

Occupational Health & Safety

Claytons Mid Logistics



Occupational Health & Safety

Definition:

- Means by which to control aspects of work production that involve any degree of risk or danger that may cause injury or harm.
- This process eliminates such elements to ensure employee safety & health.

For All Employees

The Reasons for OH & S:

- Eliminates possible danger.
- Safeguard employee productivity.
- Means to promote workplace processes.
- Protect employee rights.
- Maintain worker health.

Our Safety Procedures



- Written Instructions in OH & S Manual.
- Regular Inspections by Safety Representatives.
- Informal: Employee Observation.
- In accord with legal regulations.

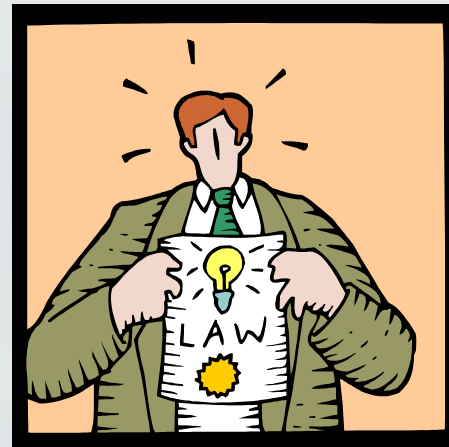
All Safety Checks on Office Equipment

- Lighting & Glare.
- Equipment Layout & Access.
- Space.
- Manual Handling.
- Noise.
- Ventilation, humidity & temperature.
- Desk.
- Chair - Adjusted Height & Foot Position.
- Computer & Accessories.
- Laptops.
- Safety Equipment.

Our Safety Representatives

The two representatives elected as company advisors on all OH & S issues. Empowered to act on behalf of employees & employer. Able to inspect any incident or potential problem.

- Phillip Jenkins
(Senior Rep.)
- Jane Sutton
(Junior Rep.)



Recent Injury / Illness: Australia

(Source: ABS 6324.0 Year: 2005 - 06)

Category	%
Fracture	6.4
Chronic joint or muscle condition	18.6
Sprain / strain	30.1
Cut / open wound	19.2
Crushing injury / internal organ damage / amputation	4.0
Superficial injury	7.5
Stress or other mental condition	4.5
Other	9.7

Prevention (The Best Cure)

The 4 Step System:

S A F E

Spot the Hazard

Assess the Risk

Fix the Problem

Evaluate Results



Spot the Hazard

Physical inspection of workplace.

A hazard is anything with potential to cause injury, illness or damage.

Identified by:

- Observing Workers Tasks.
- Speaking to Workers.
- Using Safety Checklist.
- Review Manufacturers Info.
- View injury Records.

Assess the Risk

Once hazards are identified determine their level of risk.

A risk is the likelihood of a hazard causing injury, illness or damage to health.

Assessed by:

- Potential Impact of hazard.
- How likely is the hazard to cause someone harm.

Fix the Problem

Also known as risk control.

Aim to remove a hazard completely. If this is not possible a 'hierarchy of control' exist.

- Eliminate the Hazard.
- Substitute the Hazard.
- Isolate the Hazard.
- Use Engineering Controls.
- Use Administrative Controls.
- Use Personal Protective Equipment.

Evaluate Results

This comes after the first three steps in the hazard management process.

How effective are changes made to fix the problem.

Talk to workers & their response.

- Are changes making a difference?
- Workers opinion on change.
- Do solutions reduce risk?
- Do solutions create new hazards or increase risk of existing ones?

Reporting Risks & Incidents

Under current law a Workplace Standards Inspector must be notified immediately if:

- Someone is killed.
- Someone suffers serious bodily injury or illness (requiring hospital admission).
- A dangerous incident occurs which could have resulted in someone being killed or serious injury / illness.

On Helpline: 1300 366 322

Details to be Reported in Writing

For other incidents & near misses a written record must be made.

The Written Report must include:

- **What:** Description of Event / Injury / Damage.
- **When:** Time & Date of incident.
- **Where:** Location & Street Address.
- **Who:** Person, Witness, Workplace & Reporter.
- **Why:** Incident cause, Future action to prevent it again.

Resolving OH & S Issues

Consultation process to share information on OH & S. Both employees & employers work together to resolve issues. Through committees & safety reports. Inspectors pivotal as they provide an assessment of conditions in the workplace.

In case of an Emergency

Means the safe & rapid evacuation of workplace in the case of an emergency.

Emergency procedures can be invoked once a threat becomes visible.

Drill commands include personnel departure & actions to counter existing danger.

Employer Responsibilities

To maintain & provide:

- A safe working environment.
- Safe systems of work.
- Facilities for the welfare of all workers.
- Any information, instruction, training or supervision needed to ensure workers safety.

Employee Responsibilities

Responsible for:

- Ensuring own personal health & safety, and that of others in the workplace.
- Complying with any reasonable directions given by management relating to health & safety.

Safety & Hazard Signs



OH & S Policies

Further Resources on these issues are available:

Safe Work Australia Council.

Workplace Safety Australia.

Websites.

National Research Centre for OHS Regulation.

Workplace OHS.

OH & S Solutions.