

Plan B Engineering Safety Management Plan

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1. Purpose

The purpose of this document is to outline the structure of Plan B Engineering Occupational Safety Management Plan (OHSP). It provides clarity for all employees on roles and responsibilities within the organisation and supports the implementation of the commitments by Plan B Engineering.

2. Scope

The Occupational Safety Management Plan covers all Plan B Engineering employees, contractors and visitors to the site.

3. Requirements

The OSMP has been designed to provide a framework in which Plan B Engineering can work toward eliminating or minimising all OSH related hazards and risks relevant to its operations.

The plan is required to provide a clear, traceable, legally compliant platform to demonstrate compliance with relevant laws and commitments to safety and health, while fostering a positive safety culture and driving continual improvement.

4. Quality Management Plan

Plan B Engineering is committed to developing, implementing and maintaining a safe workplace. This will be achieved by:

- ▶ A strong focus and commitment to reducing the risk of injury and damage in the workplace;
- ▶ OSH processes and clear objectives, with an emphasis on continuous improvement of systems and procedures;
- ▶ Implementing best practice OSH principals throughout all Plan B Engineering operations;
- ▶ Ensuring that the requirements of the Occupational Safety and Health legislation and other related legislative requirements are met;
- ▶ All workers, including contractors, visitors and stakeholders complying with all relevant OSH legislation as well as Plan B Engineering's policies and procedures;
- ▶ Having robust consultation processes involving workers, service providers and all other relevant stakeholders;
- ▶ Ensuring all objectives and activities of the Safety Management Plan are properly resourced;
- ▶ Where a worker has been injured, their return to work at the earliest opportunity will be facilitated by a caring and well planned approach.

The policy and the SMP will be reviewed annually by the Company Director by way of a formal review process, following consultation with the Safety and Health Committee.

Hard copies of the Occupational Safety Management Plan and associated company policies are available on site in the policy folder.

5. Responsibility and Accountabilities

Leadership is acknowledged as a key component of a positive safety culture. Although the role of managers and leaders is to drive safety, everyone, whilst on Plan B Engineering premises, has a responsibility to safety.

Role	Responsibilities
Company Director	<ul style="list-style-type: none"> ▶ Ensure that Plan B Engineering meets all of its legal obligations related to Occupational Safety, Health and Injury Management. ▶ Ensure that Plan B Engineering is committed to Occupational Health and Safety through: <ul style="list-style-type: none"> ▶ Support and visible involvement in Safety Management activities. ▶ The provision of the resources required and the support for the effective deployment and maintenance of the Safety Management Plan and associated policies and procedures. ▶ The promotion of cooperation and consultation between management, workers and all relevant stakeholders. ▶ Ensure that the Occupational Safety Management Plan is reviewed annually. ▶ Ensure the successful implementation of the Safety Management Plan across all operations. ▶ Ensure workers including contractors, service providers and visitors are not exposed to hazards in the workplace (as far as practicable). ▶ Ensure that recommendations to improve safety and health management are acted upon.

Managers Supervisors	<ul style="list-style-type: none"> ▶ Ensure compliance with all statutory requirements. ▶ Ensure, as far as practicable, workers are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work. ▶ Ensure that financial and physical resources are provided for all aspects of safety management. ▶ Ensure that recommendations to improve safety and health management are acted upon. ▶ Ensure that all appointed contractors meet Plan B Engineering criteria prior to contractual engagement. ▶ Ensure availability to address any Occupational, Safety, Health and Injury Management related matters that may be raised by workers including contractors and relevant stakeholders. ▶ Ensure that workers, elected Safety and Health Representatives and relevant stakeholders are consulted regarding changes to premises, plant and equipment which may impact on safety and health. ▶ Ensure that all proposed purchases are adequately risk assessed and that consultation occurs prior to purchase. ▶ Consult and cooperate with elected Safety and Health Representatives and other workers (including contractors and volunteers) on matters of safety and health. ▶ Conduct safety related toolbox and team meetings at regular and agreed intervals. ▶ Ensure that workers (including contractors and volunteers) and other authorised persons do not commence any task without first reading the appropriate safe work procedures. ▶ Ensure planned workplace inspections are undertaken and documented in accordance with established inspection programme and legislative requirements. ▶ Contribute to the effective management of workers compensation claims and Return to Work programmes. ▶ Ensure workers, including contractors and stakeholders report all work related incidents, accidents, near misses and hazards and ensure that these events are investigated in line with policy. ▶ Ensure all tasks are risk assessed and appropriate controls according to the Hierarchy of Controls implemented. ▶ Develop and review Safe Work Method Statements (SWMS) aligned with task risk assessments. ▶ Ensure that all workers (including contractors and volunteers) and other relevant persons in the workplace are provided, where relevant, with appropriate Personal Protective Equipment (PPE) and instruction in its proper use and maintenance. ▶ Ensure all workers including contractors and relevant stakeholders receive all necessary Occupational Safety and Health training prior to the commencement of any task.
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Role	Responsibilities
	<ul style="list-style-type: none"> ▶ Participate in and lead any Safety Management training. ▶ Ensure that there is competent and sufficient supervision of all workers (including contractors).
HR advisor	<ul style="list-style-type: none"> ▶ Provide technical advice on all matters related to Occupational Safety, Health and Injury Management. ▶ Develop and review policy, systems, plans and processes to ensure that Plan B Engineering is informed of new safety related Acts, Regulations, Standards or codes pertinent to the City's operations. ▶ Provide strategic direction, develop, coordinate, deploy and review the OSMP and associated policies and procedures. ▶ Co-ordinate all Injury Management and Return to Work programmes.
Safety and Health Representatives	<p>The functions of a safety and health representative are, in the interests of safety and health at the workplace for which he or she was elected -</p> <ul style="list-style-type: none"> (a) To inspect that workplace or any part of it at such times as are agreed with the employer; (b) Immediately, in the event of an accident, a dangerous occurrence, or a risk of imminent and serious injury to, or imminent or serious harm to the health of, any person, to carry out any appropriate investigation in respect of the matter; (c) To keep himself or herself informed as to the safety and health information provided by Plan B Engineering; (d) To report to the employer any hazard or potential hazard to which any person is, or might be exposed at the workplace that comes to his or her notice; (e) Where there is a safety and health committee for the workplace, to refer to it any matters that he or she thinks should be considered by the committee; (f) To consult and cooperate with his or her employer on all matters relating to the safety or health of persons in the workplace; (g) Liaise with the employees regarding matters concerning the safety or health of persons in the workplace.

Role	Responsibilities
Workers (including contractors and volunteers)	<ul style="list-style-type: none"> ▶ • Comply with all statutory requirements. ▶ • Take reasonable care to ensure their own safety and health whilst at work and that of others. ▶ • Consult and cooperate with Management on matters of Occupational Safety and Health. ▶ • Report all incidents, damage, near misses and hazards, according to the Accident/Incident Reporting process. ▶ • Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed. ▶ • Use personal protective equipment (PPE) as required.

6. Workers Compensation

Plan B Engineering has a Workers Compensation Procedure in addition to Manager and Employee Guides. Tailored programmes for workers who are injured are completed on Return to Work.

7. Visitor Management

Visitors to Plan B Engineering are provided with safety information as part of a required sign in process.

8. Safe Operating Procedures

Safe Operating Procedures are task or job specific documents used on a daily basis, at Plan B Engineering, to ensure workers undertake their normal duties safely, with appropriate hazard controls in place. Tasks are broken down into a series of steps, each of which identifies any hazard and/or risk involved and the corresponding safety precaution required for its control. Relevant associated legislation is referenced and any required training identified.

9. Document Control

OSH documents are reviewed annually. Where documents are required to be kept confidential such as medical records, employee personal information, etc. this information is retained in secure files.

10. Hazard Management

There are approved processes for Hazard Identification and Reporting, Risk Assessment and Control, Accident and Incident Reporting, Accident and Incident Investigation, Permit to Work, Sharps Handling, Tag Out, Selection and Issue of PPE, SOP's/JSA and Hazard Registers, which underpin Plan B Engineering's hazard management.

11. Safety Inspections and Corrective Actions

Plan B Engineering's Project Manager, Supervisors and OHS Representatives make regular site Safety Inspections with a focus on hazard identification and management.

Preventative and/or corrective actions associated with incidents or reported hazards are recorded and reported at monthly health and safety meetings and appropriate corrective action taken and recorded.

12. Incident Reporting and Investigation

Incidents are reported via the Incident, Damage, Near Miss and Hazard report. All incidents are investigated; Safety Representatives assist with investigations and any corrective and/or preventative actions are logged in system. Findings are presented at Toolbox and Health and Safety Committee Meetings.

13. Training and Supervision

All workers (including contractors) undertake a general OSH Induction in addition to site specific induction, to ensure that they understand and can meet their responsibilities under safety and health legislation.

Training needs are captured as part of development reviews and site and task specific training is provided where required.

14. Appendices:

Plan B Engineering articulates the organisation's commitment to applying risk management processes. The risk classification, level and tolerance matrices are reproduced on the templates for Job Safety And Environmental Analysis (JSEA) Risk Assessment - Appendix A.

Incident, Damage, Near Miss and Hazard reporting – Appendix B.

Plan B Engineering OHS Handbook is in place signed by all employees to confirm their understanding of all company policies and procedures relating to Occupational Safety and Health – Appendix C.

15. Definitions and Abbreviations

The following definitions and abbreviations are used throughout this Policy:

Term	Definition
SMP	Safety Management Plan
OHS	Occupational Health & Safety
JSEA	Job Safety and Environmental Analysis
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure

16. Document Amendment History

Document Ref	Safety Management Plan
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Prepared by	D. Rogers (February 2019)
Reviewed by	V. Wilson (March 2019)
Approved by	T. Evans, Company Director (March 2019)
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This document cannot be modified without the approval of the Company Director.