Construction Skills Training Centre

We are here to improve your future

BSBWHS507A
Contribute to managing WHS information systems
Workbook

For information on the courses the CSTC offer, please contact:
Brisbane, PO Box 51, Moorooka QLD 4105
Phone: 07 3373 8888, Fax: 07 3373 8899 or Email: brisbane@cstc.org.au

Quality instruction, service, fairness and integrity - always

Our Purpose

CSTC's purpose is to ensure the building and construction industry's long term investment in the workforce through maintaining a commitment to the training and ongoing development of industry workers. CSTC encourages individuals to achieve the highest level of skill and knowledge possible in their chosen vocational area, therefore resulting in improved self esteem, personal growth, employment opportunities, safety into the workplace and quality of life.

Vision

CSTC strives to be recognised as a learning centre of excellence for vocational education and training. We are an organisation that continually strives to achieve the highest possible standards of education, training and consultancy services specific to the building, construction and other related industries.

CSTC provides training in the following areas:

- Occupational Health and Safety
- High Risk Work Licenses – Scaffolding, Dogging, Rigging, Forklift, Crane operation
- Plant Operations
- Confined Spaces
- First Aid
- Asbestos Removal
- Concreting
- Road Construction
- Bridge Construction
- Tunnel Construction
- Pipe Laying
- Trenchless Technology
- Bitumen Surfacing
- And much more!

This learning product could only be made possible because of the dedicated CSTC team.

ASSESSMENT FOR INSERT UNIT

Student name	Lee Maskell
Date of assessment submission	24/03/2015

Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
  - **A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
  - **Knowledge questions:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
  - **Third Party Report:** You will be required to have a third party attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
• Understand WHSIS requirements	• Workbook response (below)
• Use WHS information systems	1. Workbook response (below)
• Support effective WHS management	2. Workbook response (below)
• Use the WHSIS to manage WHS issues	3. Workbook response (below)
• Evaluate & improve the WHSIS	4. Workbook response (below)

ACTIVITIES

ACTIVITY 1

Understanding WHS information system requirements.
Answer the following questions as they relate to your chosen organisation.

Question 1:
List the legislative documents that specifically relate to the business or undertaking of your chosen organisation.

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011(QLD)

AS 4024.1301-2006 – Safety of Machinery: risk assessment

Environmental Protection Reg 2008

Question 2:
Who is your industries regulator and what is their primary function within the industry of your chosen organisation?

Workplace Health and Safety Queensland, Department of Justice and Attorney-General (WHSQ)

WHSQ is responsible for improving work health and safety in Queensland and helping reduce the risk of workers being killed or injured on the job.

It is WHSQ's role to:

- enforce work health and safety laws
- investigate workplace fatalities and serious injuries
- prosecute breaches of legislation
- educate employees and employers on their legal obligations.

Question 3:
What quantifies a 'notifiable event' within your industry and what are the reporting requirements for incidents?

A 'notifiable incident' as outlined in the WHS Act is:

- the death of a person
- a 'serious injury or illness', or
- a 'dangerous incident' arising out of the conduct of a business or undertaking at a workplace

'Notifiable incidents' may relate to any person— whether an employee, contractor or member of the public.

What is a notifiable event?
Notification is also required for the following prescribed serious illness:
Any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work:

- with micro-organisms
- that involves providing treatment or care to a person
- that involves contact with human blood or body substances
- that involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.

Notification is also required of any incident in relation to a workplace that exposes a worker or any other person to a serious risk resulting from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock:

Work-related incidents may occur outside the workplace and these may still be notifiable if they involve a death, serious illness or injury or a dangerous incident. eg:

- an object like a hand tool falls off a multi-storey building under construction hitting a person below
- scaffold collapse that causes a risk of serious injury to persons adjacent to the construction site
- an awning over a shop-front collapses, hitting a person passing by underneath.

Who is responsible to notify?
Any person conducting a business or undertaking (PCBU) from which the 'notifiable incident' arises must ensure the regulator is notified immediately after becoming aware it has occurred.

How to notify?
The notice must be given by the fastest possible means which could be by telephone or in writing, eg:

- Fax, email or other electronic means.
- If notifications are made by telephone follow-up information may be requested either by telephone or in writing.

Timing to notify?
by the fastest possible means – telephone, fax, email, writing,

- Any required follow-up in writing within 48 hours.

<u>Question 4:</u>
Outline the authority held by your industry regulator in relation to obtaining information relating to a 'notifiable event'.

WSH Act 11 Part 8 Div 1 s**153 Powers of regulator**
(1) Subject to this Act, the regulator has the power to do all things necessary or convenient to be done for or in connection with the performance of the regulator's functions.
(2) Without limiting subsection (1), the regulator has all the
powers and functions that an inspector has under this Act.

Queensland Workplace Health and Safety Qld 1300 369 915 worksafe.qld.gov.au

Question 5:

List the 'Duty holders' within your organisation and outline their obligations for the release or discharge of information such as: Policies, procedures, Guidance notes & Incident information.

HSE Management System

Accountabilities and Responsibilities

All company Personnel have the authority to place HSE considerations above other priorities. This extends to the authority of not doing something, unless it can be done safely, without posing a risk to themselves, others or the Environment.

All company Personnel have a duty to carry out their work in accordance with the HSE Management System to effectively manage HSE risks. At every level of the organisation our line managers are responsible for HSE, with the ultimate responsibility resting with the general managers and senior management teams.

General Managers

General Managers are responsible for:

- the development and implementation of adequate and compliant HSE management plans covering all Sites and Activities that can affect the HSE risk or performance in their area of control
- all Sites and Activities within their control submitting information on the status and performance of their Sites and Activities as required under company Directives and supporting materials
- the delegation of accountability to a responsible manager for the HSE performance of Sites or Activities
- the capability of all supervisors and managers appointed responsible for sites and activities to fulfil their requisite accountabilities
- involvement of all company employees and HSE Committees in the relevant HSE Plans for Sites and Activities within their Business Units assessing the existence and effectiveness of HSE plans through appropriate audits and reviews
- effective review and corrective actions in response to lessons learnt, incidents, defects, hazards, inadequacies of procedures and suggested improvements that are escalated from Sites and activities within their area of responsibility
- implementation of leadership requirements specified in the HSE Management Standards

Managers and Supervisors

Managers and Supervisors nominated accountable for Sites and Activities are responsible for:

- adequate HSE management and action plans (including HSE goals, objectives and targets) existing for every Site or Activity for which they are responsible
- Employees and HSE committees being appropriately involved in the development of HSE management plans and aware of how these plans affect their work
- all individuals, for whom they are responsible, being adequately skilled for tasks they are expected to perform and work processes used being fit for purpose
- the use of company-wide procedures in the Site's HSE management plans. The development of Site specific procedures for tasks which are not covered by company-wide procedures
- the review of, and development of, corrective actions in response to lessons learnt, incidents, defects, hazards, inadequacies of procedures and suggested improvements reported within their area of responsibility
- providing appropriate resources for compliance with HSE laws and management of HSE risks in accordance with their delegated authorities
- the escalation of issues to the next level of management when the issue impacts other areas
- implementation of leadership requirements specified in the HSE Management Standards

HSE Managers
HSE Managers for the Business Units are responsible for:
• providing technical advice on the implementation of the HSE Management System
• reporting incidents and other HSE reporting requirements within their Business Unit
• quality control of incident data input to company databases
• coordinating HSE related training needs for their Business Unit
• coordination and close out of all actions deriving from HSE incident investigations
• communicating HSE alerts of interest to Group HSE for wider communication
• contributing to the development of company-wide HSE documents

Workplace HSE Representatives
Workplace HSE Representatives (HSE committees) are responsible for:
• highlighting Employee concerns about workplace hazards, unsafe practices and HSE performance
• formally escalating HSE issues to management

Employee and Contractor
Each Employee of, and Contractor to, the company is responsible for:
• the HSE implications of their own actions and each has a duty to follow instructions and training and to carry out their work in a manner which does not present a risk to themselves, others or the Environment
• reporting all incidents, defects, hazards and inadequacies of procedures so that appropriate review and corrective action can be taken
• suggesting improvements and being active in the general improvement of all systems and methods of work to ensure company operations are carried out in a personally and environmentally safe, reliable and cost effective way

All Employees and Contractors have the authority to place HSE considerations above other priorities. This authority empowers Personnel to not undertake a task, unless it can be done safely and without posing a risk to themselves, others or the Environment.

Question 6:
According to the relevant legislation, what documents and records is your organisation or PCBU obligated to keep a copy of in the WHS information system?

The Records Management Directive defines the key processes, systems and people required to ensure the legitimacy of business Records Management processes as required by legislative principles, contractual requirements and organisational best practice.

All requirements in this section relate to digital and physical records, including native and digital conversions of physical (paper-based) records.
Including:
- Workplace certifications, registrations, licenses, permits,
- Workplace systems, policies, procedures, processes,
- Worksite transfers, building and construction plans, meeting minutes
- Training evidence, competency evidence,
- Plant registers, PTW registers, Electrical registers
- Workplace inspections, risk assessments, observations, hazard ID, audits
- Incident reports, statements, evidence, investigation reports
- Man hours, Fitness for Work records

Records characteristics
All records must demonstrate the following characteristics:

Authenticity – Controls must exist at all stages of the records lifecycle to protect against any unauthorised addition, deletion, alteration or concealment.

Reliability – Controls must exist to demonstrate that the record is an accurate representation of business activities or transactions, so they can be relied on in the course of future activities and transactions.

Integrity – Records must only be able to be altered or annotated by authorised persons.

Useability – Records must be able to be located, retrieved and presented as directly connected to the business activity or transaction in which they were produced.

Question 7:

List the roles or positions within your chosen organisation that will use the WHS information system and provide details regarding the factors that will either support or hinder their effective use of the system.

General Managers	Downstream communication Data collection Review of workplace reporting Development of HSE performance tools Review of HSE performance and KPIs Consultation for continual improvement Assurance Auditing for compliance Training Timing in responses
HSE Managers	Downstream and upstream communication Qualitative and quantitative workplace reporting Qualitative and quantitative evidence of HSE performance Assurance Auditing for compliance Development of HSE performance tools Training planning Timing in responses Verification of information
Managers	Downstream and upstream communication Qualitative and quantitative workplace reporting Qualitative and quantitative evidence of HSE performance Verification of information - Auditing Transparency in communications, skills in communication Consultation with HSE / HSR Delivery on issue outcomes and improvement planning Skills, Training
Supervisors	Upstream communication channels Consistency and quality of communication Delivery on issue outcomes and improvement planning Access to procedures, processes, systems, technologies Skills, Training, available tools
Workplace HSE Representatives	Upstream communication channels Consistency and quality of communication

	Delivery on issue outcomes and improvement planning Access to procedures, processes, management Skills, Training, available tools
Employee and Contractor	Upstream communication channels Consistency and quality of direct communication Consistency in delivery of hard copy communications Access to procedures, processes, management Skills, Training, available tools

Question 8:

Using your answer to the previous question, how should each of the users of the WHSIS be consulted to enhance their use of the WHSIS?

General Managers	• Comprehensive reporting - HSE performance targets, outcomes, lead and lag indicators, audits, incident rates, man hours • Consultation for setting HSE performance targets, setting implementation timelines • Consultation for development of HSE Documentation • Consultation for implementation of improvement programs, survey outcomes, learning's and improvement action planning • Consultation for community communications • Review of Weekly monthly work scope report • Review of assurance auditing compliance and outcomes • Email meeting minutes, draft documentation for consideration and input, HSE Committee minutes • and phone for specific level incidents
Managers	• Consultation for setting HSE worksite performance targets, setting implementation timelines • Consultation for implementation of improvement programs from learning's • Review of HSE weekly monthly report for KPI Compliance, Activity and outcomes • Review of assurance auditing for compliance and outcomes • Email meeting minutes, HSE Committee minutes • Worksite meetings • Mobile phone
Supervisors	• Consultation for setting HSE worksite performance targets, setting implementation timelines • Consultation for implementation of improvement programs from learning's • Consultation for reviewing outcomes of HSE KPI Compliance • Attend weekly HSE committee meetings, Toolbox Talks, shift pre starts • Email meeting minutes, HSE Committee minutes, manager directions, audit results and learnings • Mobile phone for on site on task issues, incidents or near misses • Meetings, informal meetings with worksite manager, general manager , HSE team
HSE Managers	• Comprehensive reporting and review for HSE performance targets and achieved outcomes, lead and lag indicators, audit results,

	incident rates, man hours • Consultation for setting HSE performance targets, setting implementation timelines • Consultation for development of HSE Documentation • Consultation for implementation of improvement programs, survey outcomes, learning's and improvement action planning • Consultation for completion of HSE Alerts and learning's, community communications • Review of weekly monthly worksites HSE reporting including HSE KPI Compliance to set targets, lead and lag indicators • work scope report • Review of assurance auditing compliance and outcomes, closeouts for actions • Email meeting minutes, draft documentation for consideration and input, HSE Committee minutes • and phone for specific level incidents
Workplace HSE Representatives	• Consultation for weekly worksite inspections • Meetings for HSE committee • Informal discussions, site leadership walks, shift pre starts and daily pre starts, Toolbox Talks • Meetings for audit reviews and surveys, incident review and outcomes
Employee and Contractor	• Consultation for weekly worksite inspections, task observations, behavioural observations • Informal discussions • Shift pre starts and daily pre starts, Toolbox Talks • Discussion for hazard ID and rectification methods • Surveys and survey results • incident outcomes and learning's

Question 9:

For each of the roles within your organisation listed in your answer to question 7, detail what specific aspects of the WHS information system they will need to access.

General Managers	SMP Safety Management Plan Company Directives / Policies Legislative Directives Assurance Audit reports TRIFA / KPI Performance
HSE Managers	SMP Safety Management Plan Company Directives / Policies Legislative Directives Assurance Audit reports TRIFA / KPI Performance
Managers	SMP Safety Management Plan Company Directives / Policies Assurance Audit reports TRIFA KPI Performance
Supervisors	PTW System Plant risk assessment / Plant inspections

	Daily Pre Starts / Plant daily pre starts SWMS / JSA / SWI Audits / Inspections / Observations Personal Hazard Identification tools
Workplace HSE Representatives	Daily Pre Starts SWMS / JSA / SWI - Processes, procedures, Audit reports
Employee and Contractor	Daily Pre Starts SWMS / JSA / SWI Personal Hazard Identification tools

Question 10:
List both the internal and external factors that may impact on the development of a WHSIS.

Internal:

Tools and machinery availability
Simultaneous Operations
Location
Compliance / Complacency
KPI Performance
Skills levels / Training

External:

Worksite access
Plant access
Environmental conditions
Political conditions
Worksite Location

Project:
You are now required to research and evaluate the different aspects of your organisations WHS information system and identify aspects that you believe are in need of improvement.
List each of the deficient aspects in a table and then outline actions/ recommendations to improve that aspect of the WHSIS.

Note: Attach a completed copy of your table to your assessment portfolio.

Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2
Use WHS information systems in the workplace. Complete the following using your chosen organisation as an example.

Question 1:
List the roles within your organisation that will access and use the WHSIS and describe the specific consultation that will take place with each role to ensure they are able to use the WHSIS effectively.

General Managers	Legislative bodies / Legislative Directives Assurance Audit reports KPI Performance reports Assurance Audit reports
HSE Managers	Legislative bodies Assurance Audit reports KPI Performance reporting HSE Meetings
Managers	Assurance Audit reports KPI Performance Daily Pre Starts / Toolbox Talks Survey Results / Survey Informal discussion Inspections
Supervisors	PRA Daily Pre Starts / Toolbox Talks / Plant daily pre starts SWMS / JSA / SWI Audits / Inspections /Task Observations Take 5 / Start Restart Card Survey / Informal discussion Audit reports / HSE Meetings
Workplace HSE Representatives	Daily Pre Starts / Toolbox Talks Take 5 / Start Restart Card Survey / Informal discussion Audit reports HSE Meetings
Employee and Contractor	Daily Pre Starts / Toolbox Talks Take 5 / Start Restart Card Survey / Informal discussion

Case Study:
A frontline manager for the warehousing operations in your chosen organisation is having trouble using the WHS information system to determine the requirements for recording risk management documents completed by the warehousing department.
Provide details regarding the support you will provide to the manager as a health and safety practitioner.

Review Training matrix to determine training already completed
Identify gapes or area requiring refresher
Have conversation with front line Warehouse manager to ask where they feel they need assistance or do not understand purpose of task

Organise a training session as determined by the conversation ie

One on one session with a technical expert in the system Training workshop including a group of attendees Follow up with frontline manager, have conversation to gain understanding of confidence

Project:

Create an agenda for a meeting you plan to hold with managers regarding the evaluation and continuous improvement of the WHS information system.

Note: Attach a completed copy of your meeting agenda to your assessment portfolio.

Question 2:

Provide a list of methods could use to gain feedback regarding the use of the WHS information system in your organisation. Be sure to consider both formal and informal methods.

1	Informal discussion
2	Safety Pre Starts
3	Toolbox Talks
4	Surveys
5	Auditing
6	Workplace Inspections
7	Task observations
8	Plant inspections
9	Meetings
10	Review
11	Safety Alerts
12	Safety Learnings
13	HSE Committee Minutes
14	Contractor Reports

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 3

Support effective WHS management.
Research the procedures in your organisation for the collection and recording of relevant WHS information and complete the following:

Question 1:
List the records that must be kept by the PCBU to ensure legislative compliance.

The Records Management Directive defines the key processes, systems and people required to ensure the legitimacy of business Records Management processes as required by legislative principles, contractual requirements and organisational best practice.

All digital and physical records, including native and digital conversions of physical (paper-based) records.
Including:

- Workplace certifications, registrations, licenses, permits,
- Workplace systems, policies, procedures, processes,
- Worksite transfers, building and construction plans, meeting minutes
- Training evidence, competency evidence,
- Plant registers, PTW registers, Electrical registers
- Workplace inspections, risk assessments, observations, hazard ID, audits
- Incident reports, statements, evidence, investigation reports
- Man hours, Fitness for Work records

Project:
You are now required to evaluate the level of compliance upheld by a department of your choosing within your organisation in relation to the storing and recording of health and safety information. To adequately assess the compliance of the department you will need to determine what records must be kept and then retrieve those records from the department to evaluate its consistency and quality.
Once you have retrieved the necessary information you must create a report detailing each set of records or reports that must be kept and details as to whether compliance has been upheld.

Note: Attach the completed report to your assessment portfolio.

Question 2:
Based on your findings of the report completed in the previous project, do you believe the department evaluated is fulfilling their obligation for recording and reporting?
Explain your answer.

I strongly believe the HSE Team for this project is compliant in accordance with

- Legislation
- Client Requirements
- SMP (Safety Management Plan

Evidence of quality Reporting:

- Audits
- Observations
- Meeting minutes
- Risk assessments
- Hazard ID

- Incident reporting , investigating and action planning

Storing of HSE Documentation

- Hard copy retention
- Scanning and archiving
- Maintaining of Data systems
- Training in documentation management

Opportunities

- Focus on compliance for Task observations reviewed against JSA / SWMS / SWI – action owner CM
- Focus on quality of Task Observations– action owner CM
- Focus on Action closeouts - PM

Question 3:

In your own opinion, what impacts does the current 'culture' of your organisation have on the reporting and recording of workplace incidents and near misses?

There is a strong consultative culture on the project currently but it is important to familiarise contractors with the culture, processes and support them to ensure they feel confident and a valued part of the project.

Impacts such as

- Setting clear procedures
- Access to procedures, processes
- Being approachable to discuss work related matters
- Transparent in directions, change management
- Supportive if issues arise
- Use lessons learned approach for incidents, near misses
- Inclusive in training, workshops, incentive programs

Greatly build trust between contractor and Principle contractor

Question 4:

What is quality assurance and how can it be applied to the standard of record keeping and reporting in your organisation?

ISO 9000 defines quality assurance as "A part of quality management focused on providing confidence that quality requirements will be fulfilled".

Quality Assurance refers to administrative and procedural activities implemented in a quality system so that requirements and goals for a product, service or activity will be fulfilled.

It is the systematic measurement, comparison with a standard, monitoring of processes and an associated feedback loop that confers error prevention.

Once a system of document retention is established there is a need for continual training, monitoring and review by way of auditing to ensure the standards are maintained.

Project 2:

Create a new guidance document for ethical reporting and data recording to be used by your chosen organisation. This guideline must articulate the ethical responsibilities of a Health & Safety Representative (HSR) in all forms of reporting and record keeping necessary for your organisation or PCBU.

Note: Attach the completed guidance document to your assessment portfolio.

Question 5:

If an incident resulting in major/ serious injury to a worker was to occur resulting in a court appearance for your PCBU, what documentation would your PCBU need to provide to demonstrate a fulfilment of their 'Duties' and compliance with their obligation to provide a safe working environment?

- Witness Statements
- Incident photos
- Incident Report
- Incident Investigation
  - Workplace certifications, registrations, licenses, permits,
  - Workplace systems, policies, procedures, processes,
  - Training evidence, competency evidence,
  - Plant registers, PTW registers, Electrical registers
  - Workplace inspections, risk assessments, observations
  - Identified root causes
  - Log in and Fitness for Work Records
  - Induction records
  - VOC Records, Plant risk Assessments
  - Medical evidence
- Names and Competencies for Investigation Team
- Insurance cover
- SMP / Company Directives

Project 3:

Identify an area of your organisation that is prone to near misses &/or incidents. Research the primary causes of each incident and identify a consistent contributing factor.
Create a report detailing the nature of the contributing factor the incidents and list recommendations to control the contributor to the incidents to minimise the repeat of similar incidents.

Note: Attach your completed report to your assessment portfolio.

Outcome for Activity 3	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 4

Use the WHS information systems to manage WHS issues in the workplace.

Project 1:

The following table shows the number of incidents for two separate PCBU's operating in the same industry over a 10 month period.

Use the table to determine:

5. The median, mode and range for the incident rates of each PCBU.
6. The PCBU with the greater amount of incidents per month on average.
7. The PCBU that has more incidents per employee.

PCBU 1: 15 employees. All working a 38 hour week.

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
3	7	1	1	2	5	2	3	3	4

PCBU 2: 22 employees. All working a 38 hour week.

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
4	1	4	1	3	6	5	5	2	3

Note: Attach your answers to your assessment portfolio.

Project 2:

Create a graph using the data analysed in project one. The graph must show the incident rates per month per employee and then track a median line through the graph.

Note: Attach your graph to your assessment portfolio.

Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 5
Evaluate and improve the WHS information system

Project 1:

You are required to evaluate the use of the WHS information system for three separate roles in your organisation (worker, manager & HSR). Discuss with each individual the different types of information they access from the WHSIS for their specific role and then research the types of information that is actually available to them in the WHSIS. You are then to use the information to conduct a 'Gap Analysis' and report your findings to the safety committee.

If any inconsistencies or 'gaps' are identified between available information and information used, develop strategies for each role to improve their use of the WHSIS.

Also, outline the skills and possible training required by each role for the effective use of the WHSIS and to better comply with their obligations.

Note: Attach your completed report to your assessment portfolio.

Project 2:

You are now required to develop 3 systems for monitoring the effectiveness of your organisation WHSIS. Each system you develop must be aimed at the continuous improvement of the WHSIS and include:

1. System description.
2. Methods of data collection
3. How data will be used to improve the WHSIS
4. Proof of how data reliability and validity will be established.

Note: Attach the completed systems descriptions to your assessment portfolio.

Outcome for Activity 5	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

Project Ponds KPI Meeting
Agenda

Attendees	Pond 1 Team	**Date**	**Thursday 3.11.2014 14.00-15.00**
		Pages	**1**
Chaired by	George Bird		
Location	Stowaway Meeting Room		
Subject	HSE KPI Activity Schedule and Performance		

Meeting Purpose

A. Team Scorecard Presentations;
- Provide a succinct performance update from previous week,
- Communicate what your team is focusing on and their key priorities,
- Escalate any risks and issues indicating potential impact on project milestones & provide team with proposed mitigation strategies
- Score ourselves as a team

Attendees Requested

Lead Team	Construction	Document Control
Commissioning	Operations & Readiness	Project Controls
Safety	Commissioning	
Systems Engineering	Environment Team	

Agenda item			Owner	Time
1.		① Provide a simple succinct overview of performance for each pillar by applying the relevant prompts as per your rating: • **A week** – Justification followed by any learning's that the group can benefit from. • **B week** – Are there any barriers that are preventing you from getting an A, what do you need? • **C Week** – What went wrong? What are your learning's and what is/was your plan to rectify the situation? ② What are you focussing on to support the project achieving; Safety and Environment objectives; project baseline milestones and schedule gain acceleration objectives? ③ Is there any issues/risks that we need to be aware of or that need to be escalated?	GB	5mins
			DW/RB	2mins
			DJ	2mins
			AM/LJ/LLB	2mins
			IH/DE	2mins
			VM/DG	2mins
			TB/DL	2mins
			GS	2mins
			SMG/	2mins
			NG	2mins
			AL/KT	2mins

Project Ponds KPI Meeting

Agenda

			GB	5mins
		Scores	GB	5mins
		Close Meeting	15:00	

SHE DELIVERABLES RESPONSIBILITY MATRIX

R	Responsible – Responsible for ensuring the activity is performed.	A	Accountable - To whom the "R" is accountable for performing activities. Has overall accountability – where the buck stops
C	Consulted – to be consulted - has information / or capability necessary to complete the activity	I	Informed – to be informed – must be notified of results but need not be consulted

(red)	Action plan equired to be submitted to PM within 2 days
(amber)	Action plan equired to be submitted to PM within 14 days
(light)	Compliant

Review 26.3.2015

MANAGEMENT PROCESS	DELIVERABLES	WHEN	FREQUENCY	TOOL	General Manager	Operations Manager	Project Manager	Construction Manager	Project Engineer	Supervisor	HSE Manager	HSE Advisor	Risk Manager	Business Unit HSE	Quality Rep	HR	Plant Coordinator	HSE Committee	HSR Rep	Contractor	EVIDENCE OF IMPLEMENTATION	REVIEW 26.3.2015
SHE Training and Competency	Conduct Training with relevant staff Oracle Learning Management OLM	Project Start up	Ongoing	Training User Guide / Presentation			A	I	I	I	C	I	I	I	I	R	I			I	Evidence of training uploaded to Oracle Learning Management	Established and completed Access via Oracle manager and TA only VOC 100% up to date and ongoing
	Conduct Training Needs Analysis - Review Quarterly	Project Start up	Quarterly	Staff Training Records, Risk Register, SHWMS			A				C					R					Oracle Learning Management	
	Develop Training Skills Matrix.	Project Start up	Monthly	Oracle Learning Management			A				C					R					Training Skills Matrix	
	Develop Competency Assessment Table.	Project Start up	Monthly	Competency Assessment Table			A				C					R					Oracle Learning Management	
	Arrange for Internal or External Training.	Project Start up	Ongoing	Refer to Procurement processes			AR				RC										Internal Cert IV TAE or External Approved Registered Training Org (RTO)	
	Record Training.	Project Delivery	Ongoing	Oracle Learning Management			A				C					R					Oracle Learning Management	
	Evaluate training	Project Delivery	Ongoing	Training Evaluation form			A				R					RI					Oracle Learning Management	
	Conduct competency assessment VOC and maintain records of assessments	Project Delivery	Ongoing	VOC Assessment tools			A				R	C					C				Completed VOC and details entered in OLM	
Project SHE Induction	Deliver Project SHE Induction and obtain attendees details	Project Delivery	Daily	Project Induction & Induction record			A				R	I								I	Induction Record completed and details entered in OLM	All Induction documentation entered into Onsite Track Easy Personnel Data System Access via HSE Administration request to system 100% compliant
	Evaluate attendees understanding of project specific induction content using questionnaire	Project Delivery	Daily	Induction assessment tool			A				R	I								I	Project Induction assessment record	
	Obtain copies of employee/worker competencies i.e. qualifications, licences, certificates, industry general induction cards	Project Delivery	Daily	Oracle Learning Management			A	I	I	I	R	I	I	I	I	R	I	R	I	I	Employee & Worker competencies entered in OLM	
	Review and implement Worker Capability checklist as part of project induction	Project Delivery	Daily	Worker Capability Checklist			A				R	I				I				I	Completed Worker Capability Checklist	
	Maintain Project Induction Register	Project Delivery	Daily	Site Induction Register			A				R	I				I					Site Induction Register Record	
	Deliver Delivery Driver Induction	Project Delivery	Daily	Conditions of Site Entry (Driver Induction) form			A				R	I				I					Signed Conditions of Site Entry (Driver Induction) form	
Safety and Health Representatives and Committees	Schedule S&H committee meetings and communicate date and times of meetings to S&H committee members & post on Notice Board	Project Delivery	Quarterly	Committee Meeting Schedule			A				R							I	I	I	Committee Schedule posted on Notice Board	Audit completed not consistent with monthly schedule HSE Adviser to manager ongoing
	Post S&H committee meeting minutes on project notice board (any actions to be entered into Cintellate)	Project Delivery	Quarterly	S&H Committee Meeting Minutes template			A	I	I	I	R	I	I	I	I	I	I	CI	I	I	H&S Committee Meeting Minutes posted on Notice Board	
Safety Health Work Method Statement	Conduct SHWMS Training to employees involved in developing or reviewing	Project Start up	Ongoing	SHEWMS and Daily Task Pre-Start Training			A				R					I					Record of SHEWMS Training	SHWMS System in place. Register of Authorisers, Issuers, Holders up to date 100% compliant Training for new workers ongoing Scanning/archiving up to date
	Consult with Workers and other key stakeholders and develop SHWMS (record details of workers consulted)	Project Delivery	Ongoing	SHEWMS template			AR	R	R	R	R	R							C	C	SHEWMS	
	Conduct review of SHWMS using SHWMS Review Checklist	Project Delivery	Ongoing	SHEWMS Review Checklist			AR	R	R	R	R	R								I	SHEWMS Review Checklist	
	Approve/Accept or request resubmission using SHWMS Review Checklist	Project Delivery	Ongoing	SHEWMS Review Checklist			AR	R	R	R	R	R								I	SHEWMS Review Checklist	
	Communicate SHWMS to work group and obtain sign off	Project Delivery	Ongoing	SHEWMS template			A	R	R	R	R	R								CI	SHEWMS acknowledgement section	
	Retain record of SHWMS in accordance with legal and document control procedures	Project Delivery	Ongoing	Document Control System			AR				R	I			RC					I	Copies of all SHEWMS retained and accessible	
Daily Coordination Meeting and Daily Task Pre-start Briefings	Conduct risk planning/coordination meetings and obtain sign off	Project Delivery	Ongoing	Daily Coordination Meeting template			AR	R	R	R	R	I								I	Record of Daily Coordination Meeting	85% compliant Supervisors to focus on compliance for signing on daily Scanning/archiving up to date
	Communicate outcome of planning/coordination meeting to Supervisors responsible for Daily Task Prestart Briefings	Project Delivery	Ongoing	Daily Coordination Meeting template			AR	R	R	R	R	I									Record of Daily Coordination Meeting	
	Conduct Training with personnel responsible for undertaking Daily Task Prestart Briefings	Project Delivery	Ongoing	SHEWMS and Daily Task Pre-Start Training			A				R					I					Record of SHEWMS Training	
	Conduct Daily Task Prestart briefing with workers at the workface and obtain sign off	Project Delivery	Ongoing	Daily Task Pre-start Briefing form			A	R	R	R	R	I								CI	Record of Daily Task Pre-start Briefing	
	Manage Change / Deviation from SHEWMS	Project Delivery	Ongoing	Manage Change / Deviation from SHEWMS			A	R	R	R	R	I								C	Record of Manage Change / Deviation from SHEWMS	
Tool Box Talk (TBT)	Develop Toolbox talk Schedule for the month and communicate. Consult with Committee, Reps etc	Project Start up	Monthly	Toolbox Talk Schedule			A				R							C	C	I	Approved Toolbox Talk Schedule communicated e.g. notice boards. Issue to SHE Committee & S&H Reps	90% Compliant Good quality Toolbox Talks Require 1 per month HSE Team to follow up - added to KPI Commitment Schedule Scanning /archiving up to date
	Prepare Toolbox Talks	Project Delivery	Weekly	Toolbox Talk template			A	R	R	R	C	C						C	C	C	Toolbox Talks	
	Project Manager to deliver toolbox talk to project team on key issues/success stories for previous month and the challenges ahead	Project Delivery	Monthly	Toolbox Talk Record			AR				C										Toolbox Talk Record	
	Deliver Toolbox Talks and obtain sign off from attendees	Project Delivery	Weekly	Toolbox Talk Record			A	R	R	R	C										Toolbox Talk Record	
	Maintain register of Toolbox Talks delivered	Project Delivery	Weekly	Toolbox Talk Register			A				R										Toolbox Talk Register	
Fitness for Work	Review Candidate/Employee Health Assessment Results	Project Delivery	Ongoing	Risk Assessment			A				R			C		CI					Risk Assessment completed by Medical Provider	Audits completed each month Reviewed against Onsite Track Easy Log On System Onsite System controlled for privacy Risk Assessment Completed 100% Complaint
	Communicate Candidate/Employee Health Assessment Results	Project Delivery	Ongoing	Medical results			A				C			C		R					Medical results	
	Conduct Job Risk Assessment where pre-existing conditions have been identified	Project Delivery	Ongoing	Risk Assessment			A				R			C		CI					Completed	
	Store Pre-employment Health Assessment Reports confidentially and in accordance with local legislative requirements	Project Delivery	Ongoing	Pre-employment Health Assessment Reports			A				C			C		R					Pre-employment Health Assessment Reports stored confidentially	
Manage Powered Plant	Inspect Plant using Pre-acceptance Checklist (Ongoing).	Project Delivery	Ongoing	Plant Inspection Forms			A		R	R	R						R				Completed inspections	Review completed post incident 80% Compliant / Non compliant plant tagged out Plant Coordinator completing full site audit
Emergency Preparedness and Response	Communicate Emergency Response arrangements in project/visitors induction	Project Delivery	Ongoing	Project Induction template			AR				R										Project Induction	Drill schedule maintained Maps, signs 100% Compliant All documentation uploaded into Oracle / HSE file
	Develop Emergency Response Schedule and Conduct Emergency Drills	Project Delivery	Quarterly	Emergency Drill Schedule template			AR				R										Emergency Drill Schedule	
	Conduct Emergency Response Debriefs	Project Delivery	Quarterly	Emergency Response Debrief template			A														Emergency Response Debrief	
S&H Performance Reporting	Project team/contractor to report performance data by 3rd working day of each month	Project Delivery	Monthly	Cintellate / Reporting templates			A				R									C	KPI Reports	100% Compliance
	Project Safety and Health team to enter S&H performance data into Cintellate by 5th working day each month	Project Delivery	Monthly	Cintellate			A				R										Cintellate Records	
	Produce monthly project safety and health performance report using data in Cintellate via IT Service	Project Delivery	Monthly	IT/Cintellate			A				R										Cintellate Monthly Reports	
Incident Response and Notification	Notify Incident to stakeholders internal and external in required timeframes	Project Delivery	Ongoing	Incident Notification Requirements table	AR	R	AR				RC			RC							Incident Notification Requirements table	Incident Management Plan audited by Client Audit results - Compliant
	Classify PC1 as Elevated PC1	Project Delivery	Ongoing	SHE Incident Classifications Guidance	AR	C	AR				RC			RC							Incident level confirmed in Cintellate	
	Confirm level of Incident	Project Delivery	Ongoing	SHE Incident Classifications Guidance	AR	R	AR				C			R							Incident level confirmed in Cintellate	
	Activate Crisis Management Plan if incident is Class 1 / Level 1	Project Delivery	Ongoing	Crisis Management Plan	AR	R	AR				C										Crisis Management Plan activated (if required)	
	Notify Group Insurance (particularly when third parties or members of public involved)	Project Delivery	Ongoing	SHE Incident Management Quick Reference Guide	C	C	AR				C										Group Insurance notified (if required)	
	Initiate communication strategy in event of serious incident prior to release of information	Project Delivery	Ongoing	Communications Plan	R	R	AR				RC										Comms initiated in accordance with approved process	
	Develop Incident Notification report and Record Incident data in Cintellate	Project Delivery	Ongoing	Cintellate			A				R										Notification raised in Cintellate	
	Determine requirement for internal Safety and Health Alert (C1/L1 subject to Legal privilege and General Counsel review)	Project Delivery	Ongoing	Refer Table 2 Incident Response & Notification process			AR				C			C							Safety Alerts issued in accordance with process	
Incident Investigation	Determine Incident Classification and Investigation Type (minor or major)	Project Delivery	Ongoing	SHE Incident Classifications Guidance			AR				C			C							SHE Incident Classifications Guidance	Incident Investigation system in place HSE Training up to date for ICAM, Cintellate Data Collection Cintellate - actions closed at 82% PM meeting with leadership team
	Potential Class/Level 2 and below - Conduct minor investigation using Investigation Report form, obtain PM sign off and upload to Cintellate	Project Delivery	Ongoing	Cintellate - Investigation Report form			AR				R			CI							Cintellate - Investigation Report form completed	
	Class2/Level 2 and above - Conduct major investigation using ICAM methodology and complete ICAM Investigation Report	Project Delivery	Ongoing	ICAM Investigation Report			AR				R			CI							Draft ICAM Investigation Report	
	Review ICAM using ICAM Investigation Review Checklist	Project Delivery	Ongoing	ICAM Investigation Review Checklist			AR				R			R							ICAM Investigation Review Checklist completed	
	Obtain GM sign off for ICAM investigation Reports prior to uploading to Cintellate	Project Delivery	Ongoing	ICAM Investigation Report	RC	C	A				C			C							GM approved ICAM Investigation Report	
	Upload ICAM Investigation Report to Cintellate with findings included in report	Project Delivery	Ongoing	GM approved ICAM Investigation Report			AR				R										GM approved ICAM Investigation Report uploaded to Cintellate	
Incident Action Planning and Management	Review Incident Investigation Report, enter corrective action recommendations, assign responsible person actions with timeframe into Cintellate	Project Delivery	Ongoing	GM approved ICAM Investigation Report uploaded to Cintellate			AR				R										Corrective actions raised in Cintellate, actions assigned	HSE Training up to date for ICAM, Cintellate Data Collection Cintellate - actions closed at 82% PM meeting with leadership team
	Monitor implementation of actions required and action taken	Project Delivery	Ongoing	Corrective actions raised in Cintellate			AR				R										Actions signed off in Cintellate	
	Conduct Incident Management Review in accordance with Cintellate Incident sign off process	Project Delivery	Ongoing	QRC08 Cintellate Incident Sign Off	AR	R	R				R										Incident signed off within timeframes	
SHE Alerts	C1/L1, EPC1/PL1, PC1/PL1 - Prepare safety and Health Alert (Alerts may also be requested for other levels of incidents)	Project Delivery	Ongoing	Safety and Health Alert template			AR				R										Completed Safety and Health Alert	HSE Administration up to date Bulletin boards up to date Compliant for all mandatory posts Discussed at Pre Starts
	Review and Approve Safety and Health Alerts for Distribution (no longer than 5 working days post incident)	Project Delivery	Ongoing	Draft Safety and Health Alert	AR	R	R				R			R							Approved Safety and Health Alerts	
	Communicate and upload Safety and Health Alert to Corporate Intranet home page	Project Delivery	Ongoing	Uploading SHE Alerts and Lessons Learnt			A				R			RC							Uploaded to Corporate Intranet	
	Raise and assign actions in Cintellate where specific actions are required to address issues identified	Project Delivery	Ongoing	Cintellate			AR				R										Record of actions in Cintellate	
	Maintain record of Safety and Health Alerts communications	Project Delivery	Ongoing	Safety and Health Alert			AR				R										Record of S&H Alert communications	
SHE Lessons Learnt	C1/L1, EPC1/PL1 (within 2 weeks) - Prepare Lessons Learnt Report	Project Delivery	Ongoing	Lesson Learnt Report template			AR				R										Completed Lessons Learnt	Bulletin boards up to date Compliant for all mandatory posts Discussed at Pre Starts
	Review and Approve Lessons Learnt for Distribution (no longer tha 10 days post incident)	Project Delivery	Ongoing	Lesson Learnt Report			A				R			RC							Approved Lesson Learnt	
	Communicate and upload Lessons Learnt to Corporate Intranet home page	Project Delivery	Ongoing	Uploading SHE Alerts and Lessons Learnt			AR				R										Uploaded to Corporate Intranet	
	Raise and assign actions in Cintellate where specific actions are required to address issues identified	Project Delivery	Ongoing	Cintellate			AR				R										Record of actions in Cintellate	
	Maintain record of Lesson Learnt communications	Project Delivery	Ongoing	Lessons Learnt			AR				R										Record of Lessons Learnt communications	
Hazard Reporting	Establish hazard reporting KPI's / Safety and health reporting initiatives	Project Start up	Ongoing	Hazard reporting KPI's			AR				C			C							Documented in Project Objective and Targets	KPI Weekly /monthly reporting completed Reviewed weekly by PM Hazard Actions at 75% Focus on Take 5 for the next month
	Communicate hazard reporting requirements	Project Start up	Ongoing	Project Induction template			A				R										Hazard reporting process included in project Induction	
	Review reported hazards and actions taken	Project Delivery	Monthly	Cintellate			AR	R	R	R	R	R						C	C		SHE Monthly Report	
	Communicate outcomes of hazard identification reporting and highlight opportunities for improvement	Project Delivery	Weekly	Toolbox talks, Notice Boards, Task Pre-starts			A				R	I						I	I	I	Toolbox talks, Notice Boards, Task Pre-starts	
Task Observations	Conduct Task Observations in accordance with approved schedule	Project Delivery	Daily	Workplace SHE Inspection and Task Obs Schedule			AR	R	R	R	R	R									Updated Workplace SHE Inspection and Task Obs Schedule	Part of KPI Committment Schedule Weekly / monthly reporting Monthly results posted Scanning /archiving up to date
	Record Corrective/Preventive actions	Project Delivery	Daily	Cintellate			AR	R	R	R	R	R									Actions raised in Cintellate	
	Raise and issue Site Improvement Notice and maintain Site Improvement Register for Contractors (if required)	Project Delivery	Weekly	Site Improvement Notice and SIN Register			AR	R	R	R	R	R									Site Improvement Notice and SIN Register	
	Verify satisfactory actions implemented within timeframes	Project Delivery	Weekly	Cintellate			AR	R	R	R	R	R									Task observation actions closed in Cintellate	
	Prepare Safety and Health Monthly report and review Task Observation findings/trends	Project Delivery	Monthly	SHE Monthly Report			AR					R		RC							SHE Monthly Report	
	Communicate Task Observation outcomes	Project Delivery	Weekly	Toolbox talks, Notice Boards, Task Pre-starts			AR					R						I	I		Toolbox talks, Notice Boards, Task Pre-starts	
Workplace Inspections	Conduct Workplace Inspections in accordance with approved schedule	Project Delivery	Weekly	Workplace SHE Inspection and Task Obs Schedule			AR	R	R	R	R	R									Updated Workplace SHE Inspection and Task Obs Schedule	Part of KPI Committment Schedule Weekly / monthly reporting Monthly results posted Scanning /archiving up to date
	Record Corrective/Preventive actions in Cintellate and assign actions for close out	Project Delivery	Weekly	Cintellate			AR	R	R	R	R	R									Inspection actions closed in Cintellate	
	Prepare Safety and Health Monthly report and review Task Observation findings/trends	Project Delivery	Monthly	SHE Monthly Report			AR					R		RC							SHE Monthly Report	
	Communicate Workplace Inspection outcomes	Project Delivery	Weekly	Toolbox talks, Notice Boards, Task Pre-starts			AR					R						I	I		Toolbox talks, Notice Boards, Task Pre-starts	
SHE Audits	Contact auditee (at least a months notice) to advise of audit and Develop Audit Plan in accordance with Approved Schedule	Project Delivery	Monthly	Audit Plan template		C	C				C			AR							Completed Audit Plan	Assurance Audits Completed monthly in line with client schedule Action close outs at Cintellate - actions closed at 82% Target 85% - PM meeting with leadership team
	Conduct Pre Audit activities i.e. document review, prepare audit checklists	Project Delivery	Monthly	Audit Checklist template										AR							Completed Audit Checklists	
	Collect and verify information	Project Delivery	Once	Audit Checklist criteria			C				C			AR							Audit Checklist Records	
	Discuss findings and possible solutions	Project Delivery	Once	Audit Checklists			C				C			AR							Audit Checklist Records	
	Prepare and issue Audit report within 10 days of completing the audit - auditee has 5 working days to raise concerns or queries with audit	Project Delivery	Once	Audit Report template			RC				RC			AR							Completed Audit Report	
	Investigate audit findings and propose corrective actions	Project Delivery	Once	Audit Report			AR				R			CI							Corrective actions raised in Cintellate	
	Implement Audit action plan	Project Delivery	Once	Cintellate			AR				R			I							Details of action taken in Cintellate	
	Verify and approve Audit findings closed out	Project Delivery	Once	Cintellate			I				I			AR							Cintellate	
	Propose follow up audit if required	Project Delivery	Once	Audit Schedule	I	I	CI				CI			AR							Updated Audit Schedule	
	Close Audit	Project Delivery	Once	Cintellate	I	I	I				I			AR							Audit closed in Cintellate	
Document and Records Management	Archive S&H documentation in accordance with statutory requirements	Project Completion	Ongoing	Document and records management process			AR				R	I			R	R					Achive established	HSE Archive register Scanning /archiving up to date Boxes saent to archiving in 10 lots

Activity 3 Project 2- Create a new guidance document for ethical reporting and data recording to be used by your chosen organisation.

Role of Elected Safety and Health Representative (HSR)	Responsibility	
Role	**Consult and Report**	**Tools (Record)**
Helping to develop a safe working environment	Consultation in the workplace, speaking on behalf workers	**Daily Pre Start** **Toolbox Talk** **Shift Pre Start**
Monitoring to ensure health, safety and welfare of workmates	Monitoring and reporting at HSE Committee Meetings your observations and those of your workers	**HSE Committee Meeting** **Daily Pre Start** **Informal discussion**
Improving worksite safety i.e. hazard ID, risk assessment and risk control processes	Report hazards identified by yourself or your workmates Consult with HSE, supervisors, workers when assessing daily risks in the workplace	**Take 5** **Hazard ID Booklet** **JSA**
Bringing attention to, and investigating situations you think are unsafe	Informal / formal discussion with supervisor or construction manager	**HSE Advisors** **Hazard ID Booklet**
Recommending better ways to protect your workmates	Informal / formal discussion with supervisor, HSE Adviser	**Daily Pre Start** **Shift Pre Start** **HSE Committee Meeting**
Workplace inspections supporting leadership	Attend Leadership safety Walks	**Workplace inspection checklist**
Referring matters to the HSE committee	Participate as a HSE Representative for your worksite	**Regular HSE Committee Meeting** **Meeting Minutes**
Consulting and cooperating with the employer on HSE matters	Convey issues, ideas and suggestions to the company	**Formal / informal discussions with HSE Advisers, supervisors**
Liaising with workmates , employers and employers inspectors on HSE matters	Assist to identify hazards and near misses Support workers with gaining HSE advise	**Hazard ID Booklet** **Report Near Misses** **Incident report** **Incident investigations**
At the request of an employee, attend interviews where the discussions relate to health and safety.	Assist with incidents in a fair manner	**Witness Statements** **Incident report** **Incident investigations**

Activity 3 Project 3

Risk Summary - Plant interaction with Plant		
Contributing factors	**Overview**	**Controls Recommended**
Poor Planning	Vehicles travelling or moving in proximity to work areas - Vehicle movement- Not restricted. Poor coordination of activities and staging of works Poor monitoring of worksite- dust, wind, multiple trades working together in parallel. Plant non compliance	Develop activity schedule and weekly review meets Daily 4pm SIMOPS meet Vehicle Movement Plans (VMPs) - Plant Inspected & accepted as per project specification. Design/Schedule activity to eliminate the need for people to work near operating plant. Continuous monitoring of controls effectiveness. Daily Pre Start Engineers to work with Plant coordinator for on boarding plant Pre acceptance checklist / Plant risk assessment UHF radio used by all mobile plant operators & supervisors SWI
Productivity	High number of traffic movements (planned/unplanned) on site. Pressures to meet schedule causing opportunities to short cut.	Security on gate 1 Call up procedure to enter worksites UHF Radio # register / add to VMP Daily 4pm SIMOPS meet Daily Pre Start SWMS System Construct Haul Roads - Comply with speed limits in place on haul roads Water trucks on hand to support dust suppression and support risk of damage / environmental risk of erosion. Engineers to work with Plant coordinator for on boarding plant Pre acceptance checklist / Plant risk assessment SWI
SIMOPS	work areas - Vehicle movement- Not restricted (i.e. less than adequate barriers)	Daily 4pm SIMOPS meet Vehicle Movement Plan. Daily Pre Start Pre-start/SHWMS deliver method of separation of plant & people & details of vehicle movements UHF Radio # register / add to VMP Colour coded flagging for workgroups i.e. Environmental, commissioning,
Poor Signage	Lack of signage Poor maintenance of signage Removal of signage in line with VMP	Vehicle Movement Plan. Signage coordinator (leading hand). Signage library. Signage coordinator to meet daily with VMP engineer
Proximity	Interaction with other plant, light vehicles, workers, plant, trenches, work	15mtr no go zone for tracked plant.

		30mtr no go zone for wheeled plant. Call up procedure on approach to plant, plant to shutdown and drop buckets, blades. Include core basics in Worksite induction. Training Program for proximity guidelines. Induction to include Plant Safety module
Plant design	Plant blind spots, poor operator visibility or poor hazard detection	Engineers to work with Plant coordinator for on boarding plant Pre acceptance checklist / Plant risk assessment Reversing Cameras are fitted to Graders, Rollers and water carts. Reversing cameras, hazard detection alarm system & collision avoidance systems. Prohibit Mobile phone use when operation plant. SHWMS
Delineation	Poor delineation of site plant, pedestrian zones, LV zones, haul roads. Worker tasks occurring within unsafe area whilst plant operating. Lack of barricading or no barricading.	Construct Haul Roads - Comply with speed limits in place on haul roads Isolate areas of steep unstable ground to be barricaded off. Berms to be used and be a min 0.5m. LV designated zones – delineated with blue flagging. Tape only for use for temp works and must be removed same day. Flagging to be used for delineation with star pickets and Connelly caps. Hard barricading for pedestrian and plant delineation. Design/Schedule activity to eliminate the need for people to work near operating plant Physical barrier to separate people from plant (i.e. restrict mobile plant entering area where people or light vehicles may operate)
Operator competency	Operator not competent fit-for-work Loss of control of machine	Mandatory daily Breath testing. Program of random drug testing. Log On system with daily ID sticker including date, competencies. VOC Coordinator. Operators including spotters assessed through project VOC program. Sticker system for hard hats identifying key competencies – i.e. spotter.
Communication	Poor communication between plant Poor communication between plant and ground workers Poor UHF radio protocol	Reversing Cameras are fitted to Graders, Rollers and water carts. Reversing cameras, hazard detection alarm system & collision avoidance systems. Prohibit Mobile phone use when operation plant. Only authorised and trained key workers to use mobile phone on worksite. High visibility clothing Pre-start/ SHWMS deliver method of separation of plant & people & details of vehicle movements UHF radio used by all mobile plant operators & supervisors

Steep grades/slopes	Steep grades of planned embankments Access / egress for pond construction Inadequate ground support Operator - not competent Wet surfaces - and transition from dry/wet/dry surfaces Shifting of load Excessive speed	Where slope is greater the 1:4:- Fill materials to be used in to be conditioned insitu prior to excavation and haul to pond embankments. Embankment Construction - Compliance testing on each layer during construction. SHEWMS to be developed, specifying following activity. Plant to travel vertically up/down slope in Zone 2 (1:3 slope) to construct embankment. Horizontal operation not permitted Operating slopes to be kept at 4H:1V unless a specific risk assessment (with reference to plant capabilities) is done to steepen the specific plant capabilities. All mobile plant compliant with Plant Safety Specifications must have ROPS + Seat belt.
Machinery breakdown	Poor maintenance program Non completion of pre acceptance checklist Non completion of risk assessment climatic	Plant Inspected & accepted as per project specification – pre acceptance checklist and risk assessment. Plant defects maintenance system in place working on/near embankments/sloping ground. Induction to include Plant Safety module

Training Gap Analysis		2015/03/28 HSE Committee Meeting

Part of Agenda Item 3

	Findings	Action Plan	Owner
Management	3 workers showing no evidence of completing Medical inc D&A Permit Isolator / Issuers – 2 missing evidence in system of be authorised – audited against last months raised permits 7 PTW level 4 / 5 still in pending	Medicals to be located If not found medicals to be completed Permit Authorisation audit	HR Dept – High Priority Project Manager – high priority
HSE / HSR	10 workers - no evidence of worksite induction 11 workers – no evidence of national construction card	Review 10 personnel files If no evidence re-induct	HSE Lead – High Priority
Plant Operators	6 works remain outstanding for EWP authorised competency	VOC Coordinator to liaise with Supervisor and get completed	VOC Coordinator

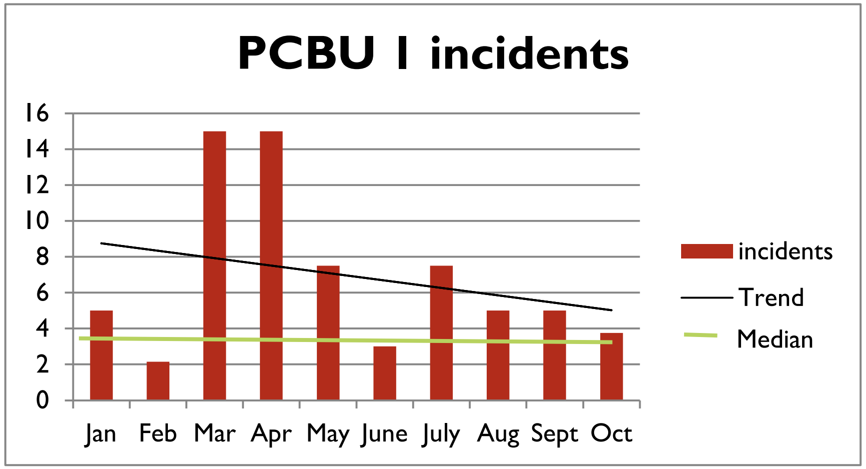
Systems for monitoring the effectiveness of your organisation WHSIS.		
System	**Method for collection of Data / - how data will improve WHSIS**	**Evidence of Reliability**
Start / Restart Card	Issued as part of daily pre start All site workers to complete prior to commencing task - workers entering the specific work area are required to sign on to the start card - Changes to work environment require a new start card to be completed - Cards handed in at end of every shift Personal review tool and hazard ID Change management tool	Completed by workers on site, on task. Supervisor daily review. HSE review weekly for trend analysis and quality Quantitative
Workplace Inspection checklist	A set of task specific or location specific checklists Completed by supervisors, HSE, Engineers, HSR, project leadership Used as part of a HSE KPI commitment Schedule Creates action plans from hazard ID and requires sign off for completion of actions Requires leadership team to be in the field gathering information, consulting with workers	Leadership including technical experts completing in the field Consultation with workers for completing Recording of inspection Action sign off by HSE
Hazard ID Booklet	Issued as part of daily pre start All site workers required to carry a Hazard ID booklet Formal method to record when a hazard is identified Person identifying hazard to assign action to correct worker to rectify Recorded and identified Hazard is entered into formal Risk Management Data system	Formally recorded Issued to appropriate worker to rectify Person in control of action required to close out formally in system

PCBU 1: Workers 15

hours/week 38

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
570	570	570	570	570	570	570	570	570	570	5700
3	7	1	1	2	5	2	3	3	4	31
5	2.1428571	15	15	7.5	3	7.5	5	5	3.75	

inc/mth	3.100
inc/emp	0.484
Median	3.5
Mode	3
Range	6
incident rate	0.544



PCBU 2:

Workers 22

hours/week 38

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Total
836	836	836	836	836	836	836	836	836	836	8360
4	1	4	1	3	6	5	5	2	3	34
5.5	22	5.5	22	7.3333333	3.6666667	4.4	4.4	11	7.3333333	

inc/mth	3.400
inc/emp	0.647
Median	4.5
Mode	4.5
Range	5
incident rate	0.407