



PF SM Shelley Pty Ltd

PSE Communications and Electrical

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PLAN

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INTRODUCTION

This Plan is part of an OH&S Management System that is supported by further **OH&S Procedures** providing guidance on specific hazards (e.g. noise, electrical) and a range of **OH&S Forms**.

The Plan and supporting procedures are intended to provide clear step-by-step guidance on what PSE Communications and Electrical are required to do to implement a Management System to support control and improvement of OH&S performance.

Roles, responsibilities and accountabilities for implementation of the System are identified throughout the Plan and supporting OH&S system procedures at all levels: senior management, supervisor, staff and contract personnel. Management support, leadership by example, direction, commitment and resources will be critical to the success of the PSE Communications and Electrical OH&S Management System.

The System is intended to support the **Site Safety Plan**. However, the System goes beyond the typical Site Safety Plan to identify what needs to be done at an organisational, management and supervisory level to plan, control and review workplace hazards and provide a safe work environment across all work activities and improve safety performance.

It is intended that this document is readily accessible, available and applied. The procedures, forms and attendant documentation are tools to complete the daily tasks undertaken by personnel. All OH&S documentation issued to personnel must be controlled in accordance with Document Control requirements in Section 10 of this Plan – to ensure that users can access current versions of OH&S documents and forms.

The OH&S Management Plan and Systems shall be adopted and fully implemented by all PSE Communications and Electrical personnel. Implementation will be verified by scheduled; periodic audits / inspections by qualified company personnel and external agencies.

Local site knowledge and experience is a key source of identifying opportunities for improvement to the system, which should be raised with the OH&S Representative and/or management for consideration of incorporating such changes in the OH&S System documentation.

To implement the OH&S Management System PSE Communications and Electrical will need to:

1. Read this Plan and supporting procedures.
2. Select supporting OH&S procedures and forms relevant to typical hazards identified in the workplace.
3. Provide resources and personnel to undertake implementation tasks identified in the OH&S System Implementation Checklist (F-SA-066).
4. Implement ongoing and recurrent OH&S tasks as identified in the OH&S Calendar (F-SA-067).

1. SCOPE

The OH&S Management Plan covers the scope of work, activities and areas of responsibility conducted by PSE Communications and Electrical.

This OH&S Management Plan, if fully implemented, is intended to meet the requirements of **AS/NZS 4801 OH&S Management Systems Specification**.

The OH&S Management Plan and Procedures identify how PSE Communications and Electrical seek to meet the requirements of:

- Applicable OH&S regulations, codes of practice and Standards.
- Client and/or Customers specific requirements provided there is no compromise of any of the above legislation.

2. LEADERSHIP, COMMITMENT AND POLICY

2.1 Management Commitment

Management commitment is critical to ensure that this OH&S Management Plan and supporting policies and procedures are effectively implemented throughout company operations to:

- Ensure that a safe workplace is provided.
- Ensure that OH&S hazards are routinely identified, assessed and controlled.
- Ensure that regulatory and customer requirements are met.

PSE Communications and Electrical Management need to actively demonstrate leadership in OH&S by:

- Demonstrating commitment through **action**.
- **Determining**, reviewing and improving the company's position on Occupational Health, Safety and Rehabilitation.
- Ensuring adequate **resource allocation** including setting of realistic budgets, responsibilities, authority and accountability.
- Ensuring **compliance** to all statutory and applicable legislation.
- Coordinating **OH&S planning and improvement** activities.
- **Decisions** implemented and reviewed for effectiveness.
- **Communication** of the values, visions, expectations, and policies throughout the Company's area of activities, operations and influence.
- Undertaking **regular review** of the Company's Occupational Health, Safety and Rehabilitation documentation and performance to ensure continuous Improvement.

2.2 Requirements and Systems

Figure 1. identifies the structure of the PSE Communications and Electrical OH&S Management System.

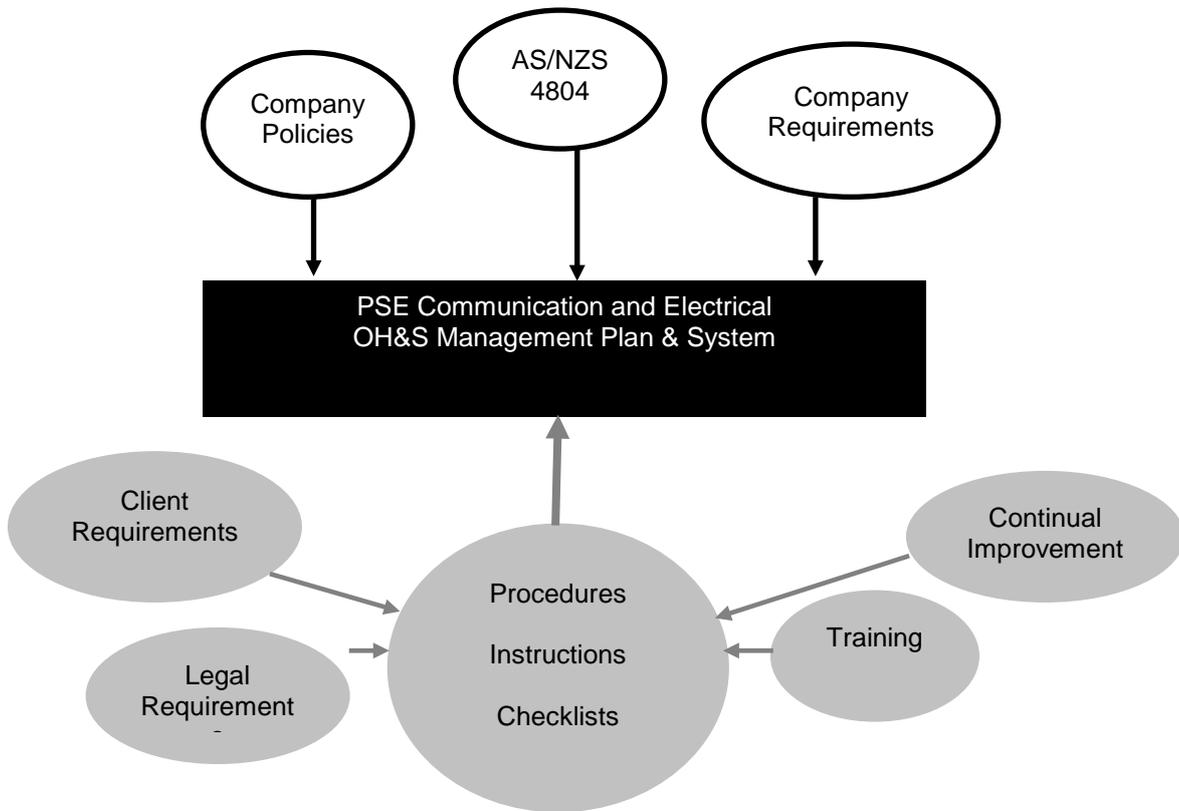
PSE Communications and Electrical management will ensure that the OH&S Management System is fully implemented and that all personnel are made aware of these requirements and their rights and responsibilities in respect of Occupational Health, Safety and Rehabilitation.

Tasks required to implement the OH&S Management System are identified in the Implementation Checklist (F-SA-066).

Recurrent tasks required to maintain the OH&S Management System are identified in the OH&S Calendar (F-SA-067).

Figure 1. OH&S System Overview

PSE Communications and Electrical Requirements



2.3 Occupational Health and Safety Policies

The PSE Communications and Electrical Occupational Health and Safety Policy defines our commitment to ensuring we provide a safe workplace. Defined sub-policies support the PSE Communications and Electrical OH&S Policy.

Senior management are to ensure that:

- Policies establish clear commitment and direction for improvement.
- No activities take precedence over OH&S commitments, concerns and requirements.
- Policies are signed.
- Policies are reviewed as part of management review processes.
- Policies are reviewed at least every year through consultation with employees and that this consultative process is recorded in the minutes of the relevant meetings.
- Policies are available to all staff, sub-contractors working on behalf of PSE Communications and Electrical or members of the public who may be affected by its application.
- Policies are supported by appropriate resources, systems and personnel to provide a safe work place.

Site management are to ensure that:

- The current version of Policies are displayed or are available in the workplace.
- Current versions are communicated to staff and sub-contractors via induction, training and communication processes.

All Policies and associated procedures will be reviewed in consultation with relevant parties and on the occasion of any changes or amendments to the relevant legislation and/or every twelve (12) calendar months from the date promulgated.

PSE Communications and Electrical Occupational Health and Safety Policy

At PSE Communications and Electrical our Occupational Health, Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

Objectives

The objectives of our Safety Policy are:

- To aim to achieve an accident free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To ensure health & safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.
- To ensure we comply with all relevant statutory obligations.

The success of our health & safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
- Understanding the total work process and associated OH&S risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.
- Commitment to and effective implementation of this OH&S Management Plan and supporting OH&S system procedures – to provide a framework for managing and improving safety performance.

All employees, trainees, and people under our management are required to follow rules relating to health and safety requirements and report incidents, hazards and dangerous situations to their immediate supervisor.

3. MANAGEMENT AND RESPONSIBILITIES

3.1 Roles, Responsibilities and Accountabilities

Roles, responsibilities and accountabilities for OH&S management are defined in Section 3.2 to 3.6 of this Plan and in procedures supporting the system.

3.2 Senior Management Responsibilities

Senior Management is responsible for:

- Providing suitable resource, direction, authority and support to ensure management commitments defined in this OH&S Manual and Policy statements are achieved.
- Reviewing the performance of the OH&S Management System based on data and information reported in Safety Reports.

- Ensuring all management and supervision is held accountable and responsible for the implementation of the OHSMS and OH&S performance of their respective areas of responsibility; and-
- Ensuring roles, responsibilities and accountabilities for OH&S management and performance are clearly defined.
- Roles and responsibilities are communicated to all personnel and personnel have the skills to effectively implement responsibilities.

3.3 PSE Communications and Electrical OH&S Representative

The PSE Communications and Electrical OH&S Representative (or 'Safety Representative') is designated to represent PSE Communications and Electrical in relation to the implementation and maintenance of the overall OH&S System.

The PSE Communications and Electrical OH&S Representative is the management representative and reports on the performance to the Company Senior Management for review and to improve the OH&S System.

The PSE Communications and Electrical OH&S Representative is responsible for:

- Documenting OH&S responsibilities, accountability, authority, and reporting relationships for all levels of management, employees, subcontractors and any person affected by the Company's activities.
- Monitoring workplace or regulatory changes or issues that may generate the need for changes to the OH&S systems.
- Ensure the Occupational Health & Safety Management System is implemented and performs to all expectations.
- Assist and guide the Investigation of all incidents.
- Investigate unsafe equipment reported by personnel or detected through an audit and/or inspection process.
- Make recommendations to management on safety issues.
- Assist in identifying and providing safety related training/awareness sessions.
- Assist to raise the awareness of safety procedures and practices.
- Monitor the effectiveness of any safety initiatives.
- Communicate the progress of the Occupational Health & Safety matters to all employees.
- Plan internal audits and ensure they are carried out by personnel independent of those having direct responsibility for the work performed.
- Schedule and facilitate periodic management review of the OH&S management system and OH&S performance.
- Coordinate regular Safety Reports to management.

3.4 Site Management / Supervisor

Site management and supervisors are responsible for:

- Demonstrating a commitment to safety in the workplace.
- Maintaining awareness of and complying with legislation relating to Occupational Health and Safety.
- Formulating, in consultation with the Company Occupational Health and Safety Representative all necessary safety procedures and programs.
- Ensuring safe work practices and procedures are implemented and adhered to and employees are trained in their use.
- Ensuring plant and equipment are maintained in safe condition, with guards and safety devices in place and a regular program of maintenance established.
- Ensuring potential problems and hazards are identified through regular safety inspections. When necessary arrange assessment of possible hazards and institute control measures or, preferably, eliminate the hazards.
- Ensuring all workplace incidents and injuries are reported and investigated using the appropriate forms.
- Ensuring all employees and contractors or visitors receive induction training, occupational health and safety information and on the job training when required.
- Ensuring appropriate personal protective equipment (PPE) is available and employees are instructed in its use, maintenance and limitations.
- Oversee the provision of first aid facilities on site and to ensure that qualified first aid personnel are available when required.
- Encouraging the involvement of all employees in achieving a safe and healthy workplace.
- Assisting with the rehabilitation of employees who have been injured at work, by encouraging their early return to full duties through work based rehabilitation programs.
- Ensuring contractors, clients, customers and visitors in the supervisor's area of responsibility, observe the company safety procedures and use the appropriate personal protective equipment (PPE).
- Conducting regular monitoring and development of employees' skills.
- Involving the OH&S Representative and employees during the planning stages and installation of new plant, equipment and process and, modification of existing plant and equipment.

3.5 Employees

Employees are required to:

- Work with due care and consideration and to safeguard their own and others health and safety.
- Comply with all safety rules, safe working practices and procedures.
- Obey any reasonable instruction Management/Supervisors may give in relation to Occupational Health and Safety.
- Report any potential hazards identified in the workplace or any incidents or injuries occurring during the course of work.
- Not wilfully, knowingly or recklessly interfere with, remove, misuse or damage anything that is provided in the interests of occupational health, safety and welfare, nor wilfully place at risk the health or safety of any person at their workplace.
- Recommend changes in work practices regarding safety issues and concerns and detail appropriate warnings to be put into work instructions.

3.6 Sub-Contract Personnel

Responsibilities are as per 3.5 Employees and additional responsibilities specified in contracts or agreements.

4. OH&S PLANNING

4.1 Overview

To ensure that we provide a safe workplace, PSE Communications and Electrical is committed to ensuring that each job, and tasks associated with each job, are planned, including ensuring that:

- **Hazards and risks** in workplace activities are identified (Section 5).
- **Legal requirements** that apply to workplace activities are identified (Section 4.3).
- **Risks are prioritised** to ensure efforts to manage, control, communicate and monitor OH&S elements of work activities are risk based.
- **Effective control measures** are identified assigned to competent personnel and implemented (Safe Work Method Statements- SWMS)
- **Communication and training** is undertaken to ensure personnel understand and can manage hazards and risks (Sections 7 and 8).
- The **effectiveness of controls** are monitored and reviewed (i.e. if a control is not working, it will not prevent harm) (Section 12).
- Ensuring a continuous approach to this **Identify, Control** and **Monitor** approach.

4.2 Occupational Health & Safety Planning

The OH&S Representative will, as part of the planning process, undertake a review of the Company's activities, processes, equipment and plant identify hazards, legal requirements and risk control strategies. The purpose of this review is to identify the specific procedures, forms, tools and strategies required for the PSE Communications and Electrical OHS System.

The OH&S System will include:

- Defined and realistic OHS&R objectives and targets (Section 6).
- An improvement plan to identify actions, responsibilities and timeframes for actioning objectives (Section 6).
- OHS&R performance measurement and reporting processes (Sections 12 and 16).
- Regular review of progress on objectives, targets and actions.
- Identification of training needs and implementation of OH&S Training and Awareness programs (Section 8).
- Identification and provision of resources to support the OH&S Management System and effective site OH&S performance.
- Emergency response requirements and procedures (Section 11).
- OH&S advice, guidance, and mentoring for all levels of the Company's personnel.
- Clear detailing of OH&S responsibilities for all levels of the Company's personnel (Section 3).
- Implementation of appropriate supervision, internal audit, inspection, monitoring and reporting processes to verify site safety outcomes are consistent with Policies, Procedures and guidance provided (Sections 12 to 16).
- Regular management level reviews of the OH&S management system and OH&S performance (Section 17).

Further guidance on how to establish and implement the above elements of the OH&S System is reflected throughout this Plan, supporting System Procedures and the Implementation Checklist (F-SA-066).

4.3 Legal Compliance Requirements

PSE Communications and Electrical workplace activities are subject to Federal and State OH&S legislation and Australian Standards. Procedure P-SA-019 Legal Compliance defines how PSE Communications and Electrical identify, and evaluate compliance with, relevant OH&S legislation, Codes of Practice and Australian Standards.

Contractual agreements between PSE Communications and Electrical and our Clients can also generate OH&S performance requirements. Methods to identify contractual OH&S requirements are defined in P-SA-019 Legal Compliance.

PSE Communications and Electrical will maintain an OH&S Legal Requirements Register to demonstrate identification of legal and customer OH&S requirements.

The PSE Communications and Electrical OH&S Representative and/or Site Supervisors are required to communicate requirements and/or control measures to personnel performing related activities via training, induction, communication and supervisory activities. Related control measures will be identified in the OH&S Legal Register.

Senior management and supervisory personnel must maintain knowledge of the relevant legal requirements.

The PSE Communications and Electrical OH&S Representative will coordinate reporting of incidents, as appropriate, to the relevant Regulator eg WorkSafe Victoria or EnergySafe Victoria

The PSE Communications and Electrical OH&S Representative shall determine the frequency and monitor completion of compliance evaluation activities as per P-SA-0019 Legal Compliance.

5. HAZARD AND RISK

5.1 Overview

Management and site supervisors must ensure that OH&S hazards and risks associated with work activities are **identified, controlled and reviewed**. This includes hazards and risks associated with:

- Work activities and the way we work.
- Plant and equipment used.
- Chemicals and materials used.
- Offices and facilities.

Hazards and risks will also be considered in tendering and sub-contracting processes (refer to Section 9 of this Plan).

5.2 Method and Responsibilities

PSE Communications and Electrical will implement Procedure P-SA-014 Hazard and Risk Assessment to ensure that hazards, risks and controls are systematically identified and managed.

The PSE Communications and Electrical OH&S Representative is responsible for compiling and maintaining the PSE Communications and Electrical Hazard Register (refer F-SA-016).

Site Supervisors are responsible for identifying hazards and risks associated with site work activities using Safe Work Method Statements to document these hazards and risks and the agreed control measures.

The Risk Control Hierarchy to determine risk control options, including (in order of preference):

- Elimination of the hazard.
- Substitution.
- Engineering Controls.
- Administrative Controls (e.g. training, communication).
- Personal Protective Equipment (PPE).

Hazards with 'High' risk scores will be considered a priority in management and operational activities and implementation of the PSE Communications and Electrical OH&S Management System.

Management and site supervisors must ensure hazards and risks are identified prior to commencement of work tasks and are revised regularly at project and work sites by implementing tools such as:

- Safe Work Method Statements.
- Project specific OH&S Plans and procedures.
- Hazard reporting and incident response procedures.

Site Supervisors need to ensure that risk treatment controls will be routinely monitored, supervised and reviewed.

6. OBJECTIVES AND IMPROVEMENT

6.1 Overview

Setting realistic OH&S improvement objectives, supporting actions and responsibilities is the key method PSE Communications and Electrical employ to improve workplace safety performance.

Opportunities to improve workplace safety performance can be identified by reviewing:

- Staff suggestions and hazard reports.
- Historical OHS&R data.
- Industry and organisation benchmarks.
- Results of internal audits and inspections.
- The root causes of non-conformances and incidents.
- Current and past objectives and targets to measure the improvement rate of the OHS&R system.
- Trends evident in monthly safety reports.
- The effectiveness of current OH&S Management System processed during management level review of the System (Section 17).

Site Supervisors are responsible for:

- Reporting on OH&S performance from project sites (Section 16).
- Immediately advising management and the PSE Communications and Electrical OH&S representative of any reportable incidents.

Management are responsible for:

- Reviewing OH&S performance reports and data (including results of audits, inspections, incidents and monthly safety reports) to determine improvement opportunities.
- Formally conducting management reviews of OH&S performance (Section 17).

6.2 Objectives and Improvement Plan – Method and Responsibilities

The PSE Communications and Electrical OH&S Representative in consultation with senior management and staff representatives is to develop an OH&S Improvement Plan (refer to template below) that:

- Identifies defined and endorsed objectives and targets for improving OH&S performance.
- Identifies actions, timeframes and responsibilities to achieve improvement.

The intent of the Improvement Plan is to provide a documented and structured pathway for planning and implementing improvement in OH&S performance across sites. The Improvement Plan must be formally endorsed by Senior Management.

The PSE Communications and Electrical OH&S Representative, in consultation with relevant personnel, will employ the following method to develop the OH&S Improvement Plan:

1. Identify areas where OH&S performance could be improved. Improvement targets could be focussed on implementing a proactive measure or reducing a reactive measure, or a mix. Table 1 identifies potential proactive and reactive measures you could select.

Table 1. Potential OH& Improvement Measures

Proactive Measures (meaning actions or inputs)	Reactive Measures (meaning outcomes or results)
<ul style="list-style-type: none"> • progress being made with the management plan • progress with company requirements • number of hazards identified and controlled • number of near misses /incidents investigated and corrected • safety sampling (% employees wearing personal protective equipment (PPE)) • number of effective safety meetings • number of training initiatives implemented 	<ul style="list-style-type: none"> • how many injuries • how many lost days(DL) • serious injury frequency rate (SIFR) • total injury frequency rate (TIFR) • lost time injury frequency rate (LTIFR) • severity rate (SR) • duration rate(DR)

2. Review existing performance data to help identify meaningful improvement opportunities. This includes results of inspections, hazard identification/ reporting, incidents and near misses reports, audit results, observations made during supervision of works or trends identified in monthly Safety Reporting (Sections 11 to 16).
3. Some consideration and priority must be given to high ranked OH&S risks identified through site Safe Work Method Statement processes or in hazard and risk assessments undertaken using Procedure P-SA- 014 and/or SWMS Form F-SA-034.
4. Identify Actions, Timeframes and Responsibilities required to support improvement objectives.
5. Ensure that progress on targets is measured via Monthly Safety Performance Reporting (Section 16) or alternate means.
6. Ensure that progress on objectives and targets are reviewed by management at Management Review meetings (Section 17).

PSE Communications and Electrical OH&S Improvement Plan Endorsed by (enter signature of Senior Manager):		
Improvement Objective & Target	Year 1 Actions	Responsibilities
E.g.1- Reduce Lost Time Injury Frequency Rate		
<ul style="list-style-type: none"> Achieve LTIFR of 8.0 by end of 2013 (example only. Note: LTIFR 8.0 is the LTIFR for construction installation trades for 2010-11 (Safe Work Australia – Australian Frequency Rates by Industry)). 	<ul style="list-style-type: none"> Implement Hazard Awareness program. Implement Hazard Reporting process. X Y 	<ul style="list-style-type: none"> Senior Manager. OH&S Rep
E.g. 2 - Implement Regular Site Inspection Program		
<ul style="list-style-type: none"> All Supervisors to complete 2 inspections per month. OH&S Representative to complete 2 inspections per month. 	<ul style="list-style-type: none"> Assign and communicate responsibility to supervisors and OH&S Representative 	<ul style="list-style-type: none"> Supervisors and OH&S Rep

Note: Above Targets are examples only.

7. COMMUNICATION, CONSULTATION AND SAFETY COMMITTEE

7.1 Overview

Effective communication is a key strategy for ensuring awareness of staff and sub-contractors on site of hazards, risks and control requirements.

7.2 Delivery Methods

OH&S Information and consultation can be delivered by the following methods:

- Management meetings & briefings.
- Personnel / workforce specific meetings.
- Personnel briefing.
- Toolbox Talk sessions.
- Formal safety training / dissemination sessions.
- E-mail to relevant personnel.
- OH & S Notice boards.
- Targeted training and presentations.
- Consultation sessions.

7.3 Content

The content of communication material should consider the target audience. Content should effectively communicate (amongst others):

- Hazard identification & risk management (particularly the results of SWMS's conducted on site).
- Changes to work methods or scope of work.
- Results of incident, "near miss" occurrences & investigation outcomes.
- Changes to relevant OH & S legislation affecting the Company's activities.
- Amendments to PSE Communications and Electrical Client, and Customer OH & S requirements.
- Hazard Alerts from associated or relevant industry activity occurrences.
- Specified period (weekly-monthly-yearly) OH & S performance data.
- Implementation of new & amended OH & S procedures, work instructions, & method of work.

Management and/or the PSE Communications and Electrical OH&S Supervisor are responsible for reviewing and approving the content of internal communication materials.

7.4 External Communication

The Procedure P-SA-001 Incident Reporting, Investigation and First Aid Statutory Requirements defines processes for reporting a notifiable incident to the relevant Regulator eg WorkSafe Victoria or EnergySafe Victoria.

Management are responsible for identifying any reporting requirements with other external stakeholders (e.g. client) and ensuring required communication activities are undertaken.

7.5 Communication and Consultation Records

Internal and external communication and consultation records must be traceable and stored in a logical manner to enable retrieval (refer Section 15 Records).

All personnel who attend formal or controlled communication sessions must signify their attendance & understanding by recording their name (printed), date of attendance and signature (F-SA-023 Training Attendance or F-SA-024 Record of Toolbox).

The attendance form and information delivered is to be attached & filed for reference & record.

7.6 Safety Committee

Where requested by personnel PSE Communications and Electrical will facilitate the formation and functioning of a Safety Committee. The Safety Committee shall comprise of a senior management representative (as decision maker), management & supervision & workplace representatives elected by the workforce.

Members of the committee will be trained to discharge their duties, actions, responsibilities & activities.

Responsibilities of the Committee include:

- Advise & assist the company management, supervision & OH&S Representative in all OH&S matters in their area of responsibilities.
- Act as the local safety focus point for their fellow workers.
- Conduct physical safety inspections of their area of responsibility and other areas as & when required.
- Take immediate action on any unsafe action or substandard situation.
- Assist on request in any accident, incident or occurrence investigation.
- Ensure all remedial action plans relating to their area have been completed according to the target date set.
- Report & assist at safety dissemination venues (safety meetings, toolbox talks etc.) from all matters arising from their activities & meetings.
- Assist any other members of the Safety Committee in discharging their duties.
- Nominate a substitute if unable to attend any meeting, inspections or other safety related matters.

The Committee shall meet on a regular basis (at least once 3 monthly) to report, discuss, & act on safety related matter or concerns (F-SA-029 Safety Committee Minutes). The manager or nominee shall accompany one of the elected members each month on tour of safety inspection (F-SA-061 or F-SA-020).

Management & supervisors shall ensure that their elected representative is allocated time & facilities to discharge their duties.

The OH&S Representative shall assist, guide & advise all members of the safety committee. The Representative shall ensure that all members have been trained to the level of competency required for the position.

Refer also to F-SA-028 Safety Committee Charter.

8. INDUCTION, TRAINING AND COMPETENCY

8.1 Training Overview

PSE Communications and Electrical will ensure that all personnel on site are inducted, trained, licenced and competent (where required) prior to commencing work.

8.2 Induction

The Site Supervisor is to ensure that all personnel undertaking any work on site are inducted prior to commencing. Induction is to incorporate, but is not limited to, consideration of:

- An overview of the Site Safety Management Plan and procedures for the site (or OH&S Management System where there is no separate Safety Plan).
- OH&S procedures and how to access documentation.
- Site specific OH&S hazards.
- Control measures they are expected to contribute to maintaining.
- Incident reporting and emergency response processes (as relevant).
- Occupational Health, Safety and Rehabilitation Policies
- Applicable OH & S legislation.
- Safe Work Method Statement (SWMS).
- Hazardous substances & dangerous goods.
- Emergency and evacuation procedures.
- Incident & "near misses" reporting and treatment.
- Workers Compensation & rehabilitation.
- Safe work practices, procedures, & methods.
- Hazardous work procedures.
- Permit systems.
- Drugs & alcohol.
- Personal protective equipment.
- First aid personnel and equipment.
- Fire fighting equipment.
- Individual responsibilities and general duty of care.

Where required the Site Supervisor will also verify that all personnel on site have completed the Construction Induction Card.

A simplified induction can be undertaken for visitors to site (i.e. personnel not performing any electrical, trade or construction work) that includes, but is not limited to:

- How first aiders are identified and location of first aid equipment.
- Restricted and hazardous areas.
- Designated protective equipment areas.
- No smoking policy.
- Site speed limits.
- Evacuation processes, assembly location and emergency phone numbers.
- Amenities (kitchen, lunch rooms and toilets).

Refer also to F-SA-037 Safety Induction Handbook.

8.3 Identification of Training and Competency Needs

A registers, or means of identifying training and licencing required to undertake site works, is to be developed (F-SA-063 Training Needs Register) and include consideration of:

- Current skill sets, licences, trade classifications and certificates of competency held by personnel on-site.
- Skill sets, licences and competencies required to manage OH&S hazards associated with planned works.
- Skill sets, licences and competencies required by Regulations and/or Australian Standards (i.e. a training requirement specially referred to in OH&S Legislation as being a pre-requisite for persons performing a task, or that is provided by an employer to meet its obligations to provide information and instruction in relation to the nature of a hazard and/or severity of the risk).
- Areas where further training or skills development is required.
- A training requirement required to meet customer or contract requirements.

Where areas requiring further training or skills development are identified, necessary training actions shall be planned and implemented.

Mandatory task specific training can include, but is not limited to:

1. Manual Handling.
2. Noise Awareness.
3. Confined space.
4. Height Safety.
5. Electrical safety.
6. Communicable diseases.
7. Fire fighting.
8. Ultra Violet Protection Safety.
9. Emergency (evacuation/fire) wardens.
10. First aid & CPR.
11. Relevant rescue procedures (Company specific).
12. Company specific hazardous work procedures.
13. Health & Safety Committee Member responsibilities.
14. Use of plant.

The OH&S Representative will review training needs when there are changes in legislation, plant and equipment or work processes.

8.4 Training Methods

Training methods can include, but are not limited to:

- Communication methods identified in Section 7.2 of this Manual.
- Targeted training and presentations.
- Toolbox Talk sessions.
- Formal safety training / dissemination sessions.
- Accredited training sessions that may include assessment for understanding and competency.

Regulatory training requirements (refer to 8.3) must be delivered via a method consistent with the relevant regulation, Code of Practice or Standard. This often requires accredited training and assessment for understanding/ competency as above.

8.5 Competency and Licence Register

Site Supervisors are to ensure that personnel undertaking a task with significant OH&S hazards are competent prior to undertaking the task (based on information submitted (e.g. relevant licence) or competency observation). Records are to be maintained.

Site supervisors are required to ensure that contractors provide evidence of:

- Safety of their work systems and practices.
- Safety of their plant and equipment.
- Competency of their employees to work safely.
- Suitability and currency of their insurance.

A Register, or means of tracking the expiry of licences and registrations, must be maintained (i.e. to ensure work requiring a licences is not carried out by personnel with expired licences) (F-SA-064 Competency and Licence Register). A photocopy of licences and certificates are kept in PSE Communications and Electrical records.

Licences and certificates of competency are to be checked for currency and application every 6 months to ensure that they are still valid.

8.6 Management Personnel

Management and Supervisory personnel PSE Communications and Electrical are required to successfully complete all the relevant components of the Induction plus any additional training necessary for them to discharge their obligation / duty of care and apply due diligence in the pursuit of their managerial / supervisory duties.

8.7 Review and Records

Training needs will be regularly reviewed based on risk and competencies required for all personnel. These reviews will also consider statutory requirements and best practice objectives.

Records of training, qualifications and other relevant information will be maintained in personnel files and on the company's Training Needs Register. A Training Attendance Sheet will be used for all training provided by PSE Communications and Electrical and signed by all personnel in attendance (F-SA-023, or F-SA-024 for training delivered by Toolbox). A copy of the Training Attendance Sheet will be forwarded to the PSE Communications and Electrical OH&S Representative to update the Training Needs Register.

Where the nature of work during the company's operations changes or the responsibility of an individual is changed, PSE Communications and Electrical will ensure that relevant training is applied.

9. PURCHASING AND SUB CONTRACTOR MANAGEMENT

9.1 Overview

PSE Communications and Electrical will ensure that personnel with purchasing and/or sub-contracting selection and management responsibilities consider the OH&S implications of purchasing decisions, including, but not limited, to:

- Materials and supplies that could cause harm or Personnel Protective Equipment.
- Emergency equipment and Personal Protective Equipment.
- Services.
- Subcontractors.
- Personnel (labour hire etc.).
- Plant and equipment (refer to F-SA-026 and F-SA-040).
- Chemicals.
- Systems.

9.2 Purchasing Goods and Supplies

Purchasing personnel are to ensure that an assessment of hazards/risks is undertaken on new plant or materials prior to purchase.

Company Management shall ensure that purchase requisitions and purchase orders detail the OH&S requirements of the relevant Regulations, Codes of Practice or Advisory Standards which shall be verified during the receipt inspection process (e.g. AS 2210.3.2009 Safety Footwear).

When purchasing materials or equipment that can create an OH&S hazard, purchasing criteria, documentation and/or agreements must clearly specify:

- Only approved suppliers are utilised.
- Purchasing agreements clearly specify controls and requirements relating to OH&S hazards and performance of a product or materials.
- Items purchased conform to the requirements of the OH&S Management System, Regulations and Australian Standards.
- Description of the item/s supplied exactly meets the description of the purchase order.
- Prior to or on delivery, the relevant health and safety information or documentation is supplied.

9.3 Selection and Management of Sub-Contractors

The purchasing criteria, documentation, and/or agreements developed for engagement of sub-contractors (and, as relevant, labour hire personnel and consultants) will specify:

- Selection of personnel or organisations only on their proven ability to meet PSE Communications and Electrical contracting requirements, performance and related standards in Occupational Health, Safety and Rehabilitation.
- Agreement to the auditing regime for process, documentation and operations prior to, during and on completion of the project.
- As part of the pre-audit or approval as a subcontractor, submit for review their Occupational Health, and Safety Plan and associated documentation (Section 9.4).
- The inclusion of all necessary licences, certification, insurances and approvals necessary for the project's operations.
- Accountability for safe work practices, procedures, plant and equipment.
- Agreement to undergo any specific inductions, safety or related training for the efficient project's operations.

9.4 Sub-Contractor Documentation

Prior to the commencement of any PSE Communications and Electrical project, relevant subcontractors are required to submit a Health and Safety Plan detailing the Health and Safety systems and procedures which they will apply during the term of the project. The Plan shall be submitted prior to commencement of work and reviewed by PSE Communications and Electrical at regular intervals (F-SA-025).

The sub-contractor Health and Safety Plan shall include:

- A brief description of the scope of work associated with the contract is to be documented, including as a minimum:
 - Summary of major activities to be performed.
 - Safe work procedures and training.
 - List areas of the operation, activities, and/or project requiring special consideration from a safety perspective e.g.:
 - Presence of public and any risk exposure due to work activities.
 - Traffic management.
 - Work restrictions (work periods, confined spaces).
 - Exposure to hazards (noise, dust, elevated heights).
- Summary of OH&S roles and responsibilities of Contractor & Sub Contractor personnel involved in the project, operations and/or activities.
- Position and/or name of senior management or supervision personnel who will liaise with PSE Communications and Electrical on OH & S matters.
- An outline of project specific induction procedures for employees and subcontractors.
- Register of personnel who have satisfactorily completed the relevant induction/s.
- Details of employee additionally required or mandatory specific safety training that has or will be provided relevant to the contract requirements.
- Provide a register of names and/or positions of contract employees and subcontractors with authorisations, permits, competency certificates, licences etc. who may be required to supervise or undertake specialist work activity.
- Copies of company safe work procedures or instructions relevant to the intending project.
- Identify project activities subject to permit to work systems.
- Identified hazard, risk and control measures associated with work tasks.
- Details of how workplace OH&S inspections and audits will be undertaken during the project.
- Details of hazard and incident reporting procedures.
- Nominate whether a Safety Committee (or equivalent) has been formed.
- Rehabilitation procedure and coordination.
- Emergency plan and structure for the contract where similar plans do not already exist.
- Register of emergency equipment and locations i.e. first aid equipment, fire extinguishers.
- Register of current qualified First Aid Personnel.
- Details of how monthly health and safety performance reports will be compiled.
- An outline of plant and equipment to be used, how it is maintained/ checked and methods for ensuring it is operated safely.

The OH&S Representative or Site Supervisor is to review the contractors Health and Safety Plan to ensure it provides methods and safe work systems specific to planned site works (F-SA-025).

Where sub-contractors do not have a Health and Safety Plan or procedures, the Site Supervisor is to direct the sub-contractor to work under the requirements of the PSE Communications and Electrical OH&S Management System and ensure sub-contract personnel are inducted.

9.5 Sub-Contractor Supervision and Monitoring

PSE Communications and Electrical project personnel will monitor sub-contractor OH&S performance at site via:

- Foreman and Supervisor supervision.
- Conducting periodic inspection of OH&S controls on site.
- Monthly safety reporting.

Additionally the OH&S Supervisor will plan and conduct periodic OH&S audits in accordance with *P-SA-020 OH&S Systems and Audit Procedure*.

10. DOCUMENTATION AND DOCUMENT CONTROL

10.1 Overview

PSE Communications and Electrical management are responsible for approving OH&S System documentation. The PSE Communications and Electrical OH&S Representative will distribute, provide access to and monitor the use of OH&S documentation and coordinate periodic reviews as necessary.

Documents requiring control include but are not limited to:

- Integrated OH&S Management Plan.
- Policies.
- Position descriptions.
- Procedures.
- Forms.
- Specifications and drawings.
- Instructions.
- Acts, Codes Standards & Regulations.
- Alliance Documents.
- Monitoring programs.
- Forms & Checklists.
- Registers.

All documentation developed and approved will be allocated a specific Company numbering and identification system. These will be in accordance with PSE Communications and Electrical and their respective elements and discipline.

Master documents are held on the company's internal electronic network with write access limited to the PSE Communications and Electrical OH&S Representative and Senior Management.

Superseded documents are immediately removed from the point of use and stamped as identified superseded.

A register of issue of controlled documents relating to PSE Communications and Electrical shall be maintained by the PSE Communications and Electrical OH&S Representative (F-SA-062 Document and Record Register).

10.2 Review of OH&S Documentation

The OH&S Representative will regularly review and update documentation to ensure compliance and effectiveness with changes to:

- Legislative amendments.
- Hazards and risks.
- PSE Communications and Electrical operations.
- Clients and/or customer requirements.
- Personnel.

All changes, amendments, additions or other referenced documentation are to be controlled by the OH&S Representative.

Any documentation that is to be retained for legal or historical reason is to be appropriately identified and archived for reference and retrieval.

11. EMERGENCIES

11.1 Overview

PSE Communications and Electrical will develop, implement, and measure for effectiveness, total emergency response plans and systems for all criteria. Potential emergency events will be identified during hazard and risk identification processes (Section 5).

Plans will consider (as appropriate) the following:

- Potential and actual serious injury occurrences, facilities and remote locations.
- Fire, explosion, electrical shock, falls.
- Plant, equipment, facility failure, structural collapse/damage or breakdown.
- Incursion by - (aircraft, plant, equipment, transport).
- Natural disasters including - (flood, fire, cyclone, storm, earthquake, etc.).
- Other OHS emergencies as identified.

11.2 Notification and Liaison

PSE Communications and Electrical will liaise with the relevant statutory authorities. These include but are not limited to:

- Fire and rescue authorities.
- Ambulance and emergency.
- Police.
- Accident and emergency sections of the appropriate medical facility (hospital).
- Relevant statutory authorities (F-SA-003).

The appropriate authorities will be included in all documentation associated with the relevant emergency. Contact details, numbers, and protocols, reporting processes will be part of the documentation process. A condensed summary of these procedures will be part of the Induction process.

11.3 Support

PSE Communications and Electrical will identify via the hazard identification and risk management process all internal support requirements for the company's activities. These will include but are not limited to:

- Facility, field and remote first aid requirements; (facilities, equipment, trained personnel).
- Emergency response trained personnel.
- Critical incident controllers.
- Emergency response communication systems.
- Rehabilitation Management Personnel.

As part of the post occurrence management system, critical incident / trauma counselling personnel will respond to the level of the occurrence scope.

12. MONITORING OH&S PERFORMANCE

12.1 Overview

Monitoring and evaluating OH&S performance is critical to:

- Improving safety outcomes in site works.
- Improving the OH&S Management System.
- Demonstrating compliance with Standards and Regulatory requirements.

The PSE Communications and Electrical OH&S Representative is to coordinate, plan, schedule and assign OH&S monitoring and evaluation tasks in the OH&S Calendar (F-SA-067). The OH&S Representative will also consult with site supervisors to ensure consideration is given to requirements and methods for monitoring OH&S performance at site.

12.2 OH&S System Monitoring

The OH&S Representative is to determine methods, timeframe and responsibilities for monitoring:

- Progress on OH&S objectives and/ or KPI's established within the system or required by the client.
- Compliance with OH&S System procedures.
- Compliance with Standards and Regulations (refer also to PS-SA-019 Legal Compliance).

Monitoring tasks are to be planned, scheduled, assigned and documented in the OH&S Calendar. Monitoring results are to be considered during management review meetings and regularly reported to management.

12.3 Site/ Project OH&S Monitoring

PSE Communications and Electrical will ensure the Occupational Health, Safety outcomes on site are routinely monitored and reported, including:

- Providing for appropriate supervision of OH&S processes and controls in works undertaken by staff and sub-contractors.
- Provision for monitoring, supervision, inspection (F-SA-20, F-SA-061) and auditing of compliance with safe work procedures and/or sub-contractor OH&S documentation.
- Inclusion of key OH&S inspection and test activities in project/job Inspection and Test Plans.
- Inspection of supplied material and equipment that could create an OH&S hazard to ensure it is fit for purpose.
- Inspection and checking required by regulation or Standards, including, but not limited to:
 - Noise assessments.
 - Dangerous Goods assessments.
 - Plant and equipment inspections.
 - Emergency control equipment.
- Reporting all incidents and injuries sustained by either PSE Communications and Electrical personnel and/or subcontract personnel.

Records of the inspections, tests and monitoring activities shall be maintained as per records Control.

12.4 Calibration of Monitoring Devices

Where any monitoring devices are used to measure OH&S characteristics, the Site Supervisor shall ensure that the device is calibrated, maintained and reading accurately.

13. AUDITS

13.1 Overview

Internal Occupational Health, Safety and Rehabilitation Audits

PSE Communications and Electrical will develop and implement internal audit / inspection schedules for duration of any operations or activities on a client's or customer's site as well as the company's operations. Internal audit processes are defined in P-SA-020 Systems Audit procedure.

14. INCIDENT AND INJURY REPORTING, CORRECTIVE AND PREVENTIVE ACTION

14.1 Overview

PSE Communications and Electrical have defined our approach to identification and actioning of non-conformances with OH&S requirements, procedures and processes in Procedure P-SA-027 Corrective Action.

If an incident or injury occurs anywhere under the control or management of PSE Communications and Electrical, the immediate management of the incident is critical to reduce pain, trauma and loss. Follow up management is also vital to allow correction, early return to work and to reduce loss.

All Incidents that result in, or could potentially result in: (for example a “near miss” incident where it was only luck that the person was not injured or property damaged):

- Injury to persons.
 - Damage to plant, machinery and/or equipment.
- MUST** be reported and investigated in accordance with P-SA-001 Incident Reporting, Investigation and First Aid Statutory Requirements to ensure that:
- A consistent approach is taken to gathering information relating to the possible causes of the incident.
 - Appropriate feedback regarding the results and outcomes of investigations is provided to all affected personnel and authorities.
 - The chance of the incident happening again is minimised.
 - Legislative reporting requirements are fulfilled.

Refer also to forms F-SA-001, F-SA-002 and F-SA-003.

15. RECORDS

15.1 Records Management

PSE Communications and Electrical maintain records associated with performance of the OH&S system and OH&S performance at site.

All records, files and associated documentation are to be identified, labelled, catalogued, indexed, filed, stored and maintained according to the company's, legislative and client and/or customer requirements.

All records will be legible, traceable to PSE Communications and Electrical and where applicable, client and/or customer services, and project activities provided.

Personnel and related records that are of a confidential nature will require that procedural guidance documentation will be established in the Records Control requirement to maintain the confidentiality and security of these records.

Typical records that need to be controlled are identified in the Document and Record Register will be maintained (F-SA-062).

16. MONTHLY SAFETY REPORTING

16.1 Overview

The intent of the Monthly Safety Performance Reporting process is to ensure that all safety performance data is collated, analysed and then reviewed by management to determine if further improvement is required.

Safety performance data to be reported monthly includes all accidents, incidents and injuries sustained by either PSE Communications and Electrical personnel and/or subcontract personnel (F-SA-006 Monthly Safety Performance Summary).

16.2 Method and Responsibilities

The PSE Communications and Electrical OH&S Representative is to record a summary of all incidents and injuries sustained by either PSE Communications and Electrical personnel and/or subcontract personnel on the Monthly Safety Performance Summary (F-SA-006). This data needs to be compared to hours worked and number of personnel on site to calculate various safety incident rates (refer to F-SA-006).

Any trends or significant findings should be highlighted clearly.

Monthly Safety Reports must be completed by the Company OH&S Representative, no later than the 4th Working Day of each new month. The Report will then be reviewed by the Management Team on a monthly basis, with any comments or requirements for further action recorded on the Report.

Records of the Monthly Safety Performance Report and management comments will be recorded and filed in accordance with PSE Communications and Electrical record keeping procedures (refer to Section 15 of this Manual).

17. MANAGEMENT REVIEW OF THE OH&S SYSTEM

17.1 Overview

PSE Communications and Electrical will ensure that a management review of the OH&S Management System occurs at least annually. The purpose of the review is to review OH&S performance data to determine if the OH&S system is suitable or needs to be revised.

The management review will include senior management, the PSE Communications and Electrical OH&S Representative and site managers (where required) or other with OH&S responsibilities.

17.2 Agenda Items

The following matters will be considered in the review:

- An overview of the site OH&S data and performance.
- Progress on objectives and targets.
- Review of results of internal and external audits.
- Review of results of OH&S inspection processes.
- Review of incidents, accidents and OH&S related non-conformances.
- Changes to OH&S regulations and requirements.
- Adequacy of the current OH&S policies.
- Review of any testing or actual incident/ emergency response activities.
- Review of OH&S resources, roles and responsibilities.
- Workers' Compensation Claims Performance.
- Prohibition, Improvement and Infringement Notices issued by the Statutory Authorities.
- Data and trends in Monthly Safety Performance Reports.
- Other as required.

17.3 Minutes

Minutes of the Review will be maintained and record attendance, discussion points and actionable items (F-SA-065 OH&S Management Review).