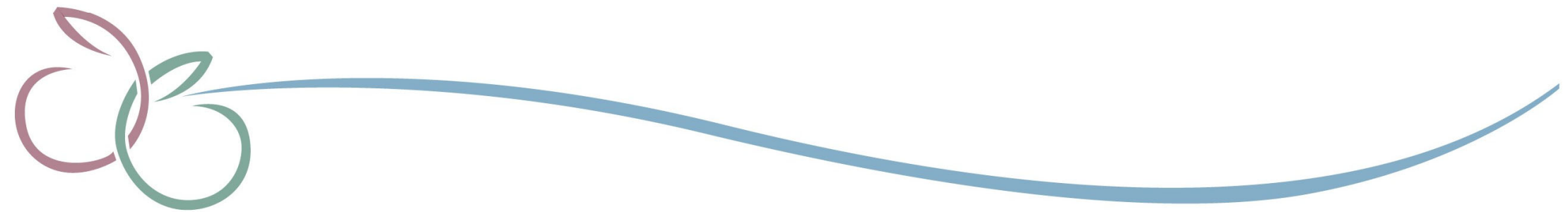


Work Health & Safety Induction

Version: August 2024



Worker Induction

This WHS Induction is for Shire of Donnybrook Balingup workers. The Work Health and Safety Act (2020) states a worker is a person who carries out work in any capacity for a person conducting a business or undertaking, including work as:

- An employee.
- A contractor or subcontractor.
- An apprentice or trainee.
- A student gaining work experience.
- A volunteer.



Introduction

This WHS Induction is to ensure all workers are provided with information and instruction on the Shire's requirements to minimise the risks to health and safety. The presentation includes:

- Shire WHS Policy
- Duties
- Hazard Management
- Incident Management
- Emergency Planning
- Personal Protective Equipment
- Plant Controls
- And some other WHS requirements



WHS Policy

The Work Health and Safety Policy can be obtained from the Shire web site and outlines:

- Policy Objectives
- Policy Statement



Person Conducting a Business or Undertaking Duty of Care (WHS s.19)

A Person Conducting a Business or Undertaking (PCBU) must ensure, so far as is reasonably practicable, the health and safety of:

- Workers engaged, or caused to be engaged, by the person; and
- Workers whose activities in carrying out work are influenced or directed by the person; and
- Other persons from work carried out as part of the conduct of the business or undertaking.



Duties of Workers (WHS s.28)

While at work, a worker must:



- Take reasonable care for the worker's own health and safety; and
- Take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- Cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.



Fitness for Work

A worker's fitness for work may be as a result of:

- Physical health.
- Mental health and wellbeing.
- Alcohol or other drug use.
- Etc.

Workers have a responsibility to:

- Only present to work in a fit state, so duties are performed in a safe manner.
- Declare pre-existing medical conditions and their use of medication that may impact their health and safety or the health and safety of others.
- Report concerns about another worker's fitness.



Hazards (WHS s.27)

All reasonably foreseeable hazards that could give rise to risks to health and safety must be identified (WHS r.34).

Hazard report forms are available from the intranet or your supervisor.

In managing hazards, risks to health and safety must be assessed and managed using hierarchy of control measures (WHS r.35&36):

- Eliminate.
- Substitute.
- Isolate.
- Engineering controls.
- Administrative controls.
- Personal protective equipment.



Incidents (WHS s.27)

An incident that results in, or has potential to result in, medical treatment or a lost time injury must be verbally reported immediately.

Incident report forms are available from the intranet or your supervisor.

- If safe to do so, provide first aid.
- Keep other people away from risk of injury or harm.
- Secure the area to ensure evidence is not disturbed.
- Contact management to report incident.



Health and Safety Representatives

The Shire has established Health and Safety Representatives.

They are not there to manage health and safety, but their functions and powers are (WHS s.68):

- To represent the workers in matters relating to work health and safety.
- To monitor the measures taken in compliance with the WHS Act.
- To investigate complaints and suggested improvements relating to work health and safety.
- To inquire into anything that appears to be a risk to the health or safety of workers from the conduct of the PCBU.



Health and Safety Committee (WHS s.77)

The Shire has established a Committee, who meet regularly. The functions of the Committee are to:

- Facilitate cooperation between the Shire and workers to ensure workers' health and safety at work.
- Assist in developing standards, rules and procedures relating to health and safety.



First Aid (WHS r.42)

Each worker at each workplace must have access to:



- First aid equipment.
- Facilities for the administration of first aid.
- An adequate number of persons who have been trained to administer first aid.



Emergency Plans and Procedures (WHS r.43)

Emergency plans, including procedures, have been established for each workplace. Plans detail:

- Emergency procedures.
- Evacuation procedures.
- Procedure testing requirements.
- Emergency training.



Personal Protective Equipment (WHS r.44-47)

Personal protective equipment must:

- Be provided by the worker's immediate PCBU.
- Be used where and when instructed.
- Be used where and when they believe necessary.
- Maintained, repaired or replaced so that it continues to minimise risk to the worker.

Workers must inform someone who is not using PPE that it is required to be used.



Smoking (WHS r.50D-50I)

Smoking, including vaping, is prohibited:



- In an enclosed workplace, including vehicles and powered mobile plant.
- Whilst working.
- Where another person may be exposed to second hand smoke.



Manual Tasks

A hazardous manual task is a task requiring a person to lift, lower, push, pull, carry or otherwise move, hold or restrain anything.



- Prior to carrying out a manual task, workers should assess the risk.
- Hazardous manual tasks may only be carried out by workers who have completed manual handling training.



Electricity (WHS r.150-151)

Electrical equipment:



- Used in a hazardous environment must be tested and tagged.
- Must not be used if it is required to be tested and has not been tested.
- Must be inspected for obvious damage before being used.



Plant (including Equipment) (WHS r.208, 213)

Plant includes machinery, equipment, appliance, container, implement and tool components or anything fitted or connected to those things. Plant must:



- Be maintained, inspected and, if necessary, tested in accordance with the manufacturer's recommendations.
- Only be used with guarding in place.
- Only be operated by authorised workers.



Construction Work

Construction work:



- Must only be carried out by a worker who holds a white card (WHS r.317), or equivalent (WHS r.318).
- That is high risk must be carried out in accordance with a safe work method statement for the work (WHS r.300).
- Involving 5 or more people must have a WHS Management Plan prepared (WHS r.309).



Hazardous Chemicals

Chemicals must be used and stored:

- In accordance with the instructions on the container and/or the safety data sheet.
- At the lowest practicable quantity if they are flammable or combustible substances (WHS r.53).



CAUTION
HYDROCHLORIC
ACID



Asbestos

Prior to carrying out work that may involve asbestos, workers must refer to the Asbestos Register and the Asbestos Management Plan.

Asbestos must:

- Be identified and signage established (WHS r.424).
- Not be worked on without Executive approval.
- Be removed as a part of major capital works.
- Be enclosed, encapsulated or sealed.



Psychological Hazards

Hazards include exposure to physical, biological, chemical or psychological hazard (WHS sch.2 cl.5). Psychological hazards at work are aspects of work and work situations which can lead to psychological or physical harm (WorkSafe Psychosocial Hazards Code of Practice).

Workers must not:

- Bully.
- Harass, including sexually harass.
- Discriminate.
- Intimidate.
- Be violent or offensive.



Thank you for viewing this presentation

Please complete the WHS Induction confirmation form.

