

# LIVERPOOL PLAINS SHIRE COUNCIL

## WORK HEALTH & SAFETY STRATEGY

### 2017-2018



## Work Health and Safety Action Plan

The WHS Action Plan or Strategy has been developed to align with the LPSC WHS Management Plan, WHS and Injury Management Procedure Manual and StateCover Audit findings. The WHS Strategy will focus on driving compliance with procedures for effective implementation of WHS programs at each of the Councils properties.

Council will monitor and improve their WHS Management system in accordance with accepted Risk Management principles and NSW Legislation.

Line Management accountability for WHS Performance and achieving ownership through effective use of the Work Health and Safety Committee are key goals for progressive improvements for Council to implement their WHS Management System.

## Strategy Objectives

The WHS Strategy is to assist Council meet broad objectives:

- ▶ Accountabilities defined for ALL employees.
- ▶ Develop a sound safety culture where WHS is fully integrated as part of business operations and ALL employees think and work safe.
- ▶ Develop Safe Work Practices in consultation with employees.
- ▶ Determine Lost Time Injury and Duration Rate performance targets for Council.
- ▶ Determine competency training needs of ALL Staff.
- ▶ WHS Management System fully implemented and meets both Legislative and StateCover requirements.

## Measures and Review Process

Successful implementation of the LPSC WHS Strategy will be measured through:

- ▶ Achievements of the Work Health Safety Committee.
- ▶ Frequent review of the Strategy for effectiveness and implementation of the Work Health Safety and Injury Management procedures.
- ▶ Frequent review of the plan outcomes for effectiveness and implementation of the WHS Management Plan.
- ▶ Achievements of StateCover Self Audit requirements.
- ▶ Achievements of StateCover's WHS Incentive payments for Council.

## Key Elements

The WHS Strategy covers the following areas. Objectives measures and Key Actions have been determined for each element (*pages 4-26.*)

- 1 Commitment, Policy and Management
- 2 Systems, Planning and Development
- 3 Systems Implementation
- 4 Control of Environmental Risks
- 5 Incident Reporting and Workers Compensation
- 6 Monitor and Review.

### **The LPSC WHS Strategy has been developed in consultation with:**

Ron Van Katwyk	General Manager
Donna Ausling	Director Environment and Economic Development Services
Rodney Batterham	Manager, Water and Sewer
Allen Hyder	Supervisor, Parks and Reserves
Noel O'Brien	WHS Advisor
Craig Orvad	Business Services Manager
Sally Rozemulder	Engineering Services Manager
Steve Ryder	Property and Regulatory Services Manager
Tania Thompson	Human Resources Manager
Greg Tory	Director of Engineering Services
Workforce Health and Safety Committee	Liverpool Plains Shire Council

## 1 Commitment, Policy and Planning

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
1.1	The LPSC WHS and Injury Management Policies are to be reviewed to meet the WHS Act of 2011 and WHS Regulations 2011.	<p>Compliance with LPSC WHS Management System and StateCover Audit requirements.</p> <p>Policies reviewed and signed by Council General Manager.</p> <p>WHS and RTW Policies are displayed on staff noticeboards at Council properties.</p>	<p>The WHS and Injury Management policies are reviewed for currency.</p> <p>WHS and Injury Management Policy sent to all relevant Council Properties for display on staff communication boards.</p> <p>Incorporate changes to legislation &amp; policies into the LPSC WHS and Injury Management Systems Manual.</p> <p>A system to ensure the WHS and Injury Management Policies are distributed at time of Induction to new employee, contractor or volunteer.</p> <p>Inductions to be developed, implemented and documented.</p>	HR/WHS	Ongoing	
1.1.2	<p>Council must assign WHS responsibilities to all levels of Management and employees and ensure that staff have clear understanding of individual responsibilities.</p> <p>WHS responsibilities include RTW responsibilities, for which managers and supervisors should have separate KPI</p>	<p>All levels of Management and employees are appraised against WHS KPIs.</p> <p>All levels of Management are appraised against Workers' Compensation and Return to Work KPIs.</p>	<p>Position Descriptions are to be reviewed by the General Manager, Directors and Human Resources.</p> <p>WHS responsibilities are to be reviewed and included in all levels of Management and staff position descriptions.</p> <p>Council to implement and advise all levels of Management and staff of revised Key Performance Indicators for Work Health and Safety.</p> <p>Develop formal process for coaching all Managers and staff of revised accountabilities.</p>	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
1.1.3	Council is to develop measurable objectives and goals and focus on achieving outcomes and performance measures for Safety.	<p>When WHS objectives and goals have been clearly defined by all Directors for all Council Operations.</p> <p>Safety to be a regular agenda item at Management / directors meetings.</p> <p>All Directors, Managers and staff are appraised against WHS Objectives</p>	<p>Council to review Management Plans to ensure that WHS Safety Goals and Objectives are integrated into the overall Business Improvement Plan.</p> <p>Council to review the WHS Strategy on a monthly basis to ensure effective implementation of the LPSC Safety Management System and ensure adequate evaluation of processes.</p>	HR/WHS	Ongoing	
1.1.4	<p>Council to meet requirements of WHS Management System and StateCover Self Audit Process.</p> <p>Internal audit process to be introduced.</p>	Compliance with internal audit process and Self achievement of StateCover's bonus incentive scheme.	<p>Council to review internal WHS Audit process, implement any essential changes and set a schedule for ongoing audits to be conducted annually.</p> <p>Council to ensure recommendations from StateCover Self Audit are actioned by relevant Department personnel and monitored for continuous improvement.</p>	HR/WHS	Ongoing	
1.1.5	Council has suitably qualified resources available to effectively coordinate and manage WHS activities throughout the Council functions.	All levels of management to be trained in their responsibilities for Work Health and Safety, RTW and Risk Management.	<p>It is recommended that Council re-evaluate the current training and resources available and make a decision on the ongoing needs for the implementation of the LPSC WHS and Injury Management System.</p> <p>Develop a Training and Competency Plan.</p>	HR/WHS	Ongoing	
1.1.6	Council employees and volunteers are provided with a General Staff Induction Program duly measured to meet Council's requirements and training needs appropriate to each job.	Compliance with the LPSC Human Resource Policy.	Council to review the current Induction package, to ensure integration of any policy and procedural changes.	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
	Council employees and volunteers are provided with a General Staff Induction program duly measured to meet Council's requirements and training needs appropriate to each job.	Compliance with the LPSC WHS & Injury Management System and StateCover Self Audit requirements.	<p>The Induction Package needs to be in the form of a handbook for all new staff and volunteers opening with the General Manager's Welcome and an outline of Liverpool Plains Shire Council structure and functions of Council.</p> <p>The Induction handbook needs to cover all relevant aspects of Conditions of Employment, General Information, Code of Conduct, Emergency and Security procedures, WHS and Injury Management requirements.</p> <p>Council to determine what supporting materials will be required at time of Induction eg training videos etc.</p> <p>Council to ensure staff are consulted on relevant changes through the WHS Committee and other consultative arrangements.</p> <p>Council to determine who will have overall responsibility of managing the new Staff Induction process.</p> <p>Induction to cover WHS responsibilities.</p> <p>Implement the new Induction package.</p>			

## 2 Systems, Planning and Development

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
2.1.1	Council has a systematic approach to Hazard Identification, Assessment and Control.	<p>All Hazards are reported, recorded and investigated.</p> <p>All Incidents and near misses are reported, recorded and investigated.</p> <p>Risk Assessments implemented using the 'Hierarchy of Control' for plant and equipment, Incidents, Accidents and any system failure.</p> <p>Control measures are implemented and monitored for effectiveness by the Management and the WHS Committee.</p> <p>Risk Register implemented.</p>	<p>Review the Hazard Management Procedures and all relevant forms.</p> <p>Review the Incident Management Procedures and all relevant forms.</p> <p>Assign accountabilities and Implement the changes.</p> <p>Train relevant staff of Hazard Management and Risk Assessment process.</p> <p>Site Specific Workplace Hazard Inspections are to be developed and implemented for all Council Properties, plant and equipment.</p> <p>Hazard Inspections are to be conducted on all Council workplaces on a weekly basis and reports sent into to WHS Officer.</p>	HR/WHS	Ongoing	
2.1.2	Outsourced work and activities are assessed for Risk and appropriate Control measures in place.	Outsource activities are identified and Risk Assessments are completed, control measures implemented and/or documented.	<p>Develop a list of Council works and activities that are outsourced to Contractors or volunteers.</p> <p>Conduct Risk Assessments, identify potential hazards and suitable control measures.</p> <p>Control measures are implemented and monitored for effectiveness.</p>	HR/WHS	Ongoing	
2.1.4	WHS Performance is monitored against targets and relevant statistical information disseminated through the Council operations.	Incident data is collated and regularly circulated to all levels of Council Management, including GM and staff.	<p>Review current data reporting mechanism for both Council and StateCover.</p> <p>Ensure all Incidents and near misses are being reported by all Supervisors, recorded in LPSC Safety Management System.</p>	HR/WHS	Ongoing	

	<b>Objective</b>	<b>Measure</b>	<b>Key Actions</b>	<b>Accountability</b>	<b>Timeframe</b>	<b>Status</b>
		Note: small numbers make statistical analysis meaningless.	Educate all employees on Incident reporting process.  Determine Council Injury statistic benchmarks.			
2.1.5	Council's Employee Assistance Program (EAP) is effectively implemented across all Council areas.	EAP and / or other confidential counselling services are provided for all employees and their immediate families.	Council to ensure all Directors and Managers understand and, where required, implement the process for EAP.  Statistical only records (no identifying comments, including names) are to be maintained of counselling provided.	HR/WHS	Ongoing	



### 3 System Implementation

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
3.1.1	WHS Committee Meetings are held regularly, with all Committee members trained and WHS related matters addressed according to priority.	<p>WHS Committee meetings are held bi-monthly or as required.</p> <p>WHS Committee members are all trained in Certificate IV WHS (skill set).</p> <p>All WHS Committee matters are addressed according to priority.</p> <p>WHS Committee minutes are displayed and information disseminated through toolbox talks.</p>	<p>Ensure all WHS Committee members are trained.</p> <p>WHS Committee to ensure that minutes of meetings are raised for discussion at Toolbox talks.</p> <p>WHS Committee to ensure that all relevant information from WHS meetings is disseminated to their work group.</p>	Chair of WHS Committee / WHS Advisor	Ongoing	
3.1.2	The Fire Emergency systems are in place covering all Council properties and all employees are trained in Evacuation Procedures.	<p>Compliance with LPSC WHS Management System.</p> <p>Compliance with the Building Code of Practice.</p>	<p>Council to ensure that all properties comply with existing Emergency procedures systems</p> <p>Fire Plans are made available and displayed at all Council properties</p> <p>Fire Wardens are nominated and appropriately trained for Council Properties and where appropriate</p> <p>Evacuation Drills are planned, conducted half yearly and findings recorded</p> <p>Records requirements are met for equipment inspections.</p> <p>Six (6) monthly workplace inspections to be completed.</p> <p>Evacuation procedures include, visitors and contractors to Council buildings (<i>sign in book to be developed for Council office and properties</i>)</p>	HR/WHS	Ongoing	



	Objective	Measure	Key Actions	Accountability	Timeframe	Status
			<ul style="list-style-type: none"> <li>▶ Council to develop a Sharps Management Plan for supply and disposal of Sharps containers for use by outdoor staff and Volunteers.</li> <li>▶ Council to encourage broad community participation in the safe disposal of sharps, by identifying the current disposal practices within the community, and determining the community needs(<i>Reference guide – NSW Health</i>).</li> <li>▶ Develop a Safe Work Practice for staff for the collection and disposal of sharps and containers.</li> <li>▶ Ensure all relevant staff are trained in procedures and records are maintained on file.</li> </ul>			
3.1.4	LPSC Staff provided with training appropriate to their position and training records are systematically maintained.	<p>Compliance with LPSC WHS Policy and WHS Management System.</p> <p>Compliance with Legislation-“Employer to provide training”</p> <p>Compliance with Councils Human Resource Manual.</p> <p>Compliance with StateCover Self Audit benchmarks.</p>	<p>Council to review training needs analysis and ensure all staff have been provided with necessary training relevant to job function.</p> <p>Council to develop Safe Operating Procedures and or Safe Work Method Statements for all relevant job specific tasks.</p> <p>Council to review Staff induction process and develop a new Staff Induction Handbook.</p> <p>All training records are maintained on individual staff files.</p>	HR/WHS	Ongoing	
3.1.5	Council has an effective and operational system in place to manage the safety of Contractor activity	<p>Compliance with WHS Management System and StateCover Audit benchmarks.</p> <p>No injuries arising out of Contractor activities.</p>	<p>Council to develop a Contractor specific Induction package to meet the requirements for the WHS System.</p> <p>Induction process and information provided prior to commencement of work.</p> <p><u>All</u> Contractors that must provide Safe Work Method Statements prior to commencement of work.</p> <p>Council to monitor Contractors performance</p>	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
			<p>and complete performance reviews.</p> <p>Relevant staff to be instructed on procedures for managing contractor safety.</p> <p>All contractors must have documentation checked before work commences, including Insurance:</p> <ul style="list-style-type: none"> <li>▶ Workers' Compensation</li> <li>▶ Vehicle Insurance SWMS</li> <li>▶ Isolation, Lock Outs and Tagging</li> </ul> <p>Labour Hire employees must</p> <ul style="list-style-type: none"> <li>▶ Be prequalified prior to presentation on the job</li> <li>▶ Provide evidence of current competency</li> <li>▶ Be Inducted</li> <li>▶ Be Drug and Alcohol tested</li> <li>▶ Fit for Work.</li> </ul>			
3.1.6.	<p>WHS is integrated into decision making for Equipment Purchasing, planning and Design</p> <p>WHS is integrated into the commissioning of new sites.</p>	Compliance with WHS Management System and StateCover Self Audit benchmarks	<p>Council personnel who purchase, hire, design or manufacture materials or substances need to ensure;</p> <ul style="list-style-type: none"> <li>▶ Consultation with Managers, supervisors and employees takes place</li> <li>▶ Information is gathered about products available.</li> <li>▶ WHS requirements are considered</li> </ul> <p>The designer, manufacturer and supplier need to provide Risk Assessment of the commissioned product.</p> <p>Documentation for safe delivery, installation, use, operation and maintenance</p> <p>LPSC Risk Assessments done</p> <p>Training for the user and documentation to support the training, including operator manuals in each vehicle.</p>	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
3.1.7	Workplace Amenities are provided for staff working in permanent and temporary worksites.	<p>Compliance with WHS Management System and With StateCover Self Audit requirements.</p> <p>Amenities provided and Compliance with Code of practice for Construction work</p>	<p>Council to identify the needs of providing Amenities for Outdoor staff based on WHS Act, WHS Regulation and Code of Practice legal requirements and LG Award.</p> <p>Risk Assessment to be conducted for working sites both permanent and temporary. Council to identify working- in-Isolation factors.</p> <p>Corrective actions need to be determined and implemented and working in isolation procedures are to be developed in consultation with staff.</p> <p>Amenities are to be provided for outdoor staff where deemed necessary.</p>	HR/WHS	Ongoing	
3.1.8	Council has a systematic process for recruitment of Volunteer workers	Compliance with the WHS Management System	<p>Define classifications of Volunteers working for Council.</p> <p>Compile list of all Volunteers working for Council.</p> <p>Prepare volunteer induction documentation.</p> <p>All Volunteers inducted in work area.</p> <p>Volunteers sign an MOU setting out responsibilities.</p> <p>Review existing recruitment practices and identify ongoing needs.</p> <p>Develop and implement a revised Volunteers Information and Induction package (<i>refer StateCover Volunteers Package</i>).</p> <p>Personal Protective Equipment (PPE).</p>	HR/WHS	Ongoing	

## 4 Control of Specific Environment Risks

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
4.1.1	Key Manual Handling Risks are identified, assessed and controlled.	Compliance with WHS and Injury Management System and Manual Handling Code of Practice.	<p>Identify Tasks that require Manual Handling Risk Assessments</p> <p>Complete Risk Assessments in accordance with procedures in WHS Manual</p> <p>Develop Safe Operating Procedures for all jobs involving Manual Handling</p> <p>In house Manual Handling Training to outdoor staff to be provided</p> <p>Maintain training records of all Manual training provided.</p>	HR/WHS	Ongoing	
4.1.2	Noise control measures are effective and the provision of signage and PPE for staff is appropriate for the Council environment.	<p>Compliance with LPSC WHS and Injury Management System.</p> <p>Compliance with DECCW requirements.</p>	<p>Risk Assessments to be conducted on all equipment and tasks identified as a potential noise hazard</p> <p>Control measures identified and implemented where appropriate.</p> <p>Safe Operating procedures are developed and staff trained to minimise noise levels</p> <p>Staff to be appropriately trained, relevant PPE provided and records of training maintained. Council to ensure that DECCW (EPA) guidelines are adhered to.</p>	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
4.1.3	Dangerous goods and Hazardous Substance risk identified, assessed and controls implemented through a planned and coordinated approach using <a href="http://msds.com.au">msds.com.au</a> software program.	<p>Compliance with LPSC WHS Management System and StateCover Self Audit benchmarks</p> <p>No incidents of exposure to chemical substances.</p>	<p>Staff handling Hazardous Substances are health monitored annually.</p> <p>Conduct a survey to establish an inventory of all Dangerous Goods and Hazardous Substances kept at Council sites.</p> <p>Conduct risk Assessments for all chemicals used at all sites. All Hazardous Substances must be pre-approved prior to introduction into the workplace.</p> <p>Implement the Councils Self Audit checklist Ensure all relevant signage is displayed where chemicals are stored.</p> <p>Ensure Dangerous Goods licenses are up to date.</p> <p>Ensure chemicals are handled and stored according to the manufacture's instructions</p> <p>Ensure SDS' are available and current.</p> <p>Develop a site Map to indicate storage locations and quantities.</p> <p>Ensure all relevant storage sites are provided with a chemical spill kit and signage.</p> <p>Ensure all staff receive appropriate training and advice on response to a chemical spill.</p> <p>Ensure staff are provided all relevant PPE</p> <p>Maintain all training records on all staff files.</p>	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
4.1.4	Council has identified locations containing asbestos materials and has a systematic methodology in place for managing the removal and disposal of asbestos and asbestos-containing materials.	Compliance with the LPSC WHS Management system.	Licensed contractors are to be engaged for the purpose of removal of any asbestos.	HR/WHS	Ongoing	
4.1.5	Employees are provided PPE appropriate to their position.	Compliance with LPSC WHS Management system and State Cover Self Audit benchmarks  Employees are provided and wear appropriate PPE.	<ul style="list-style-type: none"> <li>▶ Staff are trained in correct use of PPE</li> <li>▶ Staff are provided PPE relevant to the job / task</li> <li>▶ Management enforcement of wearing PPE is monitored through workplace inspections and toolbox talks.</li> <li>▶ Disciplinary action needs to be taken where PPE is provided and not worn.</li> <li>▶ Supervisors to be coached through non-compliance requirements</li> <li>▶ Council staff to ensure that Contractors provide their own PPE</li> <li>▶ Maintain records of staff training</li> </ul>	HR/WHS	Ongoing	
4.1.6	Council has a systematic system for managing work on Construction sites.	Compliance with LPSC WHS and Injury Management system and State Cover Self Audit benchmarks.  Compliance with AS/NZS 1742 or RMS requirements.	<ul style="list-style-type: none"> <li>▶ Council to ensure that Contractors work in accordance with individual Contract specifications.</li> <li>▶ Council to implement the Contractor performance review form where necessary.</li> <li>▶ Provide suitable training to Supervisors for management of Contractor non-conformance.</li> <li>▶ Develop Safe Work Method Statements for Council Construction sites.</li> <li>▶ Council to review the need to meet RMS traffic management plan requirements.</li> <li>▶ All relevant Council staff to be trained in RMS Traffic Control procedures.</li> <li>▶ Records to be maintained.</li> </ul>	HR/WHS	Ongoing	



	Objective	Measure	Key Actions	Accountability	Timeframe	Status
4.1.7	Council has recognised 'Confined Space' sites and has a system for managing associated risk.	<p>Compliance with LPSC WHS Management system and State Cover Audit benchmarks</p> <p>Confined Space Register available.</p> <p>Atmospheric testing is regularly completed and records maintained</p>	<p>Council to</p> <ul style="list-style-type: none"> <li>- deem or provide a list of sites as 'a Confined Space'</li> <li>- conduct risk assessments on relevant sites</li> <li>- ensure that refresher training is provided for relevant staff</li> <li>- ensure relevant signage is available for Confined space sites.</li> <li>- review PPE requirements</li> <li>- review Confined Space emergency response procedures</li> <li>- Ensure Entry Permits are completed</li> </ul> <p>The Council must ensure that no person enters a confined space unless all potentially hazardous services that are normally connected to the confined space are isolated or otherwise controlled so as to prevent:</p> <p>(a) The introduction of any materials, contaminants, agents or conditions that may be harmful to a person occupying the confined space, or</p> <p>(b) The activation or energising in any way of equipment or services that may pose a risk to the health or safety of a person inside the confined space.</p> <p>Ensure Hot Work Permits are issued prior to the commencement of any work.</p>	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
4.1.8	Council has a system in place to meet its legal obligations for Working at Heights	<p>Compliance with LPSC WHS Management system and State Cover Self Audit benchmarks</p> <p>Staff trained in use of equipment for working at heights.</p> <p>Suitable equipment provided and maintained.</p>	<ul style="list-style-type: none"> <li>▶ Conduct Risk Assessments for tasks requiring work at heights.</li> <li>▶ Implement and monitor controls.</li> <li>▶ Develop SWMS and SOPS</li> <li>▶ Provide relevant PPE</li> <li>▶ Ensure regular maintenance schedules are completed</li> </ul>	HR/WHS	Ongoing	
4.1.9	Council has a system in place for working in the sun or cold	<p>Compliance with LPSC WHS Management System and StateCover Self Audit benchmarks.</p> <p>Staff comply with Safe working procedures.</p> <p>PPE is available, used correctly and maintained.</p>	<ul style="list-style-type: none"> <li>▶ Conduct Risk Assessments on specific task or operations.</li> <li>▶ Risk Controls are identified, selected and implemented</li> <li>▶ Protective equipment is provided and worn by all levels of management, staff and volunteers.</li> <li>▶ Staff working in extreme conditions are appropriately trained in the risk controls and training records are maintained.</li> <li>▶ Skin Cancer screening sessions to be organised for all Council Outdoor staff to educate staff on effects of UVR.</li> </ul>	HR/WHS	Ongoing	
4.1.10	Council has an effective system to manage the implementation of new and modified Plant, Equipment and Machinery.	<p>Compliance with LPSC WHS Management System and StateCover Self Audit Benchmarks.</p> <p>Compliance with WHS Regulation 2011,</p> <p>Places of Work Risk Management and other matters.</p>	<ul style="list-style-type: none"> <li>▶ Risk Assessments are to be conducted on all new and modified Plant, Equipment and Machinery.</li> <li>▶ Risk Assessments are completed on all new plant prior to purchase.</li> <li>▶ Standard Operating Procedures (SOPs) are to be developed for all tools and equipment according to Risk Assessments.</li> <li>▶ Staff are to be trained in use of all tools, equipment and machinery.</li> <li>▶ Training records are to be maintained.</li> <li>▶ Council to ensure a Register is maintained of all tools and equipment used.</li> <li>▶ There needs to be a documented Maintenance program for all tools, equipment and machinery</li> </ul>	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
			<ul style="list-style-type: none"> <li>▶ Isolation Lock Out and Tagging procedures implemented.</li> <li>▶ Mobile Plant pre-operational Checks are completed daily and logbooks developed and maintained on all Plant.</li> <li>▶ Maintain a Register of Plant and Equipment.</li> </ul>			
4.1.11	Council complies with Legislation with regard to Hiring and Leasing plant.	<p>Compliance with LPSC WHS Management System and StateCover Audit Benchmarks.</p> <p>Compliance with WHS Regulation 2011</p>	<ul style="list-style-type: none"> <li>▶ To consult with Staff about hiring and leasing of plant.</li> <li>▶ Review hiring companies risk assessment process</li> <li>▶ Review hiring companies maintenance and service register</li> <li>▶ All hired Electrical equipment should be tested and tagged.</li> <li>▶ Review Hiring Company's information supplied with the item of plant.</li> <li>▶ Examine the training records of the Plant Operators.</li> </ul>	HR/WHS	Ongoing	
4.1.12	All Council Office workstations are complying with Office Ergonomic procedures.	Compliance with LPSC WHS Management System and StateCover Self Audit Benchmarks.	<ul style="list-style-type: none"> <li>▶ In conjunction with an external provider conduct risk assessments of office workstations at all Council properties.</li> <li>▶ Review risk assessments and implement suitable controls.</li> <li>▶ Develop a Safe Work Practice for Computer use and Work Station set up.</li> <li>▶ Ensure staff are trained in correct workstation design</li> </ul>	HR/WHS	Ongoing	
4.1.13	Council has a systematic system in place for Electrical Safety across all Council Properties.	<p>Compliance with LPSC WHS Management System and StateCover Self Audit Benchmarks.</p> <p>Compliance with WHS Regulation 2011</p>	<ul style="list-style-type: none"> <li>▶ Develop a schedule to ensure that all Electrical Equipment is tested and tagged according to procedures.</li> <li>▶ Test and Tag Register need to be maintained for all Council assets.</li> <li>▶ Ensure all Contractors' electrical equipment is tested and tagged.</li> <li>▶ Ensure all defective Electrical equipment is tagged out of service and records are maintained.</li> </ul>	HR/WHS	Ongoing	

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
		All Electrical Equipment is tested and tagged according to schedule.				
4.1.14	Councils Event Management Plan and procedures are in place to reduce any associated WHS Risks.	Compliance with LPSC WHS Management System and StateCover Audit Benchmarks	<ul style="list-style-type: none"> <li>▶ The Events Management Plan is reviewed regularly</li> <li>▶ Risk Assessments need to be conducted prior to an Event.</li> <li>▶ Events Management Plan needs to include an Emergency Plan.</li> <li>▶ Events Management Plan needs to include Traffic Management Plans in accordance with RMS specifications.</li> <li>▶ Volunteers and/or staff need to be trained and inducted and records maintained</li> </ul>	HR/WHS	Ongoing	
4.1.15	Council has a current Mine Management Plan in place.	<p>Compliance with StateCover Self Audit Benchmarks.</p> <p>Compliance with WHS Act 2011 and WHS Regulations 2011.</p> <p>Compliance with Work Health and Safety (Mines) Act 2013 and with Work Health and Safety (Mines) Regulation 2014.</p>	<ul style="list-style-type: none"> <li>▶ Management Plan needs to be reviewed.</li> <li>▶ Obligations and responsibilities of all stakeholders to be identified.</li> <li>▶ Mine Management Plan to be communicated to all relevant staff.</li> <li>▶ There are suitable review activities identified and documented.</li> </ul>	HR/WHS	Ongoing	

## 5 Incident Reporting and Workers Compensation

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
5.1.1	All incidents involving personal injury are reported, recorded and investigated and corrective actions plans implemented.	Compliance with LPSC WHS Management System and StateCover Self Audit Benchmarks	<ul style="list-style-type: none"> <li>▶ Ensure ALL Supervisors report ALL incidents to WHS Advisor within 24 hrs.</li> <li>▶ Ensure all accidents, incidents and near misses are investigated.</li> <li>▶ Review of incident types to be conducted regularly.</li> <li>▶ Review the Incident Report form.</li> </ul>	HR/WHS	Ongoing	
5.1.2	<p>Effective early intervention strategies are established.</p> <p>Consistent Claims and Injury Management standards are established to ensure cost effective management of Workers Compensation</p>	<p>Compliance with LPSC WHS Management &amp; Injury Management System and StateCover Self Audit Benchmarks</p> <p>Achievement of StateCover Incentive Bonus</p> <p>Achievement of StateCover <i>Early Reporting</i> Incentive Bonuses</p>	<ul style="list-style-type: none"> <li>▶ Ensure all staff are educated on the procedures for reporting near misses, incidents and lost time injuries to ensure data is captured.</li> <li>▶ Incident information needs to be distributed to the GM and all Directors on a regular basis.</li> </ul>	HR/WHS	Ongoing	

## 6 Monitor and Review

	Objective	Measure	Key Actions	Accountability	Timeframe	Status
6.1.1	WHS Performance is monitored against targets and relevant statistical information is disseminated throughout the Council	Compliance with LPSC WHS Management & Injury Management System and StateCover Self Audit Benchmarks	<ul style="list-style-type: none"> <li>▶ Review current WHS statistical reports provided by StateCover to identify and implement opportunities for improvement.</li> <li>▶ Management to conduct regular monthly department meetings and ensure WHS is a regular agenda item.</li> <li>▶ Council to monitor targets against established benchmarks.</li> </ul>	HR/WHS	Ongoing	
6.1.2	<p>Council's WHS Audit program includes annual StateCover audit and also departmental audits.</p> <p>Council WHS Audit program is fully implemented and findings are used to :</p> <ul style="list-style-type: none"> <li>▶ Monitor performance (KPI Accountability)</li> <li>▶ To identify ongoing opportunities for improvement</li> </ul>	<p>Compliance with LPSC WHS Policy, WHS and Injury Management System</p> <p>Compliance with StateCover Self Audit Benchmarks</p> <p>Achievement of StateCover Incentive Bonus</p> <p>All Council properties are Audited annually, results are disseminated and Site specific Action Plans developed and actioned.</p> <p>Accountabilities defined and monitored for effective implementation of the LPSC WHS and Injury Management System</p> <p>Strategy implemented and regularly reviewed.</p>	<ul style="list-style-type: none"> <li>▶ Review LPSC Management System Audit tools (See forms-WHS and IM Audit; StateCover audits).</li> <li>▶ Council to identify resource requirements to conduct Self Audits on annual basis.</li> <li>▶ Develop an internal Audit schedule for all Council properties (annually).</li> <li>▶ Consult Staff of Audit schedule and requirements.</li> <li>▶ ALL Directors to be held accountable for department reviews and ensure compliance to LPSC WHS and Injury Management System and StateCover Self Audit requirements.</li> <li>▶ The development of the Work health and Safety Strategy to be monitored on a monthly basis for effective implementation of the system and improvement of Safety within all Council properties.</li> <li>▶ Audit results to be presented at WHS Committee and Management meetings.</li> </ul>	HR/WHS	Ongoing	