



Contribute to OHS processes

AHCOHS301A

By the end of this topic, you should be able to:

- Adapt OHS policies and procedures
- Assist in workplace hazard identification and risk control
- Observe safe practices during work operations
- Participate in arrangements for maintaining health and safety of all people in the workplace

- During horticulture work you are required to identify hazards, assess risks and apply risk control measures.
- Hazards, risk and risk control are defined by Safe Work Australia as follows:

Term	Definition
Hazard	A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard.
Risk control	Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

- To fully identify hazards, as well as assess and control risks, you need to access information and data to be fully informed.

External sources of information may include:

- Legislation, regulations, codes of practice, standards and guidance material from WHS regulators. The applicable laws will differ from state to state.
 - Employers are required by law to implement safety measures which are reasonably practicable.
 - Workers are required by law to follow reasonable directives by their employer (e.g. implement risk controls and undertake training, if directed) and ensure that their actions do not adversely affect the health and safety of other persons.
- Product labels and Safety Data Sheets (SDS) for hazardous materials and chemicals, which outline how the chemical should be used, handled and disposed of.
- Operators' manuals for plant, tools and equipment, which outline their proper use.

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Internal sources of information may include:

- Workplace policies and procedures (e.g. emergency procedures in the event of fires and other accidents).
- Personal Risk Assessments (PRA) are usually a quick safety checklist conducted by those in the workplace before commencing work.
- Reports (Hazard, Incident, Injury, Investigation, Inspection).
- Plans and specifications which will outline the requirements of the work to be undertaken.
- Job Safety Analyses (JSA) and Safe Work Method Statements (SWMS), which provide an analysis of the specific work to be completed and identify potential hazards.

Legal framework for WHS in the workplace

- WHS is the responsibility of the states and territories
 - In Queensland, the relevant legislation for WHS is the *Work Health and Safety Act 2011*
 - This Act is supported by other WHS related documentation, including (in order of legal enforceability [highest to lowest]):

<u><i>Work Health and Safety Act 2011 (Qld)</i></u>
<u><i>Work Health and Safety Regulation 2011 (Qld)</i></u>
<u><i>Codes of Practice</i></u>
<u><i>Guidance publications</i></u> from the WHS regulator
<u><i>Australian Standards</i></u>
Policies and procedures regarding processes and systems that apply to your particular workplace

Legal framework for WHS in the workplace

Document	Summary
Act	This is a mandatory requirement which places duties on various individuals and parties within the workplace. Apart from the <i>Work Health and Safety Act 2011</i> (Qld), there may be other legislation that applies to your workplace (e.g. workers' compensation, privacy, anti-discrimination)
Regulation	This provides more specific detail about the requirements of the Act.
Codes of practice	These provide a guide for commonly accepted practice within particular industries.
Guidance notes	These can include notes and alerts issued by the WHS regulator. Other guidance material can be provided to explain the legislative requirements.
Standards	These set out specifications and procedures to ensure that products, services and systems are safe, reliable and consistently perform as intended. They are based on sound industrial, scientific and consumer experience.
Policies and procedures	These are developed by the workplace to set out requirements that apply for that particular organisation.

Common hazards

- Common hazards that occur within the workplace include:

Hazard	Injuries or damage
Hazardous chemical exposure	Respiratory damage, skin rashes, chemical burns
Excessive noise	Hearing damage, headaches, fatigue
Manual handling injuries	Strains, sprains
Machinery and equipment malfunction or misuse	Physical injury and potentially death
Fire	Respiratory damage, physical injury and potentially death

- If you recognise a hazard, report it immediately to your supervisor, site/project manager or Health & Safety Representative, using the report form supplied by your organisation .
 - This form will likely ask for the following information:
 - Date of form completion and name of person completing form
 - Details of hazard (e.g. location, description of hazard)
 - Details of corrective action that is required, person responsible and timeframe for action (if known)
- Injuries or damage may occur to yourself, fellow workers, other people and animals.
 - By reporting hazards you can reduce the exposure of these parties to harm.

Reporting hazards

- If the hazard involves plant, tools or equipment, take the following approach:
 - **Stop** using the equipment
 - **Tag** it out of service
 - **Report** it to your supervisor
 - **Record** the details of the fault

CAUTION

**UNSAFE
DO NOT
USE**

TAG PLACED BY _____

DEPARTMENT _____

DATE _____ TIME _____

CAUTION

**DO NOT REMOVE
THIS TAG**

REMARKS _____

SEE OTHER SIDE

- Risk assessments provide a way of assessing the risk associated with a particular hazard.
 - Risk is measured in terms of the seriousness of the possible consequences of the hazard and the likelihood that those consequences will occur.
- Using this information, risk controls can be developed.
- A risk assessment matrix is a common tool for assessing risks.
 - An example is shown on the following slide.

Workplace risk assessment

- Example risk assessment:

Extreme **High** **Medium** **Low**

Consequences

A: Death or Permanent Disability
B: Serious Injury
C: Lost Time Injury
D: Casualty Treatment
E: First Aid

Likelihood

1: Very Likely
2: Likely
3: Possible
4: Unlikely
5: Very Unlikely

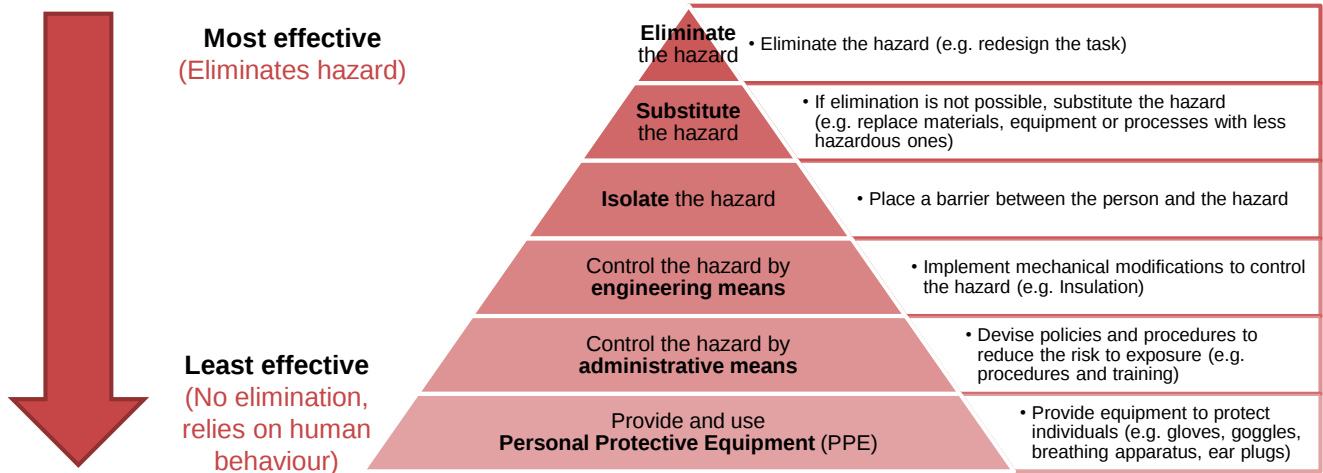
Matrix	A	B	C	D	E
1	E	E	H	H	M
2	E	H	H	M	M
3	H	H	M	M	L
4	H	M	M	L	L
5	M	M	L	L	L

- After being notified of a hazard and assessing its risk, your workplace will provide direction on how to control the risk.
 - The person required to action the control measures will be notified and they will be provided with a timeframe for implementation.
 - Your supervisor, site/ project manager or Health & Safety Representative will organise the required resources for the implementation of risk controls.

**Hazards which are high risk should be prioritised before low risk hazards.
If there is a quick solution to any hazard, it should be implemented immediately.**

Workplace risk control

- The hierarchy of control gives priority to the order in which risk controls should be implemented.



- Workplaces will have procedures in place for responding to accidents.
- You should report accidents, incidents, injuries and illnesses on the report form supplied by your organisation.
 - This form will likely ask for the following information:
 - Date of form completion and name of person completing form
 - Details of issue (e.g. incident date, location, description of incident/injury/illness, name of injured party, treatment provided)
 - Details of corrective action that is required, person responsible and timeframe for action (if known)

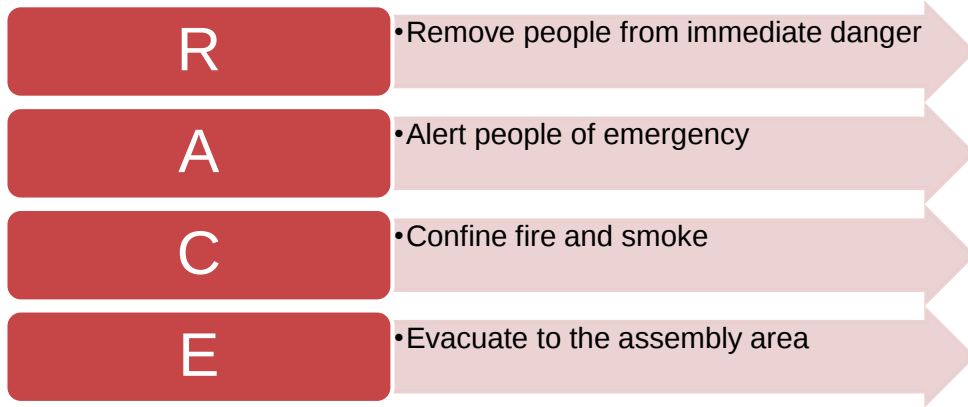
Accident risk control

- Workplaces will have procedures in place to prevent common hazards, such as manual handling injuries.
- For manual handling, you should follow the approach shown below:



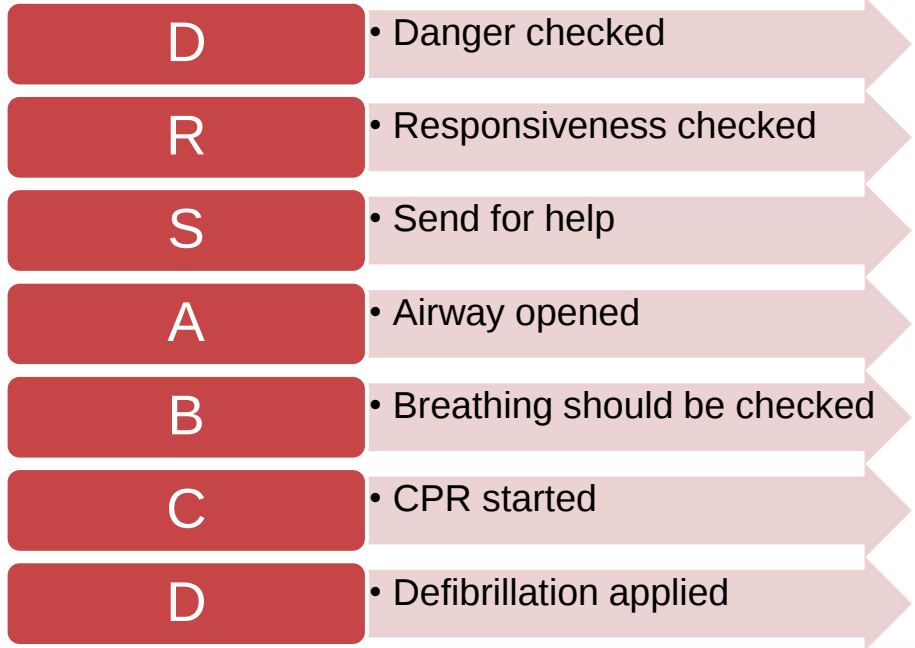
Area of the body	How it should be
Neck	Upright
Back	Natural curve
Feet	Flat, facing load
Shoulders	Level
Knees	Bent
Hands	Good grip

- Workplaces will have procedures in place for common hazards, such as fires.
- In the event of a fire, you should follow the RACE approach:



Emergency risk control

- Workplaces will have procedures in place for common hazards, such as medical emergencies.
- In a medical emergency, you should follow the DRSABCD approach:



- It is best to be prepared in the event of an accident, fire or emergency so that your risk control responses are organised and efficient.
- Your employer may direct that you undertake training to prepare you for such events.
 - Training will often occur when a worker first starts at the workplace and may cover:
 - Emergency procedures, how to report safety issues, safety procedures required for the worker's tasks (e.g. manuals, SDS, PPE).
 - Information/training should be regularly provided
 - New hazards may arise within the workplace
 - New risk controls may be available
 - Training may be provided in-house or by an external party

Safety systems

- Your employer will also put systems in place to notify you of safety requirements in the workplace.
 - This may be through the use of signage:



PPE (i.e. hard hat and goggles) required



PPE (i.e. gloves) required



PPE (i.e. respirator) required



Warns off unauthorised persons from entering area



Location of first aid kit



Location of fire fighting facilities

- As a general rule, you should undertake the following safe work practices:
 - Identify and use maintain PPE
 - Undertake safety checks on machinery and equipment before and after operation
 - Observe safety during work operations
 - Clearly communicate with other workers, being mindful of their background and abilities
 - Record information accurately in writing (e.g. logbook records) or verbally report information, as required
 - Seek advice/clarification from your supervisor as needed, and follow their advice
 - Undertake housekeeping tasks at the completion of work
 - Cleaning, maintaining and storing plant, tools and equipment
 - Disposing of materials that cannot be reused or recycled, following SDS requirements

- It is important for an employer to determine the effectiveness of the health and safety practices that have been implemented in the workplace.
- You may be involved in this process through consultation by:
 - Completing formal reviews
 - Providing informal feedback
 - Contributing to the collation of safety data (e.g. by completing incident report forms)
- Based on the results of these findings, your employer may change some practices to improve their effectiveness.