not workplace harassment.
- Understand the consequences of workplace harassing behaviours.
- Understand the process for lodging complaints of workplace harassment.

## 40.0 Plant and Equipment

### Purpose

The purpose of this procedure is to systematically identify, assess and control the risks arising from the use of plant/equipment to safeguard the health, safety and welfare of all persons at Green Light Creative Pty Ltd.

The system shall consist of plant/equipment inventories, safe working procedures and staff training registers.

Training of relevant personnel and auditing of the system are also described.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers, visitors and contractors.

- Plant includes any machinery, equipment (including scaffolding), appliance, implement or tool and any component or fitting thereof or accessory.
- The requirements for design and registration, manufacturing, importation, supply, installation, and commissioning apply to new plant.
- The requirements for use, repair, alteration, dismantling, and disposal apply to all plant irrespective of the date of manufacture.

### Responsibilities

Director/Officer:

- Ensure that all plant used at Green Light Creative Pty Ltd is safe and free from potential hazards and identified foreseeable risks which must be assessed and controlled.
- Ensure that workers under their control comply with this procedure.
- Implement this procedure.

Plant Operators are responsible for:

- training, supervision of workers/subcontractors
- maintenance of plant
- development of appropriate records.

Workers are required to cooperate with this procedure and any specific procedures for plant safety.

### Objectives

To ensure that Green Light Creative Pty Ltd complies with all relevant legislation and mandatory Australian Standards for plant by:

- ensuring that hazards associated with the use of plant are identified;
- ensuring that risks arising from plant are assessed and controlled;
- ensuring that the requirements for the design, manufacture, importation, supply, installation/erection, commissioning, use, alteration, dismantling, storage and disposal of plant are followed;
- ensuring that information and training is provided to all persons exposed to plant hazards

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 164 of 239
------------------------------	-----------------------	---------------------------	-----------------

- and supervisors of persons working with plant;
- ensuring plant and plant designs that require registration are registered.

### **Procedure**

Management will ensure plant is not subject to any unauthorised interference, alteration or use of plant. It must be used by authorised operators only, and maintenance and alterations must only be undertaken by authorised repair persons.

Green Light Creative Pty Ltd will carry out regular inspections and maintenance of plant and equipment.

The inspection and maintenance history of each item will be documented on the appropriate form.

- Plant Register
- Plant Maintenance Register.
- Plant Daily Pre-Start Checklist

Where a relevant Standard is appropriate, the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations.

Pre-start checks of plant and equipment will be completed daily or prior to use by the trained operator or competent person and will be recorded on the Plant Pre-start Checklist.

Where plant or equipment is deemed defective or unsafe during the prestart inspection the plant or equipment must be isolated using the isolation procedures below until the necessary repairs are made, or the plant is removed from service.

### **Purchasing**

#### **Pre-Purchase Risk Assessment**

Prior to purchase, a risk assessment needs to be conducted covering:

- The safety specifications required, such as any standards or legislative requirements to meet, guarding requirements, training which may need to be provided by the supplier or manufacturer.
- Where you will locate the plant – does it need its own restricted area, line marking or fencing, does it need fixing in place or is it safe to use anywhere, will it be an obstruction or emit any odours or fumes that need ventilation, can maintenance be performed safely.
- Any new hazards being introduced by the plant.

#### **Install the plant**

- Install the plant according to the manufacturer's instructions, considering the hazards and risks involved in transporting and setting up the item in the new location.
- Determine through risk assessment and consultation if there are any further hazards or risks which may have been overlooked prior to the plant arriving in its new location. Address these prior to commissioning.

#### **Commission the plant**

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 165 of 239
------------------------------	-----------------------	---------------------------	-----------------

- Check that the plant operates as specified in the manual or if no manual exists that it operates as you expect (this is often done by the manufacturer's representative on site).
- Test the functioning of any safety devices, guards, or other engineering controls to ensure they work and are easy to operate.
- Test the functioning of safety controls which are not on the plant itself but assist to control hazardous events arising from the plant, e.g. gas monitors, smoke alarms, electrical safety switches.

### **Use of the Plant**

Plant register

The plant is to be listed on the plant register.

Undertake risk assessment/s

The following, at least, must be considered in the assessment/s:

- All the hazards and risks involved in use, maintenance, alteration, dismantling, storage and disposal of the plant.
- How those risks will be managed.
- Potential emergency situations.

Plant is to be used in accordance with the manufacturers specifications at all times.

### **Isolation of plant**

Isolation of Equipment for general maintenance, cleaning, minor repairs and general plant maintenance processes should be documented in an operational SWMS or SWP or in a separate SWP for such purposes.

Always follow the maintenance and cleaning precautions and processes in the manufacturers or operator's manual. Any deviation from the manufacturer's instructions must be risk assessed and achieve at least the same or a greater level of safety.

When a mechanical, physical, or electrical hazard may still exist then de-energise and, lock out or tag out the equipment prior to general maintenance processes.

Where the hazard to an operator is not life threatening then a Caution – Out of Service Tag may be used instead of the Danger tag.

An out of service tag is a notice that distinguishes equipment out of operation for repairs or alteration, or plant that is still being installed or commissioned. Do not operate equipment whilst this tag is in use.

### **Isolation of Damaged or Unsafe Equipment**

When taking damaged plant and equipment out of service for repair it must be appropriately isolated to manage any risk associated with an unexpected release of energy or isolated to manage any other risk.

- The person responsible for the plant and equipment should be notified about the reason and likely duration of the isolation.
- The damage to the equipment should be recorded on the online reporting system

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 166 of 239
------------------------------	-----------------------	---------------------------	-----------------

identifying the issue, associated hazards and recommended controls.

- The damaged plant/equipment should, where possible, be stored in a location where it is not accessible to workers, otherwise a barrier may need to be erected (tape may be sufficient).
- A competent person should ensure the damaged component of the plant/equipment is verified and effectively isolated and that energy is dissipated.
- A danger tag should then be fixed to the damaged plant/equipment informing other operators what the problem is and not to operate it.

This process will allow easy identification of unsafe plant and equipment.

Testing of the isolation control should occur to ensure health and safety.

Danger tags warn that operation of the device may endanger the life of the person who affixed the tag, or the operator. Danger tags should be used in conjunction with a lock out device to physically prevent accidental operation.

### **Maintenance**

A maintenance schedule shall be developed, detailing the inspection, testing and or maintenance requirements for each item of plant (including any registration or certification requirements).

The maintenance schedule shall include the testing and maintenance requirements for all safety features and/or warning devices

Inspections, maintenance and cleaning shall be conducted in accordance with procedures recommended by the designer or manufacturer, or those developed by a competent person.

If access is required for the purpose of maintenance, cleaning or repair, the plant shall be stopped, and one or more of the following shall be used to minimise any risk to health or safety:

- Lockout or isolation devices;
- Danger tags;
- Permit to work systems;
- Other control measures; or
- If it is not reasonably practicable to carry out cleaning or maintenance while the plant is stopped, operational controls which permit controlled movement of the plant shall be fitted and safe systems of work developed, documented and used.

Only competent persons shall undertake inspection, testing, maintenance, and repair activities.

- Repairs shall be carried out so as to retain the plant within its design limits
- Records of repair, inspection, testing and maintenance activities shall be retained.

Barriers must be erected around plant and equipment during maintenance and repair work to ensure the safety of all persons in the workplace.

### **Return to service**

The normal operating conditions and safety features of plant and equipment after repair or alteration is required to be checked by a competent person before being returned to service.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 167 of 239
------------------------------	-----------------------	---------------------------	-----------------

If plant is altered, it must be altered, inspected and tested by a competent person, having regard to any relevant design specification (taking into account any alteration to the design) prior to the plant being returned to service.

This can be verified by an inspection of the item or service records completed by a competent person. Before returning plant/equipment to service the competent person should record that the item is safe to return to service.

Should the item not meet the necessary requirements the item shall not be returned to service and further corrective actions shall be registered via a hazard report being generated.

Portable electrical appliances must be Electrically Tested and Tagged prior to return to service.

### **Storage and Dismantling**

- storage is to be in accordance with the manufacturer's requirements;
- dismantling is carried out by a competent person;
- all information is made available to the competent person;
- If any plant to be disposed of contains materials that present a risk to health or safety, the disposal is to be carried out by a competent person.

### **Design control**

The process of hazard identification, risk assessment and risk control should be applied to the design phase of any piece of plant or equipment. The purpose of this process is to identify potential hazards and eliminate them in the design phase, thus preventing risk to worker health and safety, and eliminating the hazards at their source.

### **Powered Mobile Plant**

The use of Powered mobile plant has additional associated risks:

- Being struck by powered mobile plant
- Getting caught between the powered mobile plant and a wall.
- The powered mobile plant rolling over.
- Being struck by falling loads/objects.
- Restricted driver vision.
- Poor braking performance.
- Unauthorised passengers falling from the vehicle.
- Mechanical Failure
- Leaking substances.

To control these risks, one or more of these controls should be used:

- Powered mobile plant is to be operated at a safe speed at all times.
- Warning horn is to be used when approaching a corner or entering a building to warn pedestrians and other plant operators.
- Pedestrians have right of way when on marked pedestrian walkways but must give way to powered mobile plant at other times. Both pedestrians and powered mobile plant operators are required to take care when crossing at intersections.
- Seat belts, where fitted, are to be worn at all times when operating powered mobile plant.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 168 of 239
------------------------------	-----------------------	---------------------------	-----------------

If no seatbelt is fitted, operator must be unable to be ejected from the mobile plant via other protective devices.

- Where there is a risk of rollover, ROPS to be fitted to the powered mobile plant.
- Do not operate the plant across steep slopes – ensure it only goes directly up or down.
- A logbook is to be maintained and the daily start-up check completed for each item of powered mobile plant.
- Powered mobile plant must be maintained in accordance with manufacturer's requirements.
- Only trained (or licenced as required) workers are permitted to operate powered mobile plant.
- No person other than the operator rides on the plant unless they are provided with the same level of protection as the operator
- Where required Powered Mobile plant must be registered.
- When relevant, safety signage or barriers must be used.
- Ensure guarding is appropriately fixed (e.g. permanent barrier, interlocked barrier, requiring tools to remove), is of a solid construction, makes bypassing or disabling as difficult as is reasonably possible. Guarding must also be of a kind that can be removed to allow maintenance and cleaning at any time that it is not in normal operation
- Operation of powered mobile plant in any situation not covered by this policy must be approved by top management and receive appropriate supervision.
- When using powered mobile plant for carrying/lifting a load, the load must be lowered before the plant is mobilised to reduce the risk of rollover.
- Where relevant, do not allow people to walk under a lifted load.
- If forward vision is impaired, drive in reverse.
- Ignition keys must be removed and stored in the office when not in use or be held by the appropriate driver.

For any High Risk Construction Work that is carried out in an area at a workplace in which there is any movement of powered mobile plant, Green Light Creative Pty Ltd will ensure that a High Risk Safe Work Method Statements (SWMS) is prepared and that the high risk construction work is carried out in accordance with that SWMS.

### **Personal Protective Clothing and Equipment**

Where personal protective equipment is required, it is appropriate for the task, its provision is accompanied by suitable training, and it is used correctly and maintained in a serviceable condition.

The personal protective clothing and equipment required to be used when operating plant must be identified in the Risk Assessment and the Safe Working Procedure accompanying the plant.

### **Training**

Training is dependent on the items of plant in question and training requirements should be documented in the Risk Assessment and/or the SWP. Training may be a formal competency, proficiency in the SWP, on the job training via a supervisor or a third party RTO and/or the provision of information.

### **National Certificates of Competency licences**



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 169 of 239
---------------------------------	-----------------------	---------------------------	-----------------

All workers, contractors, and visitors who operate plant or equipment which requires a certificate of competency must hold the appropriate licence or recognised equivalent.

Trainees must be under the supervision of a supervisor and maintain a record of training (e.g. Training Logbook).

Green Light Creative Pty Ltd will retain current copies of National Certificates of Competency licences.

### **Audit Records**

Plant and Equipment registers

Safe Work Procedures

Training Register

Records related to the inspection, testing, maintenance, and monitoring of plant.

Plant Daily Pre-Start Checklist 40.1

Plant Register 40.2

### 40.1 Plant Daily Pre-Start Checklist

<b>Plant Type / Make:</b>		<b>Plant Number</b>			
<b>Registration and Expiry</b>		<b>Site Location</b>			
Please mark the boxes: [Initial] OK    [X] Fault Identified    [NA] Item not Applicable					
Date	__ / __ / __	__ / __ / __	__ / __ / __	__ / __ / __	__ / __ / __
Brakes					
Gauges					
Lights, warning devices					
Visibility: windscreen, wipers					
Cabin: access/egress, seating, seatbelts, loose objects					
Wheels: tyres, nuts, damage, wear, pressure					
Guarding					
Hydraulics					
Excessive wear: hooks, chains, pins, pivots, tracks					
Miscellaneous: electrical, fire extinguisher, radio,					
Operator Name					
<b>Plant Fault/Defect Report</b>					
Reported By		Reported To			
Action Required	Immediate <input type="checkbox"/> Within 24 hours <input type="checkbox"/> Next Service <input type="checkbox"/>				
<b>Plant is to be removed from service if fault constitutes a Safety / Environmental Hazard</b>					
Corrective Action Completed by:		Signed			







## 41.0 Personal Protective Equipment

### Purpose

To establish a procedure for Personal Protective Equipment (PPE) selection, supply, use, replacement, maintenance, training and instruction, storage and keeping of appropriate records.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers, visitors and contractors.

### Definitions

#### **Personal Protective Equipment:**

Covers the following items:

- safety helmets
- safety footwear
- eye protection aids
- hearing preservation aids
- shin guards and knee guards
- gloves
- protective clothing and weather gear (wet weather, very sunny weather)
- welding protective gear
- respiratory equipment
- safety harnesses.

Normal work clothes are not strictly defined as Personal Protective Equipment. All workers should however be mindful of the appropriateness of their dress in terms of safety. For example, loose clothing or long hair can be a hazard in some situations.

### Responsibility

Managers and/or supervisors to

- Keep up to date with equipment available in the market which will assist Green Light Creative Pty Ltd safety.
- Before introducing new equipment or new brands ensure the items have been certified against the relevant Australian Standard.
- Check all items purchased prior to use to ensure they are fit for purpose.
- Consider any client requests/requirements when selecting appropriate PPE
- Carry out routine testing in accordance with the manufacturer's specifications and safety regulations.
- Ensure workers are issued with appropriate PPE prior to commencing work.
- Ensure the need for and use of PPE has been adequately explained and understood.
- Ensure adequate storage facilities are in place to maintain PPE.
- Ensure PPE requirements for each task are assessed as part of the SWMS before the task is undertaken
- Carry out checks of PPE to ensure it remains fit for purpose.
- Dispose of, or Repair PPE which is no longer fit for purpose.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 175 of 239
------------------------------	-----------------------	---------------------------	-----------------

Workers to

- Wear PPE as required
- Ensure it is kept in good order
- Follow all safety procedures

### **Procedure**

Appropriate Personal Protective Equipment must be worn at Green Light Creative Pty Ltd places of work.

The use of specialised PPE is to be determined by risk assessment as per the Risk Identification, Assessment, and Management procedure.

PPE utilised must be made to Australian Standards as a minimum.

All personal protective equipment will be made available to Green Light Creative Pty Ltd workers for work performed within and on behalf of Green Light Creative Pty Ltd.

Specialised PPE equipment will be made available as required.

Contractors are expected to provide their own PPE

In addition to personal protective equipment, clothing commensurate with the risks for the task to be undertaken must always be worn.

### **Inspection of protective equipment**

- All users will inspect personal protective equipment prior to use.
- Any defective equipment must be removed from service and replaced with equipment in good order.

### **Maintenance of protective equipment**

- All personal protective equipment will be maintained in good order and repair.
- A register of specialised equipment will be maintained to ensure it is certified and inspected.

### **Use of protective equipment**

- All equipment must be used in the correct manner
- All equipment will be used in conjunction with current procedures for work tasks
- Where appropriate, we will train people to use protective equipment properly and record the training on the Training and Licence Register

The types of protective equipment and the general circumstances in which it shall be used are detailed below. It is the responsibility of every Green Light Creative Pty Ltd worker to observe and follow all safety signs and site-specific conditions that are applicable.

Compulsory areas for PPE are signposted and signs must be obeyed.

In addition to specific locations, certain conditions will require PPE to be used. In general, this will be any situation as considered necessary based on a risk assessment.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 176 of 239
---------------------------------	-----------------------	---------------------------	-----------------

Types of work - All persons should consider hazards inherent in the work they are doing and use the appropriate PPE based on a risk assessment.

Exceptions - the following areas are generally exempt unless there is an activity which creates a hazard:

- office, lunchroom areas and toilets
- control rooms
- enclosed vehicle cabins

## **PPE Types**

### Safety Helmets

Types of work:

- Whenever there is a risk from overhead impact.
- Hair nets where there is a danger of entanglement with machinery.

Exceptions

- Enclosed cabin of a machine or vehicles or within offices, control rooms, lunchrooms, laboratories, washrooms and toilets, electrical sub stations, switch rooms, first aid rooms, external car parks.
- Where the task requires other equipment to be worn, e.g. welding shield. The helmet should nonetheless be kept close at hand and ready for use
- Any maintenance or service worker undertaking work in or under equipment, where the wearing of a hard hat restricts the safety of the person. The helmet should nonetheless be kept close at hand and ready for use.

### Safety Footwear

Types of work:

- All types of work.

Exceptions:

- Workers permanently within an administration area. Workers must wear suitable enclosed footwear of sound construction.
- Inside vehicles provided the person always remains inside the vehicle.
- Washrooms, muster areas, designated access walkways.
- External car parking areas.

### Eye Protection

Types of work:

- All types of work where a risk to eyes is present, particularly work involving power tools.

Examples are:

- oxy cutting (welding type) or gas cutting
- pressure cleaning and compressed air equipment
- working with hazardous substances or any substance under pressure
- metal cutting/ drilling/ grinding
- hosing (to avoid splashback injury)
- spray painting
- using degreasers
- hammers or chipping equipment (e.g. jack hammer, chisels, hammers)



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 177 of 239
------------------------------	-----------------------	---------------------------	-----------------

- electric or air gouging equipment
- explosive powered equipment
- handling storage batteries
- live electrical testing

Exceptions:

- Within enclosed or air-conditioned cabins, lunchrooms and offices, enclosed muster areas, toilets, washrooms, first aid rooms and designated walkways.

### Hearing Protection

Types of work:

- Any situation where noise levels are over 85dba averaged over 8 hr shift.
- As a general guide, any situation where it is difficult to hear normal conversation

Exceptions:

- Some individuals with hearing problems may require protection even in area under 85dba.

### Safety Harnesses

Types of work:

- Any work in a confined space as identified in a risk assessment.
- Any work within the basket of a cherry picker
- Ascending, descending, and when working in a man lift box
- At heights above 2 meters where the risk is not reduced by other safety features such as railing or scaffolding
- Any job where a risk of injury or falling is not reduced by other safety features such as railings or scaffolding

Exceptions:

- Any situation where the risk of falling is minimised by other safety features such as railing or scaffolding.

### Protective Clothing

Types of work:

- As required by the normal requirements of the trade e.g. welding clothing. Synthetics must not be worn for Hot Work or Electrical work.

Exceptions:

- No exceptions.

### Gloves

Types of work:

- Manual handling as needed.
- Welding or cutting.
- Handling chemicals, degreasers, and detergents.
- Handling wire ropes or slings.

Exceptions:

- No specific exceptions - if the type of work and conditions pose a hazard based on a Risk Assessment then gloves must be worn.

### Respiratory Equipment

Types of work:

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 178 of 239
------------------------------	-----------------------	---------------------------	-----------------

- All work sites as deemed necessary by risk assessment
- Spray painting.
- Where dust is present.
- Where fumes or smoke are present.
- Using spray insecticides, weed killers and some cleaning agents.
- Welding in applications where significant fume extraction is not available.

Exceptions:

- No specific exceptions - if the type of work and conditions pose a respiratory hazard based on a Risk Assessment, then respiratory equipment must be worn.

### **Purchase**

Green Light Creative Pty Ltd will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of standards compliance will be determined prior to purchase.

### **Audit Records**

PPE Issue Form 41.1

Specialised PPE Register 41.2

Induction Checklist 22.1





## 42.0 Safe Driving

### Purpose

Driving is a dangerous and complex activity. Research shows that major risk factors associated with driving are fatigue, excessive speed and reduced concentration due to involvement in other tasks whilst driving, typically mobile phone use. Consistent with this policy and in keeping with Green Light Creative Pty Ltd's duty of care obligations, workers who are required to drive during their duties shall comply with the provisions set out in this procedure.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers and subcontractors.

### References

State Act and Regulations  
Relevant Road Laws

### Responsibilities

#### Drivers of company vehicles will:

- Ensure that they hold a current driver licence for the class of vehicle they are driving.
- Immediately notify their supervisors or managers if their drivers' licence has been suspended or cancelled or has had limitations placed upon it.
- Be responsible and accountable for their actions when operating company vehicles.
- Display the highest level of professional conduct when driving company vehicles.
- Assess hazards while driving and anticipate 'what if' scenarios.
- Drive within the legal speed limits, including driving for the conditions.
- Wear a seat belt at all times.
- Report vehicle defects to your supervisor or manager before the next vehicle use – vehicle to be inspected prior to use (record inspection utilising the vehicle inspection form).
- Comply with traffic legislation when driving a company vehicle.
- Regularly check the oil, radiator and tyre pressure of company vehicles.
- Report any near misses, crashes and scrapes by filling out an accident/incident form and submitting to your supervisor or manager, including those which do not result in injury.
- Ensure that the vehicle is serviced at recommended intervals in line with the service manual or when mechanical attention is required.
- Be medically fit to operate the vehicle.
- Comply with instructions for mobile phone use as below.
- Ensure all loads carried on utilities, trucks and trailers are all securely tied down and do not exceed the load capacity of the vehicle.
- Stop, revive, survive, it is recommended that a break should be taken after two hours driving.
- Smoking is not permitted in company vehicles.
- Spouses, family members or acquaintances are not permitted to use company vehicles.

#### Responsibilities as a person conducting a Business or undertaking:

Green Light Creative Pty Ltd will not require workers to drive under conditions which are unsafe

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 182 of 239
------------------------------	-----------------------	---------------------------	-----------------

and/or likely to create an unsafe environment, physical distress, fatigue etc.

Green Light Creative Pty Ltd will do this by:

- Giving priority to safety features when selecting new vehicles such as load barriers for commercial vehicles.
- Buying or hiring late model vehicles.
- Fitting vehicle with a first aid kit, fire extinguisher, emergency triangle and other safety devices as required.
- Ensuring that all vehicles are well maintained and serviced at recommended intervals.
- Setting up systems (pre-start checklists) to ensure workers check the vehicles oil and water levels, tyre pressures and general cleanliness.
- Maintaining service records.
- Collecting, investigating and analysing data collected from accident/incident reports.
- Monitoring work schedules to ensure they do not encourage unsafe driving practices.
- Providing information on the company Safe Driving Procedure during induction.
- Discouraging the use of 'hands free' phones in vehicles.
- Not paying speeding or infringement fines.
- Ensure safe transport is available to and from work social events.
- Providing non-alcoholic and low alcoholic drinks at work functions.
- Ensuring the worker's current drivers' licence is copied at employment and details entered on the training and licence register.

### **Procedure**

All workers must hold the appropriate level of licence for any vehicle that they are required to drive whilst conducting business for Green Light Creative Pty Ltd. The licence must be produced on request of the company, its clients or other parties with a valid reason for such a request. Green Light Creative Pty Ltd must be informed immediately if this licence is amended or revoked for any reason.

All workers must always comply with the relevant state and national road rules and regulations whilst driving on public roads.

Seat belts where fitted, must always be worn.

The driver is responsible for the way the vehicle is driven. As such the driver is responsible for any driver-responsible fines imposed as a result of any traffic offence, committed while in charge of the vehicle.

Workers must also comply with site specific requirements that may be imposed by clients whilst driving on their sites.

### **Instructions for mobile phone use**

Mobile phones can cause distractions in two ways whilst driving:

- Taking your hands off the wheel
- Becoming engrossed in a conversation and losing concentration on the road

Reaction times increase, and concentration levels reduce with the use of phones whilst driving. There is also very little difference between the use of handheld and hands free in this regard.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 183 of 239
---------------------------------	-----------------------	---------------------------	-----------------

Workers should adopt the following policies:

- Do not use phone when driving (turn off and divert to voicemail and check messages regularly when it is safe to pull over).
- Do not make calls, dial numbers or text when driving.
- Pull over to the side of the road when it is safe before making or answering a call.

### **Driving long distances**

Up to 25% of road accidents are caused by driver fatigue, which may manifest itself in the form of slow reactions to emergency situations or it may result in the driver falling asleep. The driving activity may cause fatigue, work undertaken immediately prior to driving, long workdays which combine driving and working, sustained periods of long work hours in the days and weeks prior to driving, and disrupted sleep patterns.

- 
- Workers shall not be permitted to drive for more than ten (10) hours in any twenty-four (24) hour period.
- Workers shall not be permitted to drive where the combined period of driving and working would exceed fourteen (14) hours in that working day or in a twenty-four (24) hour period.

### **Vehicle Accident**

- **Stop at once** Activate Emergency Hazard Lights - Protect any injured persons and call 000 for Ambulance, Fire and Police services if required.
- **Prevent further accidents** - Ask bystanders to warn approaching traffic. Where possible, clear the roadway of people and vehicles. Wear high visibility vest.
- **Arrange a tow truck if necessary** - contact your manager to arrange this for you. If your manager is unavailable, contact a local operator.
- **Gather details** - Gather all the details you can about the accident and record the details in the accident report section. If the police attend, record the rank and badge number and station of the officer taking details.
- **Exchange details** - give your name, address and registration number when requested by anyone having reasonable grounds to do so. It is an offence to withhold this information.

### **Reporting the accident**

1. It is not necessary to report an accident to the police when:

- no person or animal is injured or killed.
- estimate of the combined property damage is \$1000 or less and,
- provided both parties exchanged details at the scene of the accident.

2. You must report the accident if:

- the collision involved a government vehicle,
- there is damage to fixed property such as signs or traffic controls.

If required, the accident must be reported to the Police as soon as practicable, and in any case within 24 hours.

Do not discuss the accident - do not admit liability even if you think you are at fault. Don't discuss the accident with anyone other than the Police or the company's insurance company.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 184 of 239
---------------------------------	-----------------------	---------------------------	-----------------

Notification of the accident - as soon as practicable, notify company management of the accident utilising the Vehicle Accident Report Form.

**Audit Records**

Vehicle Inspection Form\_42.1

Vehicle Accident Report Form\_42.2



## 42.1 Vehicle Inspection Form

Registration No:		Description:	
Location:			
Registration expiry date: / /		Current odometer reading	km
Date of last service: / /		Odometer reading last service	km
Date next service due: / /		Odometer reading next service due	km
General condition/comments:			
VEHICLE / PLANT CHECKS	CHECKED	ACTION REQUIRED	ACTION COMPLETED
Engine oil			
Transmission oil			
Radiator water level (when cold)			
Tyre pressure and condition			
Wheel nuts in place and secure			
Tow ball and Chains			
Driving lights			
Brake lights			
Indicators			
Warning lights			
Reversing lights			
Brakes working			
Hand brake			
Windscreen wipers/washers			
Fire extinguisher tested < 6mths ago			
Steering check			
Gauges and instruments working			
Exhaust not smoking			
Seat belts			
Vehicle clean and tidy			
First Aid Kit			
Spill kit			
TRAILER CHECKS	CHECKED	ACTION REQUIRED	ACTION COMPLETED
Brake fluid level (if applicable)			
Hand brake operation (if applicable)			
Tail lights			
Brake lights			
Indicators			
Wheel nuts in place and secure			
Tyre condition			
Jockey wheel in place			

Driver / Operators name:	
Driver / Operators signature:	Date:

## 42.2 Vehicle Accident Report Form

Date:		Your Vehicle Registration:	
Time:		Weather Conditions:	
Place of Accident:		Traffic density:	
Time of Accident: am/pm			
<b>Your vehicle details:</b>			
Estimated Speed:		Driver's Name: Address:	
Other relevant information:		License No: Expiry date:	
Ph No.	Home:	Ph No.	Mobile:
<b>Other vehicle details:</b>			
Estimated Speed:		Driver's Name: Address:	
Other relevant information:		License No: Expiry date:	
Ph No.	Home:	Ph No.	Mobile:
Insurance Company:			
<b>Brief Description of Damage</b>			
Your Car:		Other Car:	

### Witnesses

1. Name		2. Name	
Address		Address	
Home Phone		Home Phone	
Mobile		Mobile	
Witness Statement		Witness Statement	

**Persons Injured**

Name		Name	
Address		Address	
Home Phone		Home Phone	
Mobile		Mobile	
Witness Statement		Witness Statement	

**Diagram of accident (name streets)**

Additional Notes:

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Filled out by Name:

Signed:

Date:

## 43.0 Chemical Management

### Purpose

To ensure arrangements are in place to minimise the risk of health and safety and or environmental effects due to the storage and handling of substances.

This procedure covers the requirements associated with the safe purchasing, handling, storage and use of hazardous substances and dangerous goods. It includes the use of labels and Safety Data Sheets (SDS's), provision of information and training to personnel, risk assessment and control, precautions for safe handling, storage and use, document control and access to information by interested parties.

### Definitions

**Chemicals** - The word 'chemicals' refers to materials or substances that may be handled, stored, used or produced in a workplace.

**Hazardous Chemicals** – Hazardous Chemicals are chemicals that have been classified as such according to the Globally Harmonised System of classification and labelling of chemicals (GHS). They are chemicals with the potential to cause immediate harm to people, property and the environment due to the possibility of fire, explosion, chemical reaction or release of toxic, flammable or corrosive materials during storage or handling.

**Safety Data Sheets (SDS)** - An SDS contains important information about a hazardous chemical. Labels must be put on all hazardous chemicals containers supplied to workplaces.

**Dangerous Goods** –Anything defined under the ADG code as dangerous goods.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers, visitors and contractors

### Responsibility

- Ensure all Hazardous Chemicals are correctly labelled.
- SDS must have Australian emergency contact information.
- Ensuring Safety Data Sheets (SDS) are obtained for any Hazardous chemicals used or stored in their area and information is maintained on the chemical management database and is readily accessible to workers and management.
- Ensuring a risk assessment is performed on each hazardous chemical for storage and handling and prior to use or used in a process, and Control Measures are imposed and reviewed.
- Ensuring that all workers who use, handle or are likely to be exposed to chemicals are appropriately trained.
- Ensuring that appropriate Personal Protective Equipment and Controls are provided as identified in the risk assessment.
- Ensure health surveillance is provided to workers where there is a significant risk through exposure to the chemicals.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 189 of 239
------------------------------	-----------------------	---------------------------	-----------------

- A register of all chemicals used/stored on site shall be kept along with up to date SDS'.
- The Chemical Register must be updated when the following elements occur:
  - New chemicals are introduced into the workplace
  - Existing chemicals are no longer in use or being stored, must be deleted.
- The details of any revised or updated Safety Data Sheet must be entered.

## Procedure

### Chemical hazard identification and risk assessment

It is the duty of the responsible manager or their nominated representative to ensure that all hazards associated with chemicals that are used, and stored, within their area, and transported to and from the area, are identified and assessed for risk as per Chemical Risk Assessment form.

Refer to the SDS for correct storage and transportation.

Workers must receive training in chemical awareness upon local induction. Additionally, workers shall be trained in chemical awareness if, during their work they:

- Use or handle chemicals; or
- are likely to be exposed to chemicals.

### Manufacturer labels

The responsible manager shall ensure that all chemicals purchased are adequately labelled as to provide enough information to alert the user of any associated hazards.

The responsible manager should seek additional information from the manufacturer and or supplier if insufficient information is provided.

The label must be firmly secured to the container. All information on labels must be legible and durable.

The manufacturer label must be written in English and must contain the following information as a minimum requirement as detailed in the relevant Code of Practice for the labelling of Hazardous Chemicals:

- Product name
- The name, address and contact telephone number of the Australian manufacturer or importer of the substance.
- For each chemical ingredient, the identity and proportion disclosed in accordance with the WHS Regulations.
- Any hazard pictogram(s), hazard statement(s), signal word(s) and precautionary statement(s).
- Any additional information about the hazards, first aid and emergency procedures relevant to the Hazardous chemical and reference to the SDS.
- The Expiry date of the chemical, if applicable.

### Labelling of decanted substances

All hazardous substances that are decanted and not used immediately shall be labelled with the following information as a minimum requirement:

- Product Name

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 190 of 239
------------------------------	-----------------------	---------------------------	-----------------

- A hazard pictogram or hazard statement consistent with the correct classification of the chemical.

A container shall remain labelled until cleaned so that it no longer contains any hazardous substance.

If the container is so small that the label cannot be placed on the actual container, the label can be attached by other means, such as a string around the neck of the container.

### **Access to Safety Data Sheet (SDS)**

It is the responsibility of the responsible manager or nominated representative to ensure SDS' are obtained and available to all personnel for any chemical that is used and/or stored within the workplace.

Access to SDS' should be obtained via the supplier and a hard copy being placed in an accessible location where the chemicals are stored and used.

Safety Data Sheets remain current for 5 years, and current SDS's must be sourced when required.

### **Consumer Products**

A consumer product with the original label on the container does not need to meet the labelling requirements under the WHS regulations if it will be used in the workplace only:

- In a quantity that is consistent with consumer household use
- In a way that is consistent with consumer household use, and
- In a way that is incidental to the nature of the work carried out by the worker.

### **Manifest and Placard quantities of Dangerous Goods**

Where the quantity of dangerous goods used, handled or stored at a workplace exceeds the manifest quantity for that dangerous goods listed in Legislation, a manifest of hazardous chemicals and emergency plan must be prepared.

The Manifest must be kept in a place determined in agreement with and readily accessible to the emergency service organisation. It must also be available for inspection under legislation.

The regulator must be notified in accordance with legislation if the manifest quantities are exceeded.

A PCBU must ensure that an outer warning placard be displayed at a workplace in accordance with legislation if the quantity of dangerous goods stored, used or handled at a workplace exceeds the placard quantity.

### **Decanting of Bulk Chemicals**

Product Identification:

- Check the product name on the large container is the same, as that needed to be decanted for the job.
- Check the condition of the large container for damage and leaks.
- Check the product is not out of date, view the manufacturer's label.
- Check the batch number is on the manufacturer's label.
- If the container does not conform to any of the above, contact your supervisor.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 191 of 239
------------------------------	-----------------------	---------------------------	-----------------

#### Decanting:

- View the product Safety Data Sheet (SDS).
- Let others know where and what you are doing.
- Check the area you require for decanting in is safe to do so.
- Check it is the right product you need.
- Always have a fire extinguisher close by.
- Always wear the correct personal protective equipment, in line with the SDS/SWMS.
- Ensure adequate spill protection is in place.
- Select and fit the correct drum tap to the large container.
- Observe safe lifting practices. Team lifting may be required.
- Proceed to decant. Do not overfill.
- Note: Do not attempt to do other tasks or become distracted during filling.
- Fit cap securely on both items.

#### Labelling and Marking:

- Check the product name on the new manufacturers label is the same as that on the drum being decanted.
- Fit manufacturers label to new item.

#### Cleaning of Equipment:

Refer to the SDS/SWMS for the correct PPE,

- Clean all funnels and taps thoroughly with the appropriate solvent and rag.
- Dispose contaminated tools, buckets, rags etc. in line with SDS disposal requirements

#### **Waste disposal**

- Chemical waste should not be allowed to accumulate.
- Chemical waste must not be mixed with other chemical waste unless the waste is of the same type.
- Personal protective equipment should be used when handling chemical waste as recommended in the SDS and by the risk assessment.

#### **Audit Records**

Chemical Register 43.1

Chemical Risk Assessment 43.2





## 43.2 Chemical Risk Assessment

INTRODUCTION				
<p>The questions in this Assessment are designed to prompt you to think about the risks you face when using chemicals and whether you believe the current controls will adequately protect you. You should not proceed with the use of a product if you believe it is unsafe.</p>				
SECTION 1: SUMMARY				
Chemical / Product Name		Storage Location		
Manufacturer / Supplier		Location Intended Use		
Safety Data Sheet		Hazardous and Dangerous Goods		
Is a current SDS Available? (You must obtain it) <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the chemical classified as Hazardous? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Assessment Date:		Is the chemical classified as Dangerous Goods? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if applicable)</i> Class:                      Sub Class:		
Assessor:		Supervisor:		
SECTION 2: USE				
Task Description:(Including storage or disposal requirements)				
Concentration: (%)	Quantity: (incl units)	Duration of Use:	Frequency of Use:	
<b>Note:</b> Substances that are not classified as a Hazardous Substance or Dangerous Good require no further assessment (i.e. you do not need to complete the remaining sections).				
SECTION 3: HOW CAN EXPOSURE OCCUR?				
<input type="checkbox"/> Dermal (Skin): Solid Aerosol Liquid	<input type="checkbox"/> Eyes: Dust Aerosol Liquid	<input type="checkbox"/> Inhalation: Vapour Aerosols Gas Dust	<input type="checkbox"/> Ingestion: Dust Aerosols Liquid Hygiene	<input type="checkbox"/> Injection: Pressure Sharp objects Open wounds
Who is potentially exposed? :				
SECTION 4: POTENTIAL HEALTH EFFECTS				
Acute (Immediate) Effects		Chronic (Delayed) Effects		
<input type="checkbox"/> Eye and skin Irritant / Corrosion		<input type="checkbox"/> Sensitising Agent (Skin/Inhalation)		
<input type="checkbox"/> Central Nervous System		<input type="checkbox"/> Carcinogenic		
<input type="checkbox"/> Asphyxiant (Inhalation)		<input type="checkbox"/> Liver/Kidney Disease		
<input type="checkbox"/> Respiratory Tract Irritant		<input type="checkbox"/> Brain/Nerve Disease		
<input type="checkbox"/> Toxic by Skin Exposure		<input type="checkbox"/> Respiratory Disease		
<input type="checkbox"/> Toxic by Ingestion		<input type="checkbox"/> Reproductive System Disease		
<input type="checkbox"/> Other (Specify):		<input type="checkbox"/> Other (Specify):		

**SECTION 5: RISK RANKING WITH EXISTING CONTROLS IN PLACE**

**Risk Matrix**

<p><b>CONSEQUENCES:</b></p> <p><b>Severe</b> <b>Major</b> <b>Moderate</b> <b>Minor</b> <b>Insignificant</b></p> <p><b>LIKELIHOOD:</b></p> <p><b>Almost certain</b> <b>Likely</b> <b>Possible</b> <b>Unlikely</b> <b>Rare</b></p>	<p><i>How severely could someone be hurt?</i></p> <p>death or permanent disability to one or more persons hospital admission required medical treatment required first aid required injuries not requiring first aid</p> <p><i>How likely are those consequences?</i></p> <p>expected to occur in most circumstances will probably occur in most circumstances could occur at some time is not likely to occur in normal circumstances may occur only in exceptional circumstances</p>
--	--

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost certain 5	5	10	15	20	25
Likely 4	4	8	12	16	20
Possible 3	3	6	9	12	15
Unlikely 2	2	4	6	8	10
Rare 1	1	2	3	4	5

**So the questions are: based on the above matrix:**

What could be the consequences?	
What is the likelihood of that happening?	
What is the risk rating? <b>Note:</b> If the rating is above LOW, Risk Management action is required.	
Risk level	Required action
15-25 Very high	<u>Act immediately:</u> 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.
10-14 High	<u>Act today:</u> 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, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.
4-9 Medium	<u>Act this week:</u> 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 and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
1-4 Low	<u>Act this month:</u> Managed by local documented routine procedures which must include application of the hierarchy of controls.

<b>SECTION 6: REQUIRED CONTROL MEASURES TO REDUCE RISK</b>		
<b>Control</b>	<b>Example</b>	<b>Intention to apply</b>
Elimination	Eliminate materials or elements of the process that carry significant risk.	<input type="checkbox"/>
Substitution	Substitute a safer chemical or safer process.	<input type="checkbox"/>
Isolation	Barriers, enclosures, remote operation.	<input type="checkbox"/>
Engineering	Local exhaust ventilation, dilution ventilation.	<input type="checkbox"/>
Administrative	Supervision, use of safe work procedures, housekeeping, organisation of work to limit contact, standards, training, signage.	<input type="checkbox"/>
PPE	Face shields, safety glasses, goggles, gloves, aprons.	<input type="checkbox"/>
<b>SECTION 7: SPECIFIC ACTIONS TO REDUCE RISK</b>		
List specific actions that will be carried out for each of the controls you nominated in Section 6.		
<b>Control</b>	<b>Action</b>	
Elimination		
Substitution		
Isolation		
Engineering		
Administrative		
PPE		
<b>Note:</b> If after the implementation of all the controls above, the risks of using the assessed chemical remain MODERATE or higher (based on the Risk Matrix in Section 5); expert advice must be obtained so as to reduce risk before proceeding.		

The Legislation requires that Risk Assessments are retained. Risk Assessments must be revised if procedures change and are to be reviewed every 5 years.

## 44.0 Power Tools

### Purpose

To provide guidance on the correct selection, use and maintenance of hand and power tools.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers, visitors, and contractors

### Responsibilities

#### Managers and Supervisors:

- Provide the correct tools for the tasks to be performed safely and without risk of harm to the user.
- Arrange training for all workers in the correct selection, use, and maintenance of the tools they are required to use.
- Ensure preventative maintenance and repair or replacement of tools when necessary.

#### Workers:

- Operate hand and power tools in strict accordance with manufacturer's instructions.
- Wear the appropriate PPE and ensure that others in the area are also protected
- Inspect tools and equipment prior to use. Damaged tools and equipment must be tagged "OUT OF SERVICE" and removed from the workplace for repair or replacement.
- Ensure electric power tools (or charging leads for battery operated tools) have been tested and tagged.
- Never modify a tool for a task that it was not designed for.
- Ensure all guards (if applicable) are in place and operating correctly prior to using tools.
- Disconnect the power before making any adjustments or changing parts/blades to electric power tools.
- Do not use electrical power tools in exposed wet conditions
- Do not throw the tools, pass them from hand to hand
- Protect all sharp edges where practicable, when not in use
- Get help if unsure how to operate a tool.

### Procedure

Power tools should only be used after proper training has been completed. Before using any power tool, the operator must become familiar with the manual and be aware of the limitations of the tool.

- Visually inspect tools before use. Ensure the electric lead has a current test tag. If the equipment appears damaged or has an out of date tag (or no tag), it should be reported to a supervisor and not used.
- Take care with power cord leads. Always carry the appliance by the body, not by the lead.
- Don't use power tools in wet conditions.
- Never alter or remove any machine guards.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 197 of 239
---------------------------------	-----------------------	---------------------------	-----------------

- Only use power tools with their three pins, or a double insulated plug correctly and firmly fitted to a power supply.
- Always follow correct storage procedures for tools.

## 45.0 Principal Contractor

### Purpose

The primary duty under the WHS Act requires a person conducting a Business or undertaking to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking. This procedure sets out our requirements to discharge this duty as a Principal Contractor.

A principal contractor must be appointed for every construction project valued at \$250,000 or more in ACT, NSW, TAS and QLD, \$350,000 or more in VIC, \$450,000 or more in SA and \$500,000 in NT. There can only be one principal contractor for a construction project at any one time.

### Responsibility

#### Person Conducting a Business or Undertaking

- Ensure the correct signage at site of a construction project.
- Ensure that safe work method statements (SWMS) are prepared before the proposed work commences.
- Ensure that an WHS Management Plan is prepared for the project which includes all the required elements as per WHS Regulations.
- Ensure that each person who is to carry out construction work in connection with the project is, before commencing work, made aware of the content of the WHS management plan for the workplace, and the person's right to inspect the WHS management plan.
- Review and as necessary revise the WHS management plan to ensure that it remains up to date.
- Ensure that that each person carrying out construction work in connection with the project is made aware of any revision to the WHS management plan.
- Manage risks to health and safety associated with the following:
  - the storage, movement and disposal of construction materials and waste at the workplace,
  - the storage at the workplace of plant that is not in use,
  - traffic in the vicinity of the workplace that may be affected by construction work carried out in connection with the construction project,
  - essential services at the workplace.

#### Managers/Supervisors

- Ensure that the workplace is secured from unauthorised access, having regard to all relevant matters, including risks to health and safety arising from unauthorised access to the workplace, the likelihood of unauthorised access occurring and, to the extent to which it cannot be prevented, how to isolate hazards within the workplace.
- Obtaining essential services information when excavation work is to be carried out and providing it to any person engaged to carry out the excavation work.

#### All Workers

- Workers have a general duty under the WHS Act to take reasonable care for their own

health and safety and they must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.

- Workers have specific obligations under the WHS Regulations to keep their general construction induction training card available for inspection. If the worker is awaiting a decision on their application for a general construction induction training card, the worker must keep their general induction training certification available for inspection.

### **Procedure**

Under the WHS Regulations, the person conducting a Business or undertaking that commissions a construction project is the principal contractor, unless the person appoints another person conducting a Business or undertaking to be the principal contractor and authorise such person to have management or control of the workplace and discharge the duties of the principal contractor.

When Green Light Creative Pty Ltd is the Principal contractor on any project, we will ensure the following requirements are implemented:

### **Signage**

We will ensure that signs are installed, that:

- show the principal contractor's name and telephone contact numbers (including an after-hours telephone number), and
- show the location of the site office for the project, if any, and
- are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken.

### **Safe Work Method Statements**

A Principal Contractor of a construction project must ensure that safe work method statements (SWMS) are prepared before the proposed work commences, they must also:

- ensure that the high-risk construction work is carried out in accordance with the SWMS
- ensure that a copy of the SWMS is given to the principal contractor before the work commences
- ensure that a SWMS is reviewed and revised if necessary
- keep a copy of the SWMS until the high-risk construction work is completed

### **WHS Management Plans**

An WHS management plan sets out the arrangements to manage work health and safety on a construction project. The intention of an WHS management plan is to ensure the risks associated with a complex construction project are managed, particularly where there can be many contractors and subcontractors involved and where the circumstances can change quickly from day-to-day.

The WHS management plan must be in writing and be easily understood by workers (including contractors and subcontractors). It may not be necessary to communicate the entire WHS management plan to all workers; however, all parts that are applicable to the work they are carrying out must be explained to them in full.

### Preparing an WHS management plan

The level of detail required for an WHS management plan will depend on how complex the workplace is (in particular the number of contractors at the workplace at any one time) and the risks involved in the work.

The WHS management plan prepared by the principal contractor must include:

- The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the construction project.
- The arrangements in place between any persons conducting a business or undertaking at the workplace for consultation, cooperation and coordination of activities in relation to compliance with their duties under the WHS Act and its Regulations.
- The arrangements in place for managing any work health and safety incidents that occur.
- Any site-specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules.
- The arrangements to collect and assess, monitor and review SWMS.

The WHS management plan may also include the following information:

- Details of the person commissioning the construction work, for example, their name, ABN (if available) and address.
- Details of the principal contractor.
- Details of the construction project, for example, address of the workplace, anticipated start and end date and a brief description of the type of construction work that the WHS management plan will cover.
- Details on how contractors and subcontractors will be managed and monitored including how the principal contractor intends to implement and ensure compliance with the WHS management plan such as checking on the performance of contractors and subcontractors and how non-compliance will be handled.
- Details on how the risks associated with falls and falling objects and any high-risk construction work that will take place on a construction project is managed.

It should also include information on:

- The provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage.
- The safe use and storage of plant.
- The development of a construction project traffic management plan.
- Obtaining and providing essential services information.
- Workplace security and public safety.
- Ensuring the workers have appropriate licences and training to undertake the construction work.

The WHS management plan will also detail any site-specific WHS rules that Green Light Creative Pty Ltd requires persons to comply with and the arrangements for ensuring that all persons at the workplace are informed of these rules.



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 201 of 239
---------------------------------	-----------------------	---------------------------	-----------------

**Audit Records**

Training and Induction Records

SWMS Template

Site Inspection checklist

WHS Management Plan

## 46.0 Subcontractor Management

### Purpose

To ensure full and total compliance to high standards of WHS practices.

The management of subcontractors is defined as the total management of all companies providing subcontracted/contracted services to Green Light Creative Pty Ltd.

It is a process which begins at the commencement of the selection process and continues until the completion of the project/job involved.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers, visitors, and subcontractors

### Responsibility

#### Managers and Supervisors

- Include appropriate WHS clauses in all contracts to remind personnel of their WHS obligations and legislative requirements as applied to the work under the contract.
- Ensure risks associated with the work site will be effectively communicated to all personnel performing work.
- Provide information regarding site specific and standard work procedures and will communicate these to all personnel involved prior to the commencement of work.
- Company Directors shall be responsible for ensuring that their workers are conversant and trained in this procedure.
- Company Directors will ensure all responsible workers receive appropriate training to effectively implement the Contractors Management Procedure

#### Workers

- Have a duty to take the care of which they are capable for their own health and safety and of others affected by their actions at work;
- Should comply with the safety procedures and directions agreed between management, contractors, and workers with nominated or elected health and safety functions;
- Must, in accordance with agreed company procedures for accident and incident reporting, report potential and actual hazards to their health and safety representatives.

#### Subcontractors

- Have a duty to take the care of which they are capable for their own health and safety and of others affected by their actions at work.
- Comply with the safety procedures and directions agreed between management, subcontractors, and workers with nominated or elected health and safety functions.
- Not wilfully interfere with or misuse items or facilities provided in the interests of health, safety, and welfare by client workers; and
- Notify Green Light Creative Pty Ltd of any accident, incident, potential and/or actual

hazards as soon as possible whilst on the nominated site.

### Procedure

Green Light Creative Pty Ltd is committed to ensuring, by implementation of this policy, that all subcontractors engaged by the company on its works meet the required service standards.

We will achieve our commitment by:

- Prior to engagement, evaluating all subcontractors who will not be under our direct supervision using the Subcontractor Assessment Form to assess their competency and ability to meet Green Light Creative Pty Ltd's work health and safety management standards.
- Ensuring that the required skills and attributes are clearly defined and applied when sourcing subcontractors who will operate under Green Light Creative Pty Ltd's direct control.
- Ensuring all subcontractors are treated in a fair and reasonable manner.
- Ensuring that all subcontractors are involved in relevant inductions, the development and signing off on job specific SWMS', participate in toolbox meetings, pre-start meetings, site audits and participate in all other aspects of the Green Light Creative Pty Ltd WHS Management system.
- Ensuring that all subcontractors fully co-operate and comply with all Green Light Creative Pty Ltd and site safety requirements and are committed to the policy of 'zero harm'.
- Ensuring subcontractors comply with their duty of care responsibilities.
- Ensuring engaged subcontractors offer competitive pricing whilst maintaining safety, environmental and quality standards commensurate with the specification requirements.
- Ensuring subcontractor workplace behaviour is free of unacceptable behaviour such as bullying, discrimination, harassment, vilification, and occupational violence.
- Ensuring that subcontractors do not engage in conduct that creates a hostile workplace.
- Ensuring subcontractors perform all works efficiently and effectively and are fully committed to meeting the work completion date.
- Ensuring subcontractors comply with all environmental policies pertaining to the works.
- Communicating instances of poor or outstanding performance to Green Light Creative Pty Ltd management so that appropriate action can be taken.

### Assessment

Green Light Creative Pty Ltd will ensure our subcontractor are assessed prior to undertaking work for us. We will ensure the following:

- Compliance with the relevant Legislation, associated regulations, codes of practice and Australian Standards relevant to any work, undertaken by them.
- Compliance with the Green Light Creative Pty Ltd's WHS policies and procedures, and any other relevant workplace policies.
- They have the required qualifications, training, and experience required for the work; this will include requesting copies of certificates of competency or a training register.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 204 of 239
------------------------------	-----------------------	---------------------------	-----------------

- A risk assessment is provided for management of the WHS risks including hazards associated with any plant used on site.
- An appropriate procedure (Safe Operating Procedure/Work Method Statement/Safe Work Method Statement) has been completed.
- Relevant WHS information is provided when requested.
- Site-specific procedures relevant to site hazards and work activities at the workplace have been developed and implemented.
- Completion of Green Light Creative Pty Ltd's induction or any other site induction as required.
- The general construction induction (if appropriate) has been provided to workers, as required by the regulation and that the general construction induction training cards are held.
- Green Light Creative Pty Ltd's workplace is maintained in a safe manner and subcontractors are not placing themselves or others at risk of injury.
- Issue of permits and/or licences as required by the regulation for the work to be undertaken, for example, a hot work permit - including any licences required for high risk work.
- Supervision of their subcontractors.
- Any incidents, injuries, near misses, or non-compliances are reported to the principal organisation.
- Communicating with Green Light Creative Pty Ltd's Manager regularly;
- Any issue that is, or may become, a hazard is reported.
- Consultation, co-ordination, and co-operation with Green Light Creative Pty Ltd on WHS issues.
- Subcontractors will be included in pre-job meetings including pre-start meetings and/or safety orientations.
- Regular safety performance reviews will be undertaken.
- That protective equipment (PPE), where required, is provided and worn.

An assessment of potential Subcontractor is to be undertaken using the Subcontractor Assessment Form, together with copies of relevant documentation provided to verify information.

Copies of WHS Management System, SWMS/Risk Assessments, Training (including company and individual licences) and Insurances are to be provided for every contractor prior to approval.

### **Approval**

Once approved, the subcontractor may be inducted into Green Light Creative Pty Ltd's WHS Management System using the Subcontractor Induction Checklist and listed on the Approved Subcontractor Register. The assessment must be renewed annually.

### **Failure to comply**

If a subcontractor fails to comply with the agreed WHS requirements, an issue resolution and non-conformance process will be activated.

All work in relation to that activity is to cease until the relevant Manager is satisfied that

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 205 of 239
------------------------------	-----------------------	------------------------	-----------------

adequate risk controls are in place to avoid risk of injury.

The Manager will continue to follow up and review the subcontractor and if the non-compliance continues, the Manager (in consultation with WHS representative) will decide on the appropriate action including the following measures:

- Termination of a contract and failure of not being awarded any further contract work due to the subcontractor's poor WHS performance, including one-off instances or continuous breaches of WHS requirements.
- Informing all workers of the removal from the Approved Subcontractor Register.
- All records relating to subcontractor's performance should be kept.

### **Subcontractors on-contracting**

Where an approved subcontractor uses their own subcontractors, Green Light Creative Pty Ltd will ensure that there is a process in place to ensure the on contracted company has an appropriate safety system that is aligned to the safety requirements of the work to be conducted.

Green Light Creative Pty Ltd will also ensure that verification of the subcontractor's system elements have been appropriately reviewed.

On-contracting of works is not to occur without the express written consent and verification of Green Light Creative Pty Ltd.

### **Audit Records**

Subcontractor Assessment Forms 46.1

Subcontractor Induction Checklist 46.2

## 46.1 Subcontractor Assessment Forms

### Subcontractor Questionnaire

Attach any additional information you feel will help clarify your position regarding quality, safety and environmental risk management.

### Subcontractor Company and Contact Details

Name of Company:			
Trading Name (if different):			
Company ABN:			
Company Postal Address:			
Company Street Address:			
Contact Name:			
Phone No:		Fax No:	
Mobile No:		After Hours No	
Email Address:			
Business Type / Activities:			
Major Plant Items:			
Number of Workers:			
<b>Contractor Insurance Details: *</b>			
Insurance Policy	Yes / No / NA	Insured Sum	Expiry Date
Public Liability			
Motor Vehicle Third Party Property Liability			
Workers Compensation			
Professional Indemnity			

\* **Please attach a copy of the Certificates of Currency for each applicable policy**

Category: Tick one of the following options:

<input type="checkbox"/>	<p>All work will be carried out under Green Light Creative Pty Ltd supervision in a Day Labour Hire or Contract Worker basis. Each subcontractor worker must undergo a Green Light Creative Pty Ltd induction and comply with all Green Light Creative Pty Ltd Policies and WHS Procedures.</p> <p>Signed:..... Date:.....</p>
<input type="checkbox"/>	<p>Contractor company provides their own Supervision and Labour and/or Plant and/or Materials (Complete the attached questionnaire and ensure your system integrates with any Green Light Creative Pty Ltd contract specific requirements)</p>

**Subcontractor Client Names and Details of Last 3 related Projects:**

Client Name:		Contact Person	
Client Phone:	Mobile:	Email:	
Project Name/Details			
Client Name:		Contact Person	
Client Phone:	Mobile:	Email:	
Project Name/Details			
Client Name:		Contact Person	
Client Phone:	Mobile:	Email:	
Project Name/Details			

Have you worked on Green Light Creative Pty Ltd projects previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details and contact person:	

<b>WHS:</b>	
Do you operate a Safety System complying with AS4801 or equivalent? If yes which standard .....	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this Safety System certified by a recognised independent authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is NO to any of the above questions, do you agree to comply with the applicable Safety elements of the Green Light Creative Pty Ltd WHS system relevant to the contract Works, such as the provision of Safe Work Method Statements, Permit to Work Forms etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you consent to Green Light Creative Pty Ltd auditing your system and compliance with project specific WHS requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been convicted of any safety offences or are there any other safety issues that we should know about? If yes, please provide details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Qualifications and Training:</b>	
Does your Company have prior experience in the type of works to be contracted for Green Light Creative Pty Ltd? If yes, please explain:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your Company hold the necessary licences for you to undertake the contract Works? Please attach copies.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do your workers hold the appropriate training and qualifications to undertake the contract Works? Please attach copies or a licence/training register.	Yes <input type="checkbox"/> No <input type="checkbox"/>

I certify that the information provided above is accurate and confirm our commitment to a safe working environment.

Print Name:	
Position:	
Signed:	Date:



### Subcontractor Approval Form

To be completed and approved by the relevant Manager before the subcontractor is approved to work on Green Light Creative Pty Ltd sites.

Name of Company:				
Postal Address:				
Contact Person:				
Phone:		Fax:		Email:
Business / Activities:				

Insurances	Tick	Acceptance Criteria
Does the subcontractor carry insurances in accordance with the contract requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Must be yes
Does the subcontractor carry current workers compensation insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Must be yes
Work Performance		
Has the subcontractor worked satisfactorily with Green Light Creative Pty Ltd on prior projects?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If not, has the subcontractor a successful and proven record of works on similar projects to the works being undertaken by Green Light Creative Pty Ltd?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Notes:</b>		
<b>Quality, Safety and Environmental Rating</b> A = Subcontractor has a certified system and requires little or no Green Light Creative Pty Ltd Supervision B = Subcontractor has a basic system, but will require a reasonable level of Green Light Creative Pty Ltd Supervision C= Subcontractor has little formal systems but has a proven capability to do the works and is likely to work satisfactorily under a high level of Green Light Creative Pty Ltd supervision D = Subcontractor has little formal systems and no proven capability to do the works and is not recommended to work for Green Light Creative Pty Ltd		
Safety Rating	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>	Must be A, B or C

Subcontractor Approval	Tick
Subcontractor is approved to work for Green Light Creative Pty Ltd	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments	
Green Light Creative Pty Ltd Manager:	
Signed	Date:

## 46.2 Subcontractor Induction Checklist

<b>Name of Company:</b>					
<b>Postal Address:</b>					
<b>Contact Person:</b>					
<b>Phone:</b>		<b>Email:</b>			
Supervisor to ensure subcontractor induction before commencement of work. Form to be retained in site file.					
<b>General Information</b>	<b>Tick when done</b>	<b>Notes</b>			
Site map, relevant locations	<input type="checkbox"/>				
Site access – vehicle, pedestrian	<input type="checkbox"/>				
Security	<input type="checkbox"/>				
Telephones/paging system	<input type="checkbox"/>				
Policies – smoking, alcohol etc.	<input type="checkbox"/>				
Personal hygiene and cleanliness	<input type="checkbox"/>				
Environment	<input type="checkbox"/>				
<b>Work Health and Safety</b>					
WHS Management System	<input type="checkbox"/>				
Site rules –SDS, SWMS, meetings	<input type="checkbox"/>				
Safety equipment required - PPE	<input type="checkbox"/>				
Fire drills					
<b>First Aid</b>					
Certificate holders	<input type="checkbox"/>				
First aid kit location	<input type="checkbox"/>				
<b>Accident Incident Reporting</b>					
Procedure - forms	<input type="checkbox"/>				
<b>Emergency Procedures</b>					
Muster point	<input type="checkbox"/>				
Contact numbers	<input type="checkbox"/>				
Fire extinguishers	<input type="checkbox"/>				
<b>Signoff</b>					
Subcontractor Name		Signed		Dated	

Green Light Creative Pty Ltd Representative		Signed		Dated	
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## 47.0 Site Safety

### Purpose

To establish and maintain a system that promotes a safe work practice for all Green Light Creative Pty Ltd workers, subcontractors and the public to reduce the risks associated with site work and prevent its related injury and damage.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers, visitors, and subcontractors.

### Responsibility

#### Managers and Supervisors

- Ensure hazard identification and risk assessments are carried out at each new worksite.
- Determine and implement effective control/protection procedures for any identified hazards.
- Arrange induction and training for Green Light Creative Pty Ltd workers.
- Where working for a principal contractor, ensure the principal contractors' policies and procedures are communicated to workers and followed.
- Site inspections are to be conducted regularly using the Site Inspection Checklist to ensure compliance with Green Light Creative Pty Ltd's Site Safety Procedure.

#### Workers

- Comply with all Green Light Creative Pty Ltd procedures and instructions regarding site work.
- Where required, comply with all principal contractor's procedures and instructions.
- Report any hazards to managers/supervisors.
- Ensure they do not put themselves or others at risk.
- Advise management if control/protection procedures need revision.

### Procedure

#### Risk Factors

- Risks associated with traffic and pedestrians.
- Electrical risks, power lines, power tools, services.
- Manual handling risks.
- Slips, trips and falls.
- Weather hazards.
- If working at heights is required.
- Are there enough amenities, facilities?
- Working alone, or in isolation
- Working at a principal contractor's worksite, multiple works.

**Control Measures**

- Ensure a site pre-start checklist is completed at all new sites before work commences.
- A risk assessment and control measures must be put in place for any identified hazards.
- Review and sign-off on SWMS for tasks to be completed.
- Induction and Training of workers.
- Ensure all workers are made aware of the location of first aid officers and kits.
- Ensure all workers are made aware of the location of firefighting equipment.
- On commercial sites/projects, workers are to be made aware of contents of emergency plan and the site evacuation assembly point.
- When working at a construction site for a principal contractor: The principal contractors site induction must be completed, and the principal contractors' procedures must be followed.

**Site Supervisors**

Site supervision is an integral element in safety on jobsites, and as such, when selecting site supervisors, the following attributes must be considered:

- clear and effective communication
- knowledge of site safety programs, policies and procedures including legal requirements
- hazard and risk identification and management of the work they will be supervising
- ability to prioritise work
- coordination of resources
- development of teams and individuals
- showing leadership in the workplace
- effective workplace relationships establishment
- accident and incident investigation technique
- knowledge and/or experience with job tasks to be supervised

**Audit Records**

Site Pre-Start Checklist 47.1

Site Inspection Checklist 47.2

Training Registers

Induction records

SWMS

### 47.1 Site Pre-Start Checklist

Site Location:			
Job / Task:		Date:	
<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Possible Hazards Action Required</b>			
Traffic control (vehicles and Pedestrians)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Hazardous Substances (including Asbestos).	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Concealed Services (Power/Water)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Work at heights required (Ladders/Roofs)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Manual handling hazards	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Weather hazards (rain/windy)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Confined spaces (Ceilings/tunnels)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Demolition (stripping panels)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Lighting (night work required)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Noise (noisy location)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Fire/explosion (working near gas)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Slip/trip/falls (surfaces inclined)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Overhead power lines disabled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Emergency works required (extra time)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Emergency Arrangements and Amenities</b>			
Emergency Evacuation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Emergency Communication	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
First Aid (Officers and Kits)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Toilets/Washing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Training or Briefing Requirements</b>			
List areas where workers will require a briefing or training – to be included in the tool box meeting			

<b>Supervisory Requirements</b>			
List how workers will be supervised (including communication if working alone).			
<b>Assessment completed by</b>			
Site Representative		Signed	
Client Representative		Signed	
Additional Comments			

## 47.2 Site Inspection Checklist

Site Location:			
Inspected by:		Date:	
Item	Check		
<b>Site Documents</b>			
Have all workers been inducted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Has Risk assessment been conducted and dated	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have SWMS been prepared	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have workers signed SWMS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are all job steps listed and correct controls implemented	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are any required permits in place	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Electrical</b>			
Testing and tagging of electrical items within 3 months	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Chemicals</b>			
SDS for all chemicals	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
SDS Register is available and current	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Containers are clearly and accurately labelled	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
All chemicals are stored in accordance with the SDS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Training</b>			
Do workers hold current licences/training as required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Plant and PPE</b>			
Has all equipment been checked prior to use on site	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is correct PPE being worn appropriately	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is Plant and PPE in good serviceable condition	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are workers trained in its use	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>Heights</b>			
Is there safe and stable access to heights (ladders secured; scaffold tagged)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is fall prevention being used, and correctly	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is barricading and warning in place for persons below	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

<b>Additional items for review</b>			
<b>Additional comments or actions required</b>			
<b>Copies sent to</b>			
<b>Assessment completed by</b>			
<b>Name</b>		<b>Signed</b>	
<b>Client Representative</b>		<b>Signed</b>	



## 48.0 Working at Client Sites

### Purpose

To set out the arrangements for Green Light Creative Pty Ltd workers working at client-controlled sites.

### Scope

This procedure applies to all Green Light Creative Pty Ltd workers, visitors, and subcontractors.

### Responsibilities

#### Managers and Supervisors

- Ensure all Green Light Creative Pty Ltd workers are aware of this procedure
- Provide PPE as required for site visits
- Ensure all Green Light Creative Pty Ltd workers are aware of the site/client expectations and requirements prior to attending site
- Ensure that safe work method statements (SWMS) are prepared before the proposed work commences.

#### Workers

- Workers have a general duty under the WHS Act to take reasonable care for their own health and safety and they must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.
- Attend site induction, request induction if not provided.
- Wear appropriate PPE as specified in this procedure
- Hold a relevant white card or general construction induction card
- Workers have specific obligations under the WHS Regulations to keep their general construction induction training card available for inspection. If the worker is awaiting a decision on their application for a general construction induction training card, the worker must keep their general induction training certification available for inspection.
- Always adhere to site requirements.

### Procedure

#### Safe Work Method Statements

Safe work method statements (SWMS) will be prepared before the proposed work commences, Green Light Creative Pty Ltd will also:

- ensure high-risk construction work is carried out in accordance with the SWMS
- ensure a copy of the SWMS is given to the principal contractor before the work commences
- ensure SWMS is reviewed and revised if necessary and when conditions change
- ensure SWMS is available to, and signed off by workers undertaking the work
- keep a copy of the SWMS until the high-risk construction work is completed
- keep a copy of the SWMS for 2 years if an incident occurs

**Induction and training**

Green Light Creative Pty Ltd's representative must present themselves to the Contractors on site and adhere and respect the Contractors WHS for compliance while on the site that Contractor is responsible for.

The Green Light Creative Pty Ltd worker is required to be inducted onto site by the client/contractor in charge of the site.

If the client does not induct the Green Light Creative Pty Ltd worker, the worker should request this to occur. It is the Green Light Creative Pty Ltd worker's responsibility to ensure all client requirements are adhered to. Safety is paramount when working on a client site.

Records of the induction should be maintained by the client/contractor on site.

All site PPE requirements are to be adhered to; however, as a minimum (without exception) steel capped boots/protective footwear, florescent safety vest and hard hats are to be worn at all times whilst on site.

Green Light Creative Pty Ltd representatives who as part of their duties are required to make unaccompanied site visits are required to have a relevant white card or general construction induction card details of which are to be kept by Green Light Creative Pty Ltd.

**Audit Records**

Site induction records

Training records

Safe Work Method Statements

PPE Issue Form 41.1

## 49.0 Test and Tag

### Purpose

Under the Legislation a PCBU has an obligation to ensure their business is conducted in a way that is electrically safe. This includes identifying electrical hazards, assessing the risk of injury or property damage that may be attributed to those hazards and taking necessary actions to minimise exposure to the risks.

### Scope

This policy applies to all parties associated with Green Light Creative Pty Ltd including workers, visitors and contractors who are engaged in Green Light Creative Pty Ltd related activity either on Company property or elsewhere.

### Responsibility

#### Managers

- Ensure that all electrical equipment is electrically safe and the requirements of the relevant Legislation and relevant Australian Standards are complied with.
- Ensure that all workers likely to be affected by electrical work are electrically safe.
- Ensure that only trained, qualified and competent people carry out work on Green Light Creative Pty Ltd electrical systems.

#### Workers

- Comply with all instructions given by their supervisor/manager for their electrical safety.
- Not to wilfully or recklessly interfere with or misuse anything provided for electrical safety.
- Not to wilfully place any person in electrical risk
- To use PPE if provided for electrical safety and to ensure they have been properly instructed in the use of the PPE.

### Procedure

To minimise exposure to electrical risks all users of electrical equipment within Green Light Creative Pty Ltd should:

- Visually inspect all electrical equipment prior to use to check:
  - That there is no obvious external damage, particularly to plugs, sockets, cords or other connectors. Damage or faults should be reported immediately to the manager or supervisor and the damaged equipment should have an “OUT OF SERVICE” tag attached and be immediately removed from use.
  - Equipment covers, and guards are correctly secured.
  - Ventilation inlets or exhausts are not obstructed.
- Use the correct appliance for the specific tasks. Read instruction manuals and follow instructions to ensure the appliance is used correctly.
- Ensure that the electrical appliances are dry and clean.
- Do not withdraw a plug from a socket by pulling the cable.
- Always switch off appliances at the power point before removing the plug.
- Keep electrical cords off the floor to reduce the risk of damage from drag or contact with sharp objects. A damaged electrical cord can cause a fatal electric shock.
- Keep electrical appliances away from water and wet areas.
- Do not use double adaptors to ‘piggy back’ plugs. A power board with individual switches should be used.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 220 of 239
------------------------------	-----------------------	---------------------------	-----------------

- Ensure that tools are properly insulated. Tools with damage to insulation on handles should be replaced.
- Ensure that you use the correct fire extinguisher for electrical fires; and
- Fully unwind electrical cords before using it.

### **Testing and Tagging**

All electrical equipment must be inspected by a licenced electrician /competent person and tagged with the relevant tag in accordance with the Legislative requirements and AS/NZS 3760:2010 -In-Service Safety Inspection and Testing of Electrical Equipment; and for construction sites AS/NZS 3012:2019 – Electrical Installations – Construction and Demolition Sites.

Test intervals are dictated by the class of work. Class of work refers to the following:

- Class One work is construction work and work done in conjunction with construction work;
- Class Two work refers to assembly, fabrication, installation, maintenance, manufacturing, refurbishment or repair work but does not include class one work;
- Class Three work is any work not covered in class one, two, or four and:
- Class Four work is office work

If testing and tagging is required, this shall be performed by a licenced electrician/ competent person. Tags shall be affixed on the electrical cord within 300mm of the plug and include the date of retesting. A record of the test should be kept using the Test and Tag Register.

If an item of electrical equipment fails a test, an “OUT OF SERVICE” tag should be fitted to the item and the item immediately removed from use.

### **Audit Records**

Test and Tag Register 49.1



## 50.0 Ladder Safety

### Purpose

This document outlines the procedures for safe use of portable ladders.

### Scope

This document applies to all Green Light Creative Pty Ltd operations and covers requirements for use of ladders.

### Responsibilities

#### Managers/Supervisors

- Ensure only suitably trained and experienced workers are engaged in working from ladders.
- To provide ladders and associated equipment that is fit for purpose and in good working order.

#### All Workers

- Comply with the Green Light Creative Pty Ltd procedures for working from ladders.
- Ensure ladders and equipment are regularly inspected and in good working order.

### Procedure

Ladders are primarily a means of access and egress. Many falls take place when people are working from ladders. In addition, when using a ladder:

- the working width and movement are limited
- the time involved in moving and setting up ladders is often underestimated when planning work
- the working position on ladders is often uncomfortable (the need to stretch sideways, work above shoulder height and stand on narrow rungs for a long time) and may cause musculoskeletal disorders.

For these reasons, Green Light Creative Pty Ltd shall always consider whether an elevating work platform or scaffolding would be safer and more efficient.

Extension or single ladders should generally only be used as a means of access to or egress from a work area. They should only be used as a working platform for light work of short duration that can be carried out safely on the ladder.

### Selecting ladders

If ladders are used, they will be selected to suit the task to be undertaken. In doing this, consider the duration of the task, the physical surroundings of where the task is to be undertaken and the prevailing weather conditions.

Ladders will have a load rating of at least 120 kg and be manufactured for industrial use.

### Positioning ladders

Any ladder used at a workplace must be set up on a solid and stable surface and set up to prevent the ladder from slipping. Single and extension ladders can be prevented from slipping by:

- placing ladders at a slope of 4:1, and setting up stepladders in the fully opened position
- securing ladders at the top or bottom, or if necessary, at both ends

Ladders should be setup as follows:

- At least 1m overhang for access
- Secured at top
- Both hands on rails
- Always face ladder
- 1 out and 4 up
- Secured at bottom
- Before climbing, test by jumping on bottom rung
- Ground clear around base

### **Access or egress**

Where fixed or extension ladders are used for access or egress, you should check that:

- there is a firm, stable work platform, free from obstructions, to step onto from the ladder
- the ladder extends at least one metre above the stepping-off point on the working platform
- fall protection is provided at the stepping-off point where people access the working platform.

### **Safe use of ladders**

When a ladder is used, you should check that:

- the ladder is in good condition – the ladder should be inspected for faults, such as broken rungs, stiles and footing before it is used
- damaged ladders are removed from service
- the ladder is set up on firm, stable and level ground
- the ladder is the correct height for the task to avoid reaching or stretching
- the ladder is not too close or too far from the support structure – the distance between the ladder base and the supporting structure should be about one metre for every four metres of working ladder height (4:1 ratio)
- the ladder is secured against displacement (ie slipping or sliding) and/or there is another person holding the base of the ladder
- the ladder is not placed so that the weight of the ladder and any person using the ladder is supported by the rungs
- all the locking devices on the ladder are secure
- materials or tools are not carried while climbing the ladder – use a tool belt or side pouch
- only light duty work is undertaken while on the ladder, where three points of contact can be maintained, and tools can be operated safely with one hand
- slip resistant base, rungs or steps are provided
- slip resistant shoes are worn
- ladders are not used in the following situations without additional appropriate precautions:

- in access areas or doorways – if necessary, erect a barrier or lock the door shut
- on scaffolding or an elevating work platform to get extra height
- next to power lines unless the worker is trained and authorised, and the appropriate ladder is being used
- in very wet or windy conditions
- next to traffic areas, unless the working area is barricaded.

When using ladders, it is not safe to:

- use metal or metal reinforced ladders when working on live electrical installations
- carry out work such as arc welding or oxy cutting
- work over other people
- allow anyone else to be on the ladder at the same time.

Workers are not permitted to:

- use a stepladder near the edge of an open floor, penetration or beside any railing
- over-reach (the centre of the torso should be within the ladder stiles throughout the work)
- use any power or hand tool requiring two hands to operate, such as concrete cutting saws and circular saws from a ladder
- use tools that require a high degree of leverage force which, if released, may cause the user to over-balance or fall from the ladder, such as pinch bars
- face away from the ladder when going up or down, or when working from it
- stand on a rung closer than 900 mm to the top of a single or extension ladder
- stand higher than the second tread below the top plate of any stepladder (except for three-rung step ladders).

Green Light Creative Pty Ltd will also ensure selection, safe use and care of portable ladders is undertaken in accordance with AS/NZS 1892 Portable ladders series.

The manufacturer's recommendations on safe use shall also be followed.

### **Ladder Maintenance**

Ladders shall be regularly inspected by a competent person in accordance with the manufacturer's recommendations.

Ladders with any of the following faults will be replaced or repaired:

- fibreglass stiles cracked, chipped or severely faded with fibres exposed
- timber stiles warped, splintered, cracked or bruised
- metal stiles twisted, bent, kinked, crushed or with cracked welds or damaged feet
- rungs, steps, treads or top plates that are missing, worn, damaged or loose
- tie rods missing, broken or loose
- ropes, braces, or brackets that are missing, broken or worn
- timber members that are covered with opaque paint or other treatment that could disguise faults in the timber
- missing, loose, bent or worn fasteners, i.e. rivets, bolts and pins
- worn or damaged feet, including non-slip material.



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 225 of 239
---------------------------------	-----------------------	---------------------------	-----------------

**Audit Records**

Ladder Inspection Form 50.1

## 50.1 Ladder Inspection Form

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<b>Ladder Number</b>												
<b>Type</b>	<input type="checkbox"/> Extension	<input type="checkbox"/> Step	<b>Material</b>	<input type="checkbox"/> Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Fiberglass						

Date													
Inspected By													
Repair Date/Initial													
General Items Inspected (NR = Needs Repair)	OK	NR	OK	NR	OK	NR	OK	NR	OK	NR	OK	NR	
Side rails in good condition													
Steps or rungs not loose or damaged													
Spreader braces not damaged and open fully													
Nails, screws, bolts not missing or damaged													
Ladder free from oil, grease, or slippery materials													
Manufacturer's labels, warnings, ratings posted													
Movable parts operate freely													
Wooden parts free from splinters, cracks, decay													
Non-slip feet not damaged and in good condition													
<b>STEP LADDERS</b>													
Stepladder is not wobbly or loose													
Hinges not loose or damaged													
Ladder AS/NZS 1892													
<b>EXTENSION LADDERS</b>													
Loose, broken, or missing extension locks													
Locks seat properly when ladder is extended													
Pulley, rung locks, and rope are in good condition													
Compliant with AS/NZS 1892													
<b>COMMENTS:</b>													

## 51.0 Noise Control

### Purpose

To ensure that Green Light Creative Pty Ltd workers and members of the public are not subjected to excessive noise as detailed legislation.

### Scope

This procedure applies to all Green Light Creative Pty Ltd sites and Client sites where Green Light Creative Pty Ltd is working.

### References

State Legislation and Codes of Practice

### Responsibilities

The prime responsibility for ensuring that a safe environment is established, and safe work practices are implemented and maintained resides with line management.

**Managers** are to ensure that:

- statutory requirements and Green Light Creative Pty Ltd's procedures are complied with;
- base line noise level assessments are completed as required for areas suspected or known to be a noise hazard;
- where a noise assessment determines a hazard exists a noise control action plan must be established and reviewed at least every 5 years;
- engineering controls are implemented for existing and new plant to minimise noise levels as far as practicable;
- workers, contractors, and visitors are aware of hazardous noise exposure areas and that these areas are signposted as mandatory hearing protection areas;
- information on the noise, risks of exposure to noise and appropriate control measures is disseminated to workers;
- audiometric testing is conducted at a frequency in line with state legislative requirements for workers required to work in defined noise hazard areas and administration and/or PPE is the form of noise control and, that records of assessment are kept and maintained;
- workers receive appropriate training, education and support in hearing conservation matters including audiometric testing, the selection of personal hearing protectors and instruction in their correct use and maintenance; and
- Management and supervisors lead by example in the wearing of personal hearing protection (e.g. earmuffs or plugs) in designated hearing protection areas.

**Workers:**

- comply with all statutory requirements and the Noise Procedure;
- use the supplied Personal Hearing Protection in identified high noise level areas; and
- not interfere with or misuse anything provided for the protection of their hearing.

### Procedure

The way we control noise exposure takes several forms

- new plant and equipment

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 228 of 239
------------------------------	-----------------------	---------------------------	-----------------

- existing plant and workplaces
- engineering treatment of the source
- engineering of the noise transmission path
- personal hearing protection
- training and education.

### **New Plant and Equipment**

The purchase of new plant provides opportunities for cost effective noise control. Invitations to tender for the supply of new plant should specify maximum acceptable levels of noise emission. If plant is to be purchased directly, without tender, noise emission data should be obtained from suppliers to enable the plant with the lowest practicable noise level to be selected.

### **Existing Plant and Workplaces**

Once a noise assessment has been carried out and the necessity to reduce the noise exposure of workers is established, the task of controlling the noise can be addressed.

Priority should be given to those noise sources that contribute to the highest noise exposures affecting the largest number of people. Noise levels should be reduced to or below the exposure standard for noise. Even if the standard cannot be met, any practicable reduction in noise levels should be carried out.

The need for noise control should be considered when deciding on methods, processes, and type of equipment required, to conduct the works.

### **Engineering Treatment at the Source**

Engineering treatment at the source is the preferred method of permanently removing the problem of noise exposure due to machinery or processes at the workplace.

Since all noise-emitting objects generate airborne energy (noise) and structure borne energy (vibrations), the treatment of these noise problems may require modification, partial redesign or replacement of the noise-emitting object.

Subjective inspection or acoustical measurement of the device can identify how and where the noise is generated. Some problems can be solved by relatively inexpensive and simple procedures, although some are difficult.

Advice from specialists may be beneficial in providing the best results.

When seeking a solution to a noise problem, an understanding of the operation of the machine or process is necessary in considering the possible treatment of the noise at source. Engineering noise control methods can be specifically targeted at the machine and its parts, or towards the actual processes, including material handling systems.

General noise control solutions, and examples of particular engineering noise control measures which can be carried out on machines, are as follows:

- Eliminate or replace the machine or its operation by a quieter machine or operation with equal or better efficiency.
- Replace noisy machinery by installing newer equipment designed for operating at lower

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 229 of 239
------------------------------	-----------------------	---------------------------	-----------------

noise levels. Machinery sources and transmissions can be designed to give quiet speed regulation. Vibration sources can be isolated and treated within the machine. Cover panels and inspection hatches on machines should be stiff and well damped. Cooling fins can be designed to reduce the need for forced airflow and hence fan noise.

- Correct the specific noise source by minor design changes. For example, avoid metal-to-metal contact using plastic or rubber gaskets and buffers, or replace noisy drives with quieter types or use improved gears.
- A high standard of equipment maintenance should be provided to facilitate compliance with the exposure standard for noise and reduce noise levels to as low as practicable. Badly worn bearings and gears, poor lubrication, loose parts, slapping belts, unbalanced rotating parts, and air leaks all create noise which can be reduced by good maintenance. Plant and equipment resulting in excessive noise levels should be repaired immediately.
- Correct the specific machine elements creating noise by a local source approach, rather than by consideration of the entire machine as a noise source. For example, the addition of noise barriers, noise enclosures, vibration isolation mountings, lagging to dampen vibrating surfaces, mufflers or silencers for air and gas flows or reducing air velocity of free jets. These may be considered as a solution for the individual noise producing elements of the total operation.
- Separate the noisy elements that need not be an integral part of the basic machine. For example, move pumps, fans, compressors that service the basic machine.
- Isolate the vibrating machine parts to reduce noise from vibrating panels and guards.
- In addition to engineering changes to machinery and parts, processes can be modified to reduce noise. Specific means of modification include the use of processes that are inherently quieter than alternatives, for example, chemical demolition rather than jack hammering.

### **Engineering Treatment of the Noise Transmission Path**

If it is not possible to change or modify the noise generating equipment or processes by engineering treatment of the source, engineering treatment of the noise transmission path between the source and the listeners, in this case the workers, should be investigated.

Engineering of the noise transmission path includes isolating the noise emitting object(s) in an enclosure or placing them in a room or building away from the largest number of workers, and acoustically treating the area to reduce noise to the lowest practicable levels.

Alternatively, it may be desirable to protect the operator(s) instead of enclosing the sound sources. In this case the design of the soundproof room or sound reducing enclosures should still follow the same principles.

The principles to be observed in carrying out engineering treatment of the noise transmission path are as follows:

- Distance is often the cheapest solution, but it may not be effective in reverberant conditions.
- Erect a noise barrier between the noise source and the listener, in some instances a partial barrier can be used to advantage. In cases where either area has a false ceiling, care should be taken to ensure that the dividing wall extends to the true ceiling and that all air gaps in the wall are closed and airtight.
- Once the acoustical barrier is erected, further treatment, such as the addition of absorbing material on surfaces facing the noise source may be necessary.

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 230 of 239
------------------------------	-----------------------	---------------------------	-----------------

- Materials that are good noise barriers, for example, lead, steel, brick, and concrete are poor absorbers of sound. The denser and heavier the material, the better the noise barrier.
- Good sound absorbers, for example, certain polyurethane foams, fibreglass, rock wool and thick pile carpet, are very poor barriers to the transmission of sound.
- Walls and enclosures must be designed to minimise resonances, which will transmit acoustical energy at the resonant frequency to the protected area. Placing reinforcement or bracing in strategic areas can achieve this during construction or modification.
- Reduce as far as possible, the reverberation of the room where the noise is generated by the introduction of acoustically absorbent material(s). The presence of reverberation in a room shows the need for absorbing material. Excessive reverberation produces unpleasant and noisy conditions that can interfere with speech communication.

### **Personal Hearing Protection**

When engineering and administrative noise control measures do not reduce the exposure to noise below the exposure standard for noise, workers should be supplied with, and wear, effective personal hearing protection.

The removal of personal hearing protection for even short periods of time can significantly reduce their effectiveness and result in inadequate protection. Due to the difficulty of wearing hearing protection for long periods of time in certain environments, regular brief periods in quiet areas, without personal hearing protection, should be included as part of the personal protection programme.

Areas where persons may be exposed to noise levels exceeding the exposure standard for noise should be sign posted as “hearing protection areas”, and their boundaries should be clearly defined. No person should enter a hearing protection area during normal operation, unless wearing appropriate personal hearing protection. The signs used to identify these areas should conform to specifications laid down in Australian Standard AS 1319

Additional signs within the hearing protection area may also be necessary. Where sign posting is not practicable, alternative arrangements should be made in consultation to ensure that PCBUs and others can recognise circumstances in which personal hearing protection is required. Methods to achieve this include:

- Attaching prominent warning notices to tools and equipment indicating that personal hearing protection is required when operating them
- Providing written and verbal instructions on how to recognise circumstances in which personal hearing protection is needed; and
- Effective supervision of identified “hearing protection areas”.

It is important to ensure that personal hearing protection provides wearers with reliable adequate protection. Personal hearing protectors should conform to the specifications of Australian Standard AS 1270 and their attenuation should be measured in accordance with Australian Standard 1270.

Provided that adequate protection is given, it is preferable for the user to be allowed a reasonable choice from a range of hearing protectors. The individual selection of personal hearing protectors should be based on:

- The degree of protection required in the worker’s environment. Personal hearing protectors

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 231 of 239
------------------------------	-----------------------	---------------------------	-----------------

with unnecessarily high attenuation may cause communication difficulties and ultimately be unsuitable because of discomfort and inconvenience.

- Suitability for use in the type of working environment and the job involved. For example, earplugs are difficult to use hygienically in work that requires them to be inserted with dirty hands. For such jobs, earmuffs might be better, On the other hand, earmuffs tend to be more uncomfortable in hot environments, or may make it difficult for the wearer to enter a confined space or wear a helmet.
- The comfort, weight and clamping force of the hearing protector.
- The fit to the user. Individual fitting of the wearer is necessary for optimum protection. This should be checked while the user is wearing other regularly used items which might affect the performance of the protector. For example, spectacle wearers should be fitted with earmuffs while wearing their normal spectacles. Disposable plugs do not need individual fitting, but the ability of the material to conform to the user's ear canal should be considered.
- The safety of the wearer and fellow workers, for example, the suitability for use in conjunction with any other personal protective equipment that may be required, such as safety helmets or personal respiratory equipment. The wearing of personal hearing protectors may make it more difficult to hear sounds if they already have hearing loss. Care may need to be exercised in such cases.

Green Light Creative Pty Ltd will ensure that personal hearing protectors are regularly inspected and maintained. Workers should also inspect personal hearing protectors regularly to detect and report damage or deterioration. Adequate provision should be made for clean storage of protectors when not in use. Facilities should be readily available for the cleaning of reusable protectors.

### **Training and Education**

Before personal hearing protectors are issued, the need for their use will be fully explained.

Workers shall be given guidance in the selection of appropriate personal hearing protection. Instructions in the use, fitting, care, and maintenance should be repeated at regular intervals.

All levels of management within Green Light Creative Pty Ltd will encourage the use of personal hearing protection by explanation and example.

## 52.0 Sharps

### Purpose

This procedure has been developed to protect any workers and subcontractors that may come into contact with sharps waste or community sharps in the workplace (collectively called sharps in this procedure).

### Scope

This procedure applies to all workers and subcontractors at all workplaces controlled by Green Light Creative Pty Ltd and third-party sites, where they may encounter sharps and be exposed to the possibility of injury. Company vehicles used to store and transport sharps for later disposal are workplaces for the purposes of this policy.

### References

- Relevant state Legislation (Act and Regulations)
- "National guidelines for the Management of Clinical and related wastes", published by the National Health and Medical Research Council, 1988, AGPS, Canberra.
- National Code of Practice for the Control of Work-related Exposure to Hepatitis and HIV (blood-borne) Viruses [NOHSC:2010 (2003)]
- AS 4031-1992: Non-reusable containers for the collection of sharp medical items used in health care areas

### Definitions

**Body substances:** means any human bodily secretion, excluding sweat, or substance other than blood.

**Community sharps:** are sharps that have been generated by non-clinical activities. This includes needles, syringes and lancets used by people with diabetes and other medical conditions requiring self-injection in the home, syringes used by injecting drug users in the home or public places, and syringes used for animal healthcare by pet and livestock owners.

**Sharps:** means anything:

- that has sharp points or edges capable of cutting, piercing or penetrating the skin (such as needles, syringes with needles or surgical instruments).
- that are designed for the purpose of cutting, piercing or penetrating the skin
- that has the potential to cause injury or infection.

**Sharps waste:** means any waste collected from designated sharps waste containers during business, commercial or community service activities, being waste resulting from the use of sharps for any of the following purposes:

- human health care by health professionals and other health care providers
- medical research or work on cadavers
- veterinary care or veterinary research
- skin penetration or the injection of drugs or other substances for medical or non-medical reasons.

**Workforce members:** are defined as workers, volunteers or contractors of Green Light Creative Pty Ltd.

**Workplace:** is defined as any building, vehicle or location where a workforce member is carrying



Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 233 of 239
------------------------------	-----------------------	---------------------------	-----------------

out the normal undertakings of Green Light Creative Pty Ltd.

## Responsibilities

### Managers:

- Provide suitable facilities and resources to ensure the effective implementation of this policy.

### Supervisors:

- Ensure these procedures are implemented within their area of responsibility.
- Provide information and training to workers regarding sharps disposal.
- Ensure required PPE is available and worn as appropriate.

### Workers:

- Undertake a risk assessment which includes a daily check for sharps hazards prior to commencing work activity.
- Be familiar with the requirements of this procedure
- Not attempt to handle sharps unless they have undertaken appropriate training in the safe handling and disposal of sharps and have current vaccinations for hepatitis B and tetanus (if not, report location to Supervisor/Team Leader/).
- Work in accordance with the requirements of the Safe Work Method Statement and instructions from their Supervisor
- Obtain and use equipment as required to safeguard their personal safety and the safety of others.
- Wear and maintain PPE as required
- Advise their Supervisor/Team Leader of any defects or repairs required to PPE.

## Procedure

### Background

Sharps and other potentially infectious wastes are generated through a wide range of work and private activities.

They can be present in many different situations, including residential and commercial premises, health care facilities, and public places.

While the risk of acquiring a serious infection as a result of an accidental injury from a sharp in a non-clinical setting is extremely low, the anxiety resulting from such an injury can be significant.

Sharps waste is a type of 'special waste' defined in the Protection of the Environment Operations Act 1997 (POEO Act). Collection and transport of sharps waste to a disposal facility licensed to accept this material should be undertaken by an operator licensed to transport sharps waste.

### Procedure

Green Light Creative Pty Ltd workforce members may come across sharps when undertaking a range of activities. Areas where sharps may be encountered include streets, parks, gardens, sports grounds, playgrounds, beaches, waterways, amenities buildings, public buildings, sewers and drains, and waste and recycling services as well as client buildings/sites.

It is in the interest of both Work Health and Safety and public safety that these items are collected

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 234 of 239
------------------------------	-----------------------	---------------------------	-----------------

and disposed of safely. Workers must first determine if it is safe for them to attempt to pick up and dispose of sharps. (If there are any exceptional circumstances, they should immediately advise their responsible supervisor so that appropriate actions can be instigated).

If safe to proceed they should then follow the procedure for safe collection of sharps (below). A community sharps disposal bin serviced by a contractor licensed to transport sharps waste must be provided for the safe disposal of sharps collected in the workplace.

### **Exceptional Circumstances Reporting and Isolation Procedures**

Some instances of sharps litter are of concern and must be reported immediately to a manager or supervisor for action to occur. These circumstances may include damaged or overflowing community sharps disposal bins, large numbers of discarded sharps in a specific location, or areas where safe removal of sharps is not considered possible.

In locations where there is a high probability that members of the public, particularly children, may come into contact with the sharps the area should be kept under direct observation, or be locked or barricaded to warn of danger and prevent accidental contact with the sharps until they can be safely removed.

### **Collection**

Collection, transport, and disposal of sharps shall only be undertaken by workers who have completed appropriate training in the safe handling of sharps.

Tools/Equipment Required:

- Long reach pick-up tool
- Short reach tool – preferably soft tip (for hard to reach areas)
- Screw top yellow sharps container (AS4031-1992)
- Vehicles - sharps container bracket or secure storage unit if mounted externally
- First Aid kit

Appropriate PPE to be worn:

- Enclosed footwear
- High visibility safety vest or other suitable high visibility clothing that meets the appropriate Australian Standard.
- Protective gloves (leather or puncture resistant)
- Disposable gloves and safety glasses

To collect sharps, the following steps must be taken:

- Assess the situation and check for hazards
- Make sure no one is standing nearby to avoid injury
- Never place hands into any hidden areas
- Wear puncture resistant gloves (use over disposable gloves if blood/body substances present)
- Do not attempt to recap, break or bend needles
- Take sharps container to the needle/syringe (do not carry needle/syringe to the container)
- Open lid and place sharps container on ground or level surface next to needle/syringe
- Use pick-up tool to grip the syringe barrel at the plunger end and place into container sharp end first (don't fill container more than  $\frac{3}{4}$  full)

- If disposable gloves are worn remove gloves inside out and dispose of in the sharps container (do not push in with fingers) or in a waste container
- Close lid and secure container in vehicle bracket or secure storage unit for later safe disposal
- Clean pick-up tool with detergent and warm water (while wearing impermeable gloves) and if contaminated with blood or body substances treat with a suitable disinfectant solution
- Complete a Hazard report form
- Dispose of container when  $\frac{3}{4}$  full to a sharps disposal bin – do not place in general waste

### **Needle stick Injury or Blood/Body Substance Contact**

All needle stick injuries where the skin is penetrated, or where blood or body substances enters the mouth, nose, eyes or any cuts or abrasions must be reported immediately to the supervisor or Director.

The supervisor or Director should act quickly to:

- Ensure that the injury or exposure has been treated in accordance with the Safe Work Method Statement.
- Ensure that the needle, syringe or other sharp that caused the injury has been safely collected for appropriate disposal.
- Ensure that the workforce member is provided with medical advice from a registered health professional as soon as possible. Advice and appropriate risk exposure treatment may be obtained through the Accident and Emergency Department of a public hospital, the worker's own doctor or Green Light Creative Pty Ltd's nominated doctor. Confidential advice about needle stick injuries or exposure to blood or body substances is also available from the HIV Information Line on 1800 451 600.
- Offer support and trauma counselling through the appropriate agencies.
- Ensure worker confidentiality.
- Ensure that an Incident Report Form is completed.
- Investigate the circumstances of the injury/contact and take measures to prevent a recurrence (review work practices, equipment and training).
- Report areas which have significant sharps litter issues to the state contacts as listed below.

<b>State Contacts</b>	
<b>ACT</b>	SHARPS Hotline 13 22 81
<b>NSW</b>	Needle Clean Up Hotline 1800 633 353
<b>NT</b>	Please phone the local council in your area
<b>SA</b>	Needle Clean Up Hotline 1300 131 340
<b>QLD</b>	Clean Needle Helpline 1800 633 353
<b>TAS</b>	Please phone the local council in your area
<b>VIC</b>	Victorian Syringe Disposal Helpline 1800 552 355
<b>WA</b>	Please phone the local council in your area

## 53.0 Silica Dust

### Introduction

Silica is silicon dioxide, a naturally occurring widely abundant mineral that forms the major component of most rocks and soils. There are non-crystalline and crystalline forms of silicon dioxide. Crystalline silica is also known as free silica. Crystalline silica dust particles which are small enough to penetrate deep into the lung are termed respirable. Respirable crystalline silica (RCS) may cause lung damage. The non-crystalline form of silica does not cause this kind of lung damage.

The main form of crystalline silica is quartz. Granite contains 25 per cent to 40 per cent quartz, shales average 22 per cent and sandstones average 67 per cent quartz. Quartz is the major component of sand in locations like stream beds, beaches and deserts. Other polymorphs of silicon dioxide, like cristobalite and tridymite are less common. Crystalline silica is found in varying proportions in aggregates, mortar, concrete and stone.

The primary route of crystalline silica entry into the body is through inhalation. Airborne crystalline silica can bio-accumulate in the lungs and cause disease of the respiratory system including silicosis and chronic obstructive pulmonary disease, and it has also been linked with lung cancer.

There has also been scientific data emerging that silica causes renal disease.

### Objective

To minimise the risks associated with the silica dust produced during Green Light Creative Pty Ltd's operations.

### Responsibilities and Authorities

#### Managers and Supervisors

- are responsible for establishing, maintaining and continuously improving work procedures to minimise the RCS exposure to workers.
- must consult and provide information to persons that may be affected by the RCS exposure, as well as other responsible persons at the workplace.
- are responsible for the development and implementation of Safe Work Procedures to ensure that airborne RCS is minimised.
- are responsible for establishing and implementing air and health monitoring procedures (where required).
- must consult with staff and/or health and safety representatives on safety matters and participate in consultative forums designed to contribute to the improvement of workplace health and safety.

**Workers** are responsible for:

- not placing themselves or others at risk of injury
- reporting work methods that place themselves or others at risk
- adhering strictly to the RCS control procedures.
- where required, cooperate with Green Light Creative Pty Ltd's air and health monitoring.

### Procedure

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 237 of 239
------------------------------	-----------------------	---------------------------	-----------------

### **Air monitoring**

Under Legislation, managing the RCS risk may require the PCBU to measure worker's dust exposure so that adequate controls can be put in place to protect the long-term health of the worker. Adequate control of RCS exposure is being exercised when no person is exposed to RCS in an airborne concentration which exceeds the Workplace Exposure Standard.

Where an exposure to Respirable Crystalline Silica (RCS) has been identified, but it is not known whether the RCS exposure is above or below the exposure standard, then the worker's exposure should be monitored.

If workers consistently use an appropriate level of respiratory protection, exposure will probably be controlled, and air monitoring may be unnecessary.

Air monitoring involves sampling the air that a worker breathes to compare the worker's exposure with workplace exposure standard.

Measurement will best determine the level of control required and will point the way to the most appropriate control strategy.

### **Health monitoring**

Under WHS regulations, health monitoring is required in some circumstance, the main circumstance being if there is a significant risk to the worker's health because of the exposure to a hazardous chemical (silica). As a guide, regular long-term unprotected exposure of workers > 0.5 WES is considered a significant risk requiring review for possible health monitoring.

Where required Green Light Creative Pty Ltd will implement the Health surveillance Procedure for health monitoring due to RCS exposure.

### **Controlling the risk**

The identified risk of RCS exposure should be controlled in line with the Hierarchy of control as follows:

#### Elimination

Where possible do not perform the work that will produce RCS dust.

#### Substitution

Processes can be substituted (e.g. changing from dry to wet processes; vacuuming rather than sweeping).

#### Engineering controls

- Containment (enclosed abrasive blasting chambers)
- Ventilation (local exhaust ventilation [LEV] prevents contamination of workplace air; use on pouring, grinding, moulding, fettling, bagging, mixing, crushing, drilling, chasing, polishing, blasting).
- Suppression (use of water sprays in tile and brick cutting, on masonry saws).

#### Administrative controls

Housekeeping, signage, restricting time of exposure, rotation of staff away from dusty areas.

#### PPE

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 238 of 239
------------------------------	-----------------------	---------------------------	-----------------

Useful when higher order controls cannot fully control the risk.

Available in range from simple P1 or P2 disposable half-face respirator to powered air purifying respirator (PAPR) and air supplied positive pressure demand respirator.

Minimum required protection factors may need to be determined for correct respirator selection. See AS/NZS 1715.

### **Review of Control Measures**

Reviewing control measures is a process which occurs only after all other duties e.g. control, air monitoring and health monitoring for silica, have initially all been addressed.

Review and revision of controls is required due to:

- failure in the control process identified through excessive silica exposures
- change to processes - this might be a change of product or control processes, or working longer shifts in silica contaminated environments
- new RCS risks being identified – e.g. a change in an associated code of practice
- an agreement by consultation between the PCBU and workers
- if a health and safety representative requests a review of the RCS controls.
- changes in an SDS - a product composition change, variation in the WES for silica
- air monitoring results which are shown to exceed the 0.1 mg/m<sup>3</sup> WES for RCS
- a health monitoring report which indicates that a worker has a disease or illness (e.g. silicosis, emphysema) which is the result of RCS exposure
- any recommendation made by the registered medical practitioner to improve ventilation, upgrade respiratory protection or to remove a worker from further exposure to RCS.

### **Training and Supervision**

Green Light Creative Pty Ltd will provide induction and training about silica hazards and will supervise the safe use of silica hazards in the workplace.

Information provided should cover:

- the health risks from inhaling RCS
- where to gain information about RCS (e.g. safety data sheet or labels)
- how the work operations will expose workers
- how the control processes are intended to operate
- any use of respiratory protection and worker respirator fit and check processes
- what air monitoring results indicate
- the health monitoring process and the health monitoring report
- accessing all appropriate records on their work with and exposure to RCS.

The training given has to take into account the level of risk posed by the RCS exposure. Keep a record of who was trained, who conducted the training, when it was given, and the topics covered.

### **References**

SafeWork Australia – Guide -hazardous chemicals requiring health monitoring

WHSQ – Silica - Identifying and managing crystalline silica dust exposure

WHSQ - Silica – Technical guide to managing exposure in the workplace

### **Audit Records**

Risk Assessment

Green Light Creative Pty Ltd	WHS Management System	Issue 2.2 – 25/01/2021	Page 239 of 239
---------------------------------	-----------------------	---------------------------	-----------------

Induction Records

PPE issue, use and care training records