

AWPL

POLICY 1- HEALTH AND SAFETY

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1.1 Purpose of Policy 1 – Health and Safety

AWPL recognises that it has a legal obligation to provide all employees with a working environment that is both healthy and safe.

The purpose of *Policy 1– Health and Safety* is to state how the company will meet its health and safety obligations. In fulfilling these responsibilities, all

AWPL’s Managers have a duty to provide and maintain, as far as practicable, a working environment that is safe and without risks to health.

For a list of all applicable health & safety legislation for Australian & New Zealand, please refer to Section 1.16 of this policy.

1.2 A Healthy and Safe Workplace

AWPL will conduct its business in a manner that contributes to the health and well-being of its employees and to ensure the safety of employees, contractors, customers and the community. In the event of employees or contractors incurring an injury or illness resulting from their employment, AWPL aims to provide a safe and early return to work for the employee/s, commensurate with appropriate medical advice by:

- (a) providing suitable return to work program for employees who have experienced injury or illness resulting from their employment,
- (b) ensuring all employees are aware of their responsibilities regarding workplace health and safety and rehabilitation after injury or illness in the workplace, and
- (c) ensuring compliance with legislative requirements and current industry standards.

1.3 Phases of Effective Management of WHS

The four phases of effective management of accidents or injuries to be observed are:

- (a) **Prevention** - taking steps to reduce or eliminate sources of risk.
- (b) **Preparation** - planning, training, education, and response.
- (c) **Response** - prompt implementation of effective actions and mobilisation of appropriate resources.
- (d) **Recovery** - providing support and rehabilitation plans for individuals to assist recovery and return to work.

1.4 Workplace Health & Safety (WHS) Representatives

1.4.1 **WHS Representatives.** Retail Sales Managers select managers in each state as 'WHS Management Representatives' for health and safety matters within their respective areas, and the Manager – People & Culture has been appointed as the 'WHS Management Representative' for the Support Centre.

1.4.2 In addition, staff in non-management positions have been elected to be 'WHS Staff Representatives'.

1.4.3 All WHS Representatives will receive a copy of this Policy and the relevant procedures.

1.4.4 All WHS Representatives will undertake appropriate training in company policies as required.

1.4.5 WHS Representatives form AWPL's **HSC (HSC)**

1.5 General Responsibilities

1.5.1 All **WHS Representatives** are to acquaint themselves with the various Acts and Regulations as they apply to their areas of responsibility. Any queries should be directed to the HR Manager. In particular, Representatives are to:

- (a) ensure appropriate facilities are in place to protect the welfare and monitor the health of all employees;
- (b) ensure the workplace is in a safe and healthy condition;
- (c) undertake training programs as required;
- (d) ensure all employees, contractors, agency staff and visitors under their supervision or direction are aware of and comply with this policy; and
- (e) advise the Retail Sales Manager in their region if an employee breaches this policy. The senior manager will then take appropriate
- (f) action such as referral; counselling or disciplinary action

Please note AWPL do not have a Designated Work Group (DWG). The responsibilities of our WHS representatives differ to those of a Health & Safety Representative (HSR) within a DWG.

1.5.2 AWPL's **WHS Management Representatives** are to:

- (a) ensure that, as far as practicable, appropriate and adequate measures are in place to prevent predictable or potential accidents or injuries;
- (b) conduct quarterly inspection checklists (see clause 1.11.8)
- (c) establish and maintain Accident and Injury Response Procedures and ensure that their staff are aware of these procedures;

- (d) ensure that there are appropriate managerial and administrative procedures for responding promptly and effectively to an accident or injury;
- (e) ensure that all staff have appropriate support and relevant plans (suitable duties) available to assist their return to work;
- (f) provide information, training and supervision as appropriate for all employees, so that they can work in a safe and healthy manner; and
- (g) maintain information and records relating to the health and safety conditions of employees.

1.5.3 **People and Culture Team** is responsible for the effective implementation of AWPL's Health and Safety Policy. People and Culture Team are required to:

- (a) ensure that the requirements under the various Acts and Regulations are adhered to;
- (b) ensure that the agreed procedures for regular consultation between management and other staff members who have designated health and safety responsibilities, are followed;
- (c) ensure that all relevant policies and procedures operating within AWPL are periodically revised and are consistent with AWPL's health and safety objectives;
- (d) ensure that all employees receive information, training and where appropriate, supervision in the correct use of equipment used by AWPL; and
- (e) be informed of incidents and accidents occurring on any AWPL premises or to AWPL employees so that health and safety performances can be accurately gauged.

1.6 HSC Committee

1.6.1 An HSC is an advisory group made up of management and staff representatives whose primary role is to monitor the health, safety and welfare of workers at the workplace.

HSC are required to meet at least once every three months during regular working hours, record and maintain minutes of all meetings as well as monitor the implementation and effectiveness of the Health and Safety

The primary role of AWPL's HSC is to improve health and safety in the workplace by assisting in the development, implementation, and promotion of safe work practices and procedures.

1.6.2 The HSC committee has the following legislated responsibilities:
(a) to identify aspects of the workplace that may be unhealthy or unsafe

- (b) to make recommendations to protect the health, safety, and welfare of workers at the workplace
- (c) to receive complaints from workers as to their concerns about the health and safety of the workplace and their welfare
- (d) to establish and promote health and safety educational programs for workers
- (e) to maintain records as to the receipt and disposition of complaints received from workers
- (f) to meet during regular working hours at least twice a year

1.7 Committee Meetings

We aim and schedule to conduct HSC meetings quarterly or at least twice a year through teleconference. Minutes of each meeting are kept to track safety problems, record all recommendations, and serve as a permanent record of the committee's activities.

At least half of the members of the committee are to be persons representing the workers at AWPL who are not connected with management.

Meetings of a committee shall take place during regular working hours at least twice a year.

1.7.1 Manager - People & Culture will conduct WHS meetings with all Health & Safety Representatives participating. At all WHS meetings they are to:

- (a) review the Minutes of previous meeting for WHS issues;
- (b) consider any OHS items, issues, notices or reports for the period;
- (c) review and report on any progress on issues from the previous period;
- (d) establish agreed actions and set action targets;
- (e) briefly outline items for consideration at the next scheduled meeting;
- and
- (f) ensure that applicable Minutes are taken, distributed and displayed in accordance with normal practice.

1.7.1 **Meeting Agenda.** To ensure effective HSC meetings, an agenda will be developed and distributed to each HSC member prior to the meeting. The order of business is to be standardized to include the following:

- attendance
- approval of minutes of the previous meeting
- consideration of unfinished business; for example, follow-up on recommendations

- review of accident/incident investigation reports, workplace inspection reports, complaints from workers, work refusals, and reports from subcommittees
- review the status (development, implementation, and evaluation) of the OH&S program elements

1.8 Employees' Responsibilities

AWPL employees:

- (a) have a duty to take all reasonable and practicable steps for their own health and the safety of others affected by their actions at work;
- (b) are to comply with the safety procedures and directions agreed to between management and the WHS Representatives;
- (c) are not to wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of AWPL employees; and
- (d) are to report workplace hazards or potential hazards to a WHS representative, in accordance with AWPL's procedures for accident and incident reporting.

1.9 Hazard Reporting

1.9.1 The purpose of the Hazard Reporting Procedures is to provide a mechanism for all employees to report and record any incident, near miss, hazardous work practice or workplace hazard which is identified as having the potential to cause injury or damage.

1.9.2 **Hazard Reporting Procedures.** If employees experience a near miss or identify an unsafe act or condition, the event or condition must be reported within 48 hours to the responsible manager and be recorded, and an Accident or Incident Report should be completed and faxed to Human Resources. Representatives WHS are responsible for ensuring that:

- (a) hazard reporting procedures are known and understood by employees,
- (b) hazard reporting procedures are followed, and
- (c) follow-up action is prompt and effective.

1.10 Return-to-Work

1.10.1 All employees who sustain injuries at AWPL will be encouraged to return to work as soon as practicable. Return-to-work programmes will be determined on a consultative basis between the employee, employer, and medical practitioner and, where appropriate, an insurance representative.

1.10.2 Each employee's circumstances will be treated individually in consultation with the Return-to-Work Coordinator or an Occupational Rehabilitation

Provider. According to an individual's tailored needs, return-to-work programmes may take the form of reduced hours, reduced activities or a change of position with appropriate re-training.

1.10.3 Return-to-Work – Employer Obligations

AWPL will support all injured employees to return to safe and sustainable work as soon as possible to increase productivity and benefit the employee by reducing the financial, health and emotional impacts on them and their family.

On receiving an injured worker's Work Safe Certificate of Capacity or claim for weekly payments, AWPL will commence and meet the following obligations:

1. Plan for the worker's return to work
2. Consult directly with the worker about their return to work, with their treating health practitioner (subject to the consent of the worker) and occupational rehabilitation provider (if involved)
3. For a period of 52 weeks, provide the injured worker with suitable employment if they have an incapacity for work and/or pre-injury or equivalent when they have returned to full capacity
4. Nominate and appoint a Return to Work Coordinator who has an appropriate level of seniority and is competent to assist you meet your return to work obligations or an Occupational Rehabilitation Provider.
5. Make information about return to work available to all workers

How AWPL will meet these obligations is outlined in Appendix 2

1.10.4 Authority and Accountability. AWPL recognises that it has the overall responsibility to provide a safe and healthy workplace and that the workplace is under the control of AWPL. The HR Manager and WHS Management Representatives are accountable for implementing this policy and responsible for:

- (a) facilitating the successful rehabilitation of employees by assisting line managers to carry out rehabilitation programmes and supporting alternative duties for injured or ill employees in their department;
- (b) ensuring that employees in their department are fully trained in the safe performance of their duties;
- (c) ensuring that all workplaces in their department are maintained in a safe and healthy condition;
- (d) providing adequate resources to meet AWPL's health and safety policy and rehabilitation programmes;
- (e) notifying HR Manager about employees who are experiencing physical difficulties at work or who are expected to be absent from work for more than five days, as a result of injury or illness (HR

Manager will need to establish whether the injury or illness is work-related);

- (f) ensuring that employees understand and follow AWPL's accident and incident reporting procedures;
- (g) ensuring the early reporting of symptoms and injuries by employees to HR Manager.
- (h) assisting in the planning and implementation of the employee's rehabilitation programme;
- (i) modifying the employee's work site if required, and taking into account the work restrictions recommended by the employee's treating medical practitioner; and
- (j) assisting in the monitoring and review of the employee's rehabilitation programme.

1.10.4 Return-to-Work and Rehabilitation – Employees' Responsibilities.

Employees have a duty of care to protect not only their own health and safety, but also that of their colleagues, customers and the community. They are responsible for the following:

- (a) adhering to all AWPL's health and safety practices and procedures,
- (b) reporting all incidents that result in personal injury or illness or damage to property to their manager, and
- (c) participating in rehabilitation programmes organised by AWPL. (Note: failure to do so may result in termination of workers' compensation benefits where a claim has been lodged and accepted.)

1.10.5 Return-to-Work and Rehabilitation – Return-to-Work Coordinator

AWPL's Return-to-Work Coordinator is the HR Manager who is responsible for:

- (a) ensuring compliance with current legislative requirements regarding rehabilitation;
- (b) assisting in the development and implementation of rehabilitation programmes;
- (c) ensuring that a return-to-work is effected as soon as possible and that this, in turn, is the normal practice and expectation for injured or ill employees; and
- (d) assisting line managers in providing suitable duties for an injured or ill employee, as an integral part of the rehabilitation process.

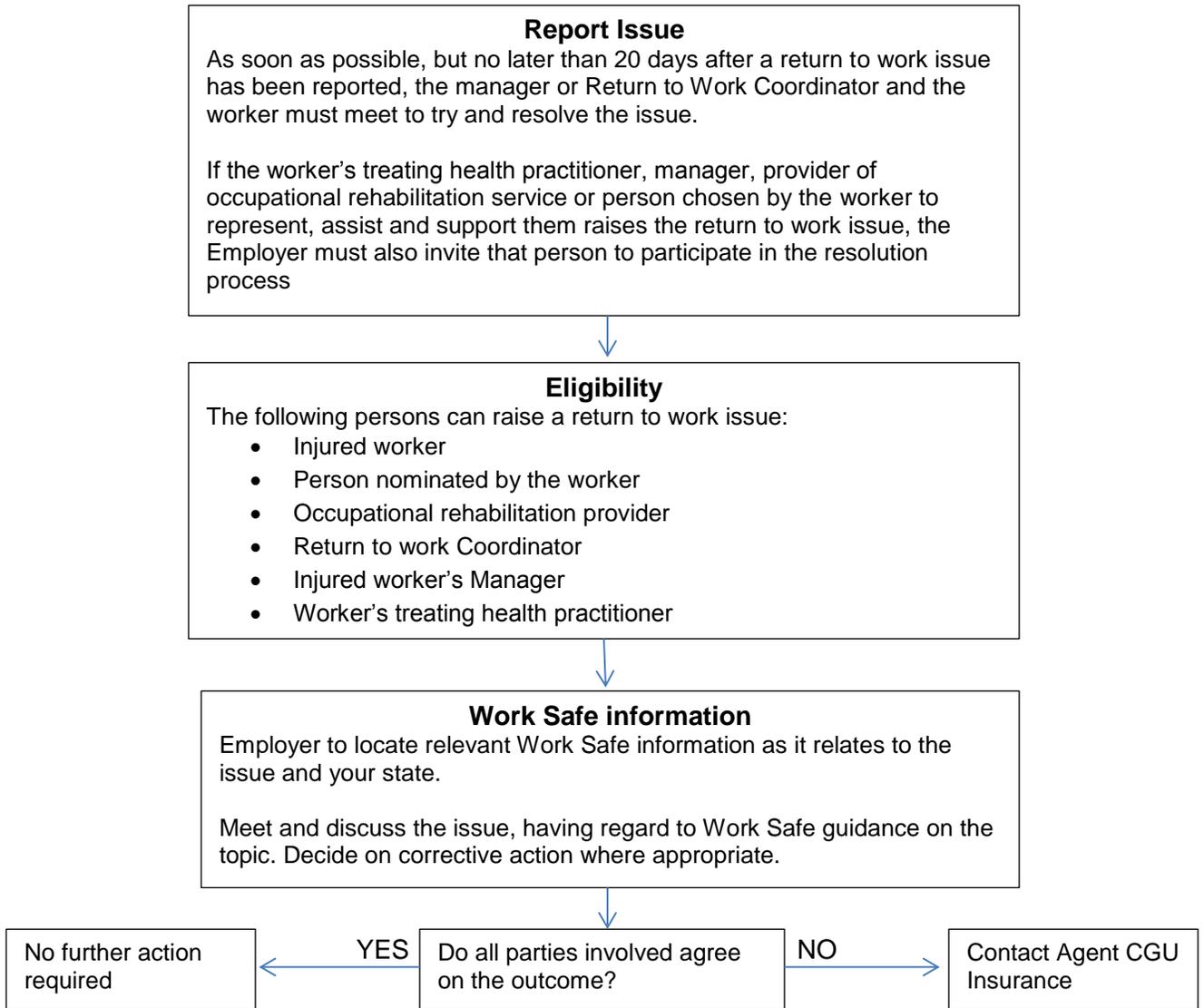
Contact details: Human Resources Manager
Unit 1, 249-251 Ingles Street
Port Melbourne Vic 3207
(e) hr@awpl.com.au
(w) 03 8645 5400

1.10.6 General Guidelines. The following general guidelines apply:

- (a) The rehabilitation process should begin as soon as possible after an injury or illness and continue until a safe, permanent return to work is achieved, unless medical evidence indicates that this is not possible.
- (b) Under some circumstances, it may be necessary to rehabilitate an injured or ill employee in another job classification. Also, there may be circumstances where suitable alternative duties will not be available and other options regarding return to work must be explored.
- (c) The cost of an injured or ill employee's medical and like expenses will only be covered where liability for the workers' compensation claim is accepted by AWPL and where the payment of reasonable costs is accepted. Where liability for a workers' compensation claim is not accepted by AWPL, the cost of medical and like expenses will not be covered by AWPL and the employee will be responsible for payment of these costs.
- (d) Usually, the injured or ill employee's treating doctor will issue a workers' compensation medical certificate if time-off-work or specific work restrictions are necessary. However, this does not necessarily mean that the employee has actually lodged a workers' compensation claim or that the claim has been accepted by AWPL. The duties undertaken by the employee on return to work, however, must comply with the specific work restrictions provided in the medical certificate.

1.10.7 **Resolution Process.** The Return to Work Issues Resolution Process is to be used for issues arising out of the return to work process. It is not designed for complaints about other matters such as Worksafe, the Agent (CGU), claim liability, payment of a claim.

The following procedure is used for resolving Return to work issues within the workplace.



1.11 First Aid and Critical Incident Responses

1.11.1 AWPL will assess First Aid requirements and ensure that First Aid arrangements and facilities meet the current requirements in the workplace. The following matters apply to First Aid:

- (a) An appropriate number of First Aid Attendants with the adequate level of competency are to be available at all times to provide assistance in the event of an accident or incident.

Determination of these requirements is the responsibility of HR Manager.

- (b) The provision of First Aid equipment and the location of First Aid cabinets will be appropriately matched with the nature of the likely hazards.

- (c) A current list of trained First Aid Attendants will be maintained at all AWPL's premises.
- (d) A current list of the location and contents of all First Aid Cabinets is to be maintained at the AWPL's premises.

1.11.2 **Accident and Incident Reporting.** Workplace injuries, illnesses and incidents are to be recorded as required by legislation. Records of injuries, illnesses and incidents can be used to identify trends. This will enable action to be taken to prevent recurrence or more serious consequences.

WHS Representatives must ensure that all incidents are recorded using AWPL's Accident and Incident Report form. Accident and Incident Reports must be raised for any incident occurring during AWPL operations or at an AWPL workplace, including those involving contractors, members, customers and visitors. WHS Representatives must identify and implement immediate corrective action to prevent recurrence or more serious consequences and record this action in the Manager's Report section of the Accident and Incident Report Form. The Manager is responsible for ensuring an investigation is carried-out on all incidents.

A Register of injuries will be maintained by the Human Resources Manager.

1.11.4 **Critical Incident Procedures.** A critical incident is defined as a major occurrence that could have a long-term effect on staff. Examples of a critical incident include armed hold-up, bomb threats and violence in the workplace. Where an event such as these occurs, the following will apply:

- (a) The General Manager Sales & Operations or the Regional Sales & Operations Manager will travel to the location of the critical incident to provide logistic, counselling and moral support to affected staff.
- (b) The HR Manager will organise appropriate medical and psychological counselling to be available for affected staff as soon as possible after the event has occurred.
- (c) The HR Manager will continue to provide staff with counselling and any other support that will assist the staff member to return to work through a planned rehabilitation programme.
- (d) All other Accident and Incident Reporting procedures as required by this policy still apply.

1.11.6 **Incident Investigation.** AWPL is to maintain procedures for the investigation of reported injuries, illnesses and incidents. Injuries, illnesses and incidents are to be investigated to determine the contributing factors so that future similar occurrences can be prevented. The accident reporting and investigation procedure is to be

designed to ensure all accidents are recorded and reported (internally and externally) as required by various State legislation.

1.11.7 **Incident Investigation Procedures.** All incidents must be investigated within 48 hours of reporting. Investigations are to be carried-out by Store Managers or Assistant Store Managers, where necessary, may involve Support Centre management.

1.11.8 **Health and Safety Inspections.** Planned inspections are to be conducted of work areas using a Health and Safety Inspection Checklist every quarter. The inspections are to be conducted to identify any changes in the workplace that impact on health and safety to enable corrective action to be taken before an accident or incident occurs

1.11.9 **Ongoing Hazard Identification.** All employees are expected to take notice of their surroundings and immediately report any hazards and unsafe acts and conditions to their supervisor. This can be done by completing a Workplace Inspection Checklist and applying the hierarchy of control measures when determining corrective action (refer to clause 1.12.1).

Managers and other employees who have been specifically trained in WHS are expected to be continually on the lookout for workplace hazards and any unsafe acts and conditions.

1.11.10 **Formal Hazard Identification Inspections.** In-house general hazard identification inspections are to be programmed and conducted throughout all areas of AWPL's premises. Store Managers are to ensure their workplace is subject to hazard identification inspections on a quarterly basis. (Details of the procedures to be followed are to be included in the AWPL Operations Procedures Manual).

1.12 Manual Handling

Manual handling involves any activity that requires the use of force exerted by a person to lift, lower, push, pull carry or otherwise move, hold or restrain an object. A manual handling hazard is a load, (ie object) which needs to be moved and has the potential to cause harm

Where it is reasonably foreseeable that a manual handling task may cause injury, then the Risk Assessment form (Appendix A) must be completed in consultation with the Manager, Employee performing the task and a Health and Safety Representative and Employee.

Common manual handling examples within AWPL include:

- Transfer of stock from distribution centre to store
- Transfer of stock from store to store
- Handling of newspaper and magazine orders

- Merchandising

Each time an employee attempts a manual tasks that they have not performed before a Risk Assessment form (Appendix A) should be completed to ensure they are lifting, pushing or carrying objects using safe work practices that are suited to their capabilities.

1.12.1 Risk Control (Refer to section 5 of Risk Assessment Form)

Control hazards in accordance with the hierarchy of controls. Control measures may include one, or a combination of the following:

- eliminate the task
- job re design e.g. modify workplace layout, rearrange work flow, modify actions, movement and forces
- modify the task e.g. break the load into smaller packages, team lifting
- mechanise the process or provide mechanical assistance
- ensure training is provided – including induction training
- administrative controls, e.g. signage, rotation of tasks.
- personal protective equipment, e.g. protective clothing

A combination of control measures may be required for effective control of manual handling hazards and must be evaluated and monitored for effectiveness.

1.13 Smoking in the Workplace

1.13.1 It is AWPL policy that all employees, contractors and visitors are provided with a smoke-free workplace in all AWPL's premises.

1.13.2 The purpose of AWPL's commitment to a smoke-free workplace is:

- a) to provide all employees with a safe and healthy workplace;
- b) to minimise the risk to employees, to AWPL and to the general public;
- c) to minimise the risk of disruption to AWPL's operations;
- d) to ensure that all employees are aware of their responsibilities regarding a smoke-free workplace;
- e) to inform employees that disregard and abuse of this policy will lead to disciplinary action; and
- f) to ensure compliance with relevant State and Federal legislation.

1.13.3 **Scope.** This policy covers all AWPL's employees, contractors, agency staff and visitors. It applies to all AWPL's premises, vehicles and any other areas where employees, contractors or agency staff are performing authorised work for AWPL. It is the responsibility of all employees to understand and comply with this policy.

1.14 Employee Assistance Program

1.14.1 Awpl's Employee Assistance Program (EAP) is available to all awpl employees; the program provides professional, confidential and voluntary counselling. Employees can access the service without any intervention or knowledge from awpl, for work or family related issues.

Employees are entitled to 3 funded counselling sessions per year delivered face to face, over the phone or online.

Employees can contact the EAP directly on 1300 687 327 (Australia) or 0800 666 367 (New Zealand).

1.14.2 The purpose of AWPL's partnership with an EAP provider is to:

- a) Support and promote a safe and healthy workplace;
- b) Support our employee's psychological wellbeing which is in line with our core values;
- c) Provide employees access to a short-term intervention strategy, to promptly address issues of immediate concern;
- d) Empower employees to take positive steps towards improving their health & wellbeing

1.14.3 Face to face or phone counselling is available through the EAP. The aim of the EAP is early identification and provision of assistance to help resolve either work related or personal issues. Matters that may be addressed through the EAP include, but are not limited to:

- Dealing with work or life change
- Issues related to becoming a parent or adjusting to being a parent
- Concerns about anxiety, depression or other mental health issues
- Personal trauma
- Relationship issues
- Family difficulties
- Health matters
- Coping or dealing with grief and/or loss

1.14.4 **Purpose:** The EAP policy is in place to provide a framework that ensures that the EAP service meets the needs of awpl and effectively provides the required level of support intended for the wellbeing of employees across Australia and New Zealand.

- The EAP is available for all awpl employees at no cost for up to 3 counselling sessions annually.
- Access to the EAP is voluntary

- While in most cases employees will self-refer, in some cases a Supervisor and or a member of the People & Culture team may request a referral on behalf of an employee.
- The EAP service is conducted by a professional accredited provider, completely independent to awpl.
- The EAP provider ensures that counselling is provided by a qualified professional where confidentiality is maintained which means details of employees who attend counselling sessions are not provided to awpl. awpl will regularly review the service to ensure it is meeting the needs of our employees.
- Employee feedback to awpl about the service is encouraged, particularly regarding opportunities for improvement.

1.15 Australian Work Health & Safety Regulators

<p>Federal/Commonwealth Comcare Website: www.comcare.gov.au Email: General.Enquiries@comcare.gov.au Phone: 1300 366 979</p>	<p>South Australia SafeWork SA Website: www.safework.sa.gov.au Email: help@safework.sa.gov.au Phone: 1300 365 255</p>
<p>Australian Capital Territory WorkSafe ACT Website: www.worksafe.act.gov.au Email: worksafe@act.gov.au Phone: 02 6207 3000</p>	<p>Queensland WorkCover Queensland Website: www.workcoverqld.com.au Email: info@workcoverqld.com.au Phone: 1300 362 128</p>
<p>New South Wales WorkCover NSW Website: www.workcover.nsw.gov.au Email: contact@workcover.nsw.gov.au Phone: 13 10 50</p>	<p>Victoria WorkSafe Victoria Website: www.worksafe.vic.gov.au Email: info@worksafe.vic.gov.au Phone: 1800 136 089 or 03 9641 1444</p>
<p>Northern Territory NT WorkSafe Website: www.worksafe.nt.gov.au Email: ntworksafe@nt.gov.au Phone: 1800 019 115</p>	<p>Western Australia WorkSafe WA Website: www.commerce.wa.gov.au/WorkSafe/ Email: safety@commerce.wa.gov.au Phone: 08 9327 8777</p>
<p>Tasmania Workplace Standards Tasmania Website: www.wst.tas.gov.au Email: wstinfo@justice.tas.gov.au Phone: 03 6233 7657 (outside Tasmania) or 1300 366 322 (Tasmania)</p>	

1.16 New Zealand Work Health & Safety Regulators

<p>New Zealand Website: http://www.business.govt.nz/worksafe Email: seriousharm.notification@worksafe.govt.nz Free Phone: 0800 030 040 (24 hours) or Phone +64 4 915 4000 from overseas Fax: (09) 984 4115</p>
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1.17 Legislation

The following legislation relates to workplace or occupational health & safety:

- **New South Wales** (WorkCover NSW) – WHS Act 2011 and WHS Regulation 2011
- **Queensland** (Workplace Health and Safety Queensland) – WHS Act 2011 and WHS Regulation 2011
- **South Australia** (SafeWork SA) – WHS Act 2012 and WHS Regulations 2012
- **Tasmania** (WorkSafe Tasmania) – WHS Act 2012 and WHS Regulations 2012
- **Victoria** (WorkSafe Victoria) – Occupational Health and Safety Act 2004 and Occupational Health and Safety Regulations 2007 (Note: Victoria will not be implementing WHS laws)
- **Western Australia** (Worksafe) – Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996 (Note: a draft WHS Bill has been introduced into WA Parliament but as of June 2015 is not yet law)
- **Australian Capital Territory** (WorkSafe ACT) – WHS Act 2011 and WHS Regulation 2011
- **Northern Territory** (NT WorkSafe) – WHS (National Uniform Legislation) Act 2011 and WHS (National Uniform Legislation) Regulation 2011.

New Zealand Legislation

- Health and Safety in Employment Act 1992
- Health and Safety in Employment Regulations 1995

The areas covered by the legislation include but are not limited to employment and the provision of a healthy and safe work environment.

1.18 Related Policies and Documents

Other Policies and documents that have an impact on *Policy 1- Health and Safety* include:

- (a) Policy 2 – Harassment and Discrimination
- (b) Policy 3 - Staff Conditions of Employment
- (c) Policy 11 – Code of conduct & disciplinary action
- (d) AWPL Operations Procedures Manual
- (e) Accident Compensation Act (1985)



Appendix 1: Manual Handling Risk Assessment

Location: _____ Date: _____
 Assessed by: Employer: Name: _____ Position: _____
 Assessed by: Employee(s): Name: _____ Position: _____
 Assessed by: WHS rep: Name: _____ Position: _____

Have there been any records of injury related to this task at this workplace? Yes / No

1. TASK DESCRIPTION

2. DOES THE TASK INVOLVE ANY OF THE FOLLOWING?

Item	Yes (Y) or No (N)
Repetitive or sustained application of force? <ul style="list-style-type: none"> • The use of force repeatedly over a period of time. • The use of force continuously over a period of time 	
Repetitive or sustained awkward posture? <ul style="list-style-type: none"> • Any part of the body is in an unnatural or uncomfortable position 	
Repetitive or sustained movement? <ul style="list-style-type: none"> • The same parts of the body are used to repeat movements over a period of time? 	
Application of high force? <ul style="list-style-type: none"> • Persons are finding the task difficult because of the effort it requires. 	
Exposure to sustained vibration? <ul style="list-style-type: none"> • Vibration transferred to the person’s body from tools or equipment being used. 	
Handling loads that are unstable, unbalanced or difficult to move? <ul style="list-style-type: none"> • Loads that are large, slippery, floppy, sharp, hot or cold 	

If one or more boxes are ticked then a manual handling risk assessment must be conducted.

3. HAZARD IDENTIFICATION

3.1 DOES THE TASK INVOLVE REPETITIVE OR SUSTAINED POSTURES, MOVEMENTS OR FORCES?

Answer YES if the task requires any of the following actions be done more than twice a minute or for more than 30 seconds at a time.

ISSUE	Yes (Y) or No (N)	COMMENTS
Bending the back forwards or sideways more than 20 degrees.		
Twisting the back more than 20 degrees.		
Backward bending of the back more than 5 degrees.		
Bending the head forward or sideways more than 20 degrees.		
Twisting the neck more than 20 degrees.		
Bending the head backwards more than 5 degrees.		
Working with one or both hands above shoulder height.		
Reaching forward or sideways more than 30 cm from the body.		
Standing with most of the body's weight on one leg.		
Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms.		
Working with the fingers close together or wide apart.		
Very fast movements.		
Excessive bending of the wrist.		
Lifting or lowering.		
Carrying with one hand on the side of the body.		
Exerting force with one hand or one side of the body.		
Pushing, pulling or dragging.		
Gripping with the fingers pinched together or held wide apart.		
Exerting force while in an awkward posture.		

3.2 DOES THE TASK INVOLVE LONG DURATION?

ISSUE	Yes (Y) or No (N)	COMMENTS
Answer YES if the task is done for more than two hours over a whole shift or more than 30 minutes at a time.		

3.3 DOES THE TASK INVOLVE HIGH FORCE?

Answer YES if the task involves any of the following high force actions.

ISSUE	Yes (Y) or No (N)	COMMENTS
Lifting, lowering or carrying heavy loads.		
Applying uneven, fast or jerky forces through lifting, carrying, pushing or pulling.		
Pushing or pulling objects that are hard to move or stop.		
Using a finger grip, a pinch grip or an open handed grip to handle a heavy or large load.		
Exerting forces at the limit of the grip span. Needing to use two hands for a tool designed to be used with one hand.		
Throwing or catching.		
Hitting or kicking.		
Exerting force with the non-preferred hand.		
Two or more people need to be assigned to handle a heavy or bulky load.		
Exerting high force while in an awkward posture.		

Answer YES if any employees report any of the following about the task.

ISSUE	Yes (Y) or No (N)	COMMENTS
Pain or significant discomfort during or after the task.		
The task can only be done for short periods.		
Stronger employees are assigned to do the task.		
Employees think the task should be done by more than one person or seek help to do the task.		
Employees say the task is physically very strenuous or difficult to do.		

3. RISK ASSESSMENT

ISSUE	Yes (Y) or No (N)	COMMENTS
Does the task involve repetitive or sustained postures, movements or forces and long duration?		
Does the task involve high force?		

If you have answered YES to either of the above there is a risk and Risk Control is required. Complete section 5 to assist with determining the most appropriate risk control for the task.

4.1 ARE ENVIRONMENTAL FACTORS INCREASING THE RISK?

Enter YES if any of the following environmental factors are present in the task.

ISSUE	Yes (Y) or No (N)	COMMENTS
Vibration (hand-arm or whole body)		
High temperatures		
High humidity		
Low temperatures		
Handling very cold or frozen objects		
Employees are working in hot conditions and not acclimatised.		

5. RISK CONTROL

5.1 WHAT ARE THE SOURCES OF RISK?

5.2 CAN THE TASK BE ELIMINATED?

5.3 WHAT CAN BE DONE TO ELIMINATE OR REDUCE THE RISKS

Is it practicable to eliminate or reduce the risk by:

- Reducing weight;
- Frequent trips to and from store
- Changing the objects used in the task (ie trolley, ladder)
- Altering the environment in which the task is performed

5.4 REDUCING THE RISKS THROUGH INFORMATION, INSTRUCTION & TRAINING

How can the risk be reduced with information, instruction and training?

5.5 RISK CONTROLS TO BE IMPLEMENTED

SHORT TERM

Actions to be implemented by:

Actions to be completed by:

LONG TERM

Actions to be implemented by:

Actions to be completed by:

Appendix 2: Return to Work Information

AWPL’s return to work obligations under the *Accident Compensation Act 1985* are listed below

AWPL’S Return to Work Obligations	How AWPL will meet its obligation
<p>Make return to work information available and consult about how the information is made available</p>	<p>AWPL will make return to work information available to its workers about:</p> <ul style="list-style-type: none"> • The obligations of AWPL under part VIIB of the Act and how the employer is meeting the obligations; • The rights and obligations under Part VIIB of eth CT and how workers can obtain further information about their rights and obligations; • The name and contact details of the Work Safe Agent selected by the employer; • The name and contact details of the Return to Work Coordinator; • The procedure for resolving return to work issues in the workplace- <p>By providing workers with this document after consulting with them about how the information will be provided to them</p>
<p>Provide employment</p>	<p>To the extent that is reasonable to do so, AWPL will provide suitable employment to an injured worker if they have a current work capacity and provide pre injury employment to them if they no longer have an incapacity to work.</p> <p>To the extent that is reasonable to do so, AWPL will provide pre-injury or suitable employment to an injured worker for a period of 52 weeks of the worker’s incapacity. This will commence from the date a <i>Work Safe Certificate of Capacity</i> or a <i>Worker’s Injury Claim Form</i> in which weekly payments are claimed is received from the worker or from when the Work Safe agent notifies us of a receipt of same (whichever is earliest).</p>
<p>Plan to return to work</p>	<p>From the time that AWPL receives a <i>Worker’s Injury Claim Form</i> in which weekly payments are claimed or the initial <i>Work Safe Certificate of Capacity</i> from the worker or which the Work Safe agent notifies us of receipt of same (whichever is earlier), AWPL will, to the extent that is reasonable to do so , commence return to work planning for that injured worker,</p> <ul style="list-style-type: none"> • As part of that planning, AWPL will: • Obtain relevant information about the injured worker’s capacity to work; • Consider reasonable workplace support, aids or modifications to assist the workers’ return to work • Assess and propose options for suitable employment or pre-injury employment; • Engage in consultation about the return to work of the worker; and • Provide the worker with clear, accurate and current details of their return to work arrangements; and • Monitor the worker’s progress –

Appendix 1 – Risk Assessment Form

	As often as necessary to enable the worker to return to work in employment this is consistent with the worker's capacity for work.
Consult about the return to work of a worker	<p>AWPL will, to the extent that it is reasonable to do so, consult with the worker, the workers' treating health practitioner (with the consent of the worker) and occupational rehabilitation provider (if one is involved) in relation to the injured worker's return to work.</p> <p>AWPL will consult with the parties listed above by:</p> <ul style="list-style-type: none"> • sharing information about the worker's return to work • providing a reasonable opportunity for them to consider and express their views about the worker's return to work, and • taking those views into account. <p>AWPL will consult directly with the worker about their return to work, but the worker may be assisted by a representative during any consultation (except for a legal practitioner). The worker may be represented, assisted and supported during the return to work process.</p>
Nominate and appoint a Return to Work Coordinator	<p>AWPL has nominated and appointed at all times a Return to Work Coordinator who has an appropriate level of seniority and is competent to assist AWPL meet our obligation under art VIIB of the Act.</p> <p>Where the Return to Work Coordinator cannot be physically present, an Occupational Rehabilitation Provider through the Insurance Agent will be utilised.</p>
Cooperate with labour hire employers	If AWPL hires labour hire workers and the worker suffers an incapacity for work resulting from or materially contributed to by an injury arising out of work with us, we will, to the extent that is reasonable to do so, cooperate with the labour hire employer in respect of action taken by the labour hire employer to provide employment, plan a worker's return to work and consult about the return to work of a worker to facilitate the workers' return to work.
Resolution of return to work issues	<p>AWPL will attempt to resolve return to work issues in accordance with:</p> <p>Our agreed Return to Work Issue Resolution Procedure. Details reading this procedure are available in Policy 1, Clause 1.10.7</p> <p>If you have any questions or queries regarding this procedure, please contact the Human Resources Manager on 03 8645 5400.</p>

Contact Details:

Return to Work Coordinator	Human Resources Manager Unit 1, 2490-251 Ingles Street, Port Melbourne Vic 3207 (e) hr@awpl.com.au (w) 03 8645 5400
Work Safe Agent:	CGU Insurance Level 8, 161 William Street, Melbourne Vic 3000 (e) wcvicpremium@cgu.com.au (w) 03 8630 1000