



HOBART Food Equipment  
Division of ITW Australia Pty Ltd Company



Work Health & Safety  
Management System

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4.0

# NATIONAL WORK HEALTH AND SAFETY MANAGEMENT SYSTEM

*(WH&S, HS&E, OH&S, OS&H)*



**Hobart Food Equipment**

A division of ITW Australia Pty. Ltd.

63 004 235 063

August 2022



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## i. Definitions

### **Worker**

A person is a **worker** for Hobart Food Equipment if the person carries out work in any capacity for Hobart Food Equipment. **Workers** may include Employees, Contractors, Subcontractors, Employees of Contractors and Subcontractors, Employees of Labour Hire Companies, **Outworkers**, Apprentices and Trainees, Work Experience Persons, and Volunteers.

### **WH&S**

Work Health and Safety (All states except VIC and WA)

### **OH&S**

Occupational Health and Safety (in VIC only)

### **OS&H**

Occupational Safety and Health (in WA only)

### **OFFICER**

An officer is:

- A director or secretary of a company
- A person who makes or participates in making decisions that affect the whole, or substantial part of, the company; or
- A person who has the capacity to significantly affects the company's financial standing and whose wishes or instructions the directors of the company are unlikely to fulfil

An officer has a duty, to exercise due diligence and reasonable care, to ensure Hobart Food Equipment is complying with its obligations under health and safety legislation.

### **WHSMS**

Work Health and Safety Management System (previously Occupational Health and Safety System).



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## Hobart Food Equipment Management (HFE Management)

*Includes any of:*

- *Managers (including General, Technical, Business, Service, Sales, State, Country etc.)*
- *WH&S Staff*

### **SDS**

*Safety Data Sheet (previously Material Safety Data Sheet).*

### **SWMS**

*Safe Work Method Statement.*

### **RA**

*Risk Assessment.*

### **JSEA**

*Job Safety and Environmental Analysis.*

### **PPE**

*Personal Protection Equipment.*

### **CGU**

*CGU Insurance Company.*

### **RTW**

*Return to Work.*

## **Work Health and Safety (WH&S) Act**

*The WH&S Act imposes a general duty of care on persons conducting a business or undertaking to take all reasonably practicable steps to ensure the health and safety of **workers** and others affected by their undertaking. In addition, the WH&S Act sets out:*

- *Consultation obligations (of Hobart Food Equipment)*
- *General duties of care of manufacturers, designers, suppliers, officers and **workers***
- *Powers of safety inspections and union officials to investigate workplace incidents*

## **Work Health and Safety (WH&S) Regulations**

*The WH&S Regulations set out prescriptive health and safety obligations that must be implemented (by Hobart Food Equipment), and how to meet these obligations. The regulations are legally enforceable.*



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### Codes of Practice

*A code of practice is a practical guide to achieving the standards required under health and safety laws.*

### Reasonably Practicable

*Reasonably Practicable, in relation to health and safety, refers to what is reasonably able to be done when ensuring health and safety, taking into account and weighing all the relevant matters, including:*

- a. *The likelihood of the hazard or risk occurring;*
- b. *The degree of harm that may result from the hazard or risk;*
- c. *What the person concerned knows or ought reasonably to know about:*
  - a. *The hazard or risk; and*
  - b. *Ways of eliminating or minimising the risk;*
- d. *The availability and suitability of ways to eliminate or minimise the risk; and*
- e. *The cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly or disproportionate to the risk.*

### SNB (Safety Notice Board)

*This is a display board that has been set up to visually relay safety information.*

### PCBU (Person Conducting the Business or Undertaking)

*This refers to the business, in the case of this WHSMS:*

*ITW AUSTRALIA PTY LTD, trading as, HOBART FOOD EQUIPMENT.*





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## ii. Work Health and Safety Personnel (at August 2022)

**General Manager – Daniel Glasow**

**Technical Services Manager, Chief Warden, and First Aider – William Bond**

**WH&S Officer and HR Lead, General Warden, First Aider, and RTW Co-ordinator –  
Neeraj Shah**

**Warehouse Warden, and First Aider – Jeremy Brennan**



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# POLICY





## **P01 – WH&S POLICY**

### **Purpose**

The Work, Health, Safety of all persons employed by Hobart Food Equipment and any persons visiting our premises are considered to be of the utmost importance. Hobart Food Equipment recognises the importance attached to Work, Health and Safety, and will comply with all relevant statutory and non-statutory legislation to ensure that our workplace is safe and without risk.

### **Management Responsibility**

Management has a responsibility to:

- Contribute to, and promote, the health and safety of all persons in the workplace
- Be personally accountable for their specific areas of responsibility
- Develop, implement, and review, Hobart Food Equipment's Work Health and Safety policies, in consultation with **workers**, and communicate this to all **Workers**
- Set, and review health and safety objectives and performance criteria for their work areas
- Investigate all reported incidents, injuries, illnesses, and near misses to identify all contributing factors and, where appropriate, formulate corrective plans for action to prevent recurrence
- Provide rehabilitation and return to work planning that ensures a safe, early, and durable return to work
- Identify all hazards and take all practicable steps to eliminate, isolate, or minimise exposure to the hazard
- Ensure that all **workers** are adequately trained to carry out their duties in a safe manner
- Ensure that adequate facilities and amenities are provided, and are accessible
- Encourage **worker** consultation and participation in all health and safety matters
- Promote a system of continuous improvement, including annual reviews of policies, procedures, and training
- Meet our obligations under the Acts, Regulations, code of practices, relevant standards, guidelines, and traffic / road rules, in all states
- Make available the WH&S Policy to all interested parties



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### **Workers Responsibility**

**Workers** have a responsibility to:

- Take reasonable care for their own health and safety
- Take reasonable care for the health and safety of others who may be affected by their work in any way
- Follow all reasonable safe work procedures, policies, instructions, and training
- Correctly and safely use all safety equipment, powered mobile plant, and motor vehicles
- Wear PPE, where required
- Take an active role in Hobart Food Equipment's rehabilitation and return to work planning, for their safe, rapid, and durable return to work
- Report all incident, injuries, and hazards, including pain, discomfort, and 'minor' injuries
- Improve the safety culture/environment with a duty of care for not only themselves, but for other colleagues also
- Take part in the development of WH&S policies and procedures by way of participation within consultation, whether directly or indirectly

Additionally, all Contractors must:

- Act in accordance with the Work Health and Safety policies, procedures, and programs from both the designated offices of Hobart Food Equipment, and their own workplace; failure to comply or observe a direction will be considered a breach of the contract and may create sufficient grounds for termination of the contract
- Meet all obligations under the Acts, Regulations, code of practices, relevant standards, guidelines, and traffic / road rules, in all states

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022



## **P02 - ITW PRINCIPLES OF CONDUCT**

### **PRINCIPLE 1: Avoid all conflicts of interest**

ITW's employees and directors must avoid any activity that might create a conflict of interest or create a perception of a conflict of interest. A conflict of interest occurs when an employee or director is, for any reason, in a position where his or her conduct could be (or appear to be) influenced by some factor other than concern solely for the best interests of ITW. This could include employees, directors or their family members receiving gifts of more than a minimal value from someone working for a supplier, customer or competitor. It could also include an employee or director having a financial or other interest in a supplier, customer or competitor either directly or indirectly through a family member. (An investment of under 1% of the outstanding securities of a public company is not considered a conflict of interest.)

### **PRINCIPLE 2: Protect and properly use ITW's assets**

Employees and directors should protect ITW's assets and ensure their efficient use. All ITW assets should be used for legitimate business purposes.

### **PRINCIPLE 3: Make no improper payments or gifts**

Improper payments or gifts include anything of more than a minimal value given to any person, firm or organization, whether associated with a customer, supplier, competitor, government or otherwise, to obtain improper preferential treatment for either ITW or the employee or director. Examples include bribes, payoffs, kickbacks, gifts with more than a minimal value and payments for goods or services that either are not received or are at a greater price than is reasonably necessary. For additional information, see the ITW Global Anti-Corruption Policy.

### **PRINCIPLE 4: Do not use ITW assets or funds for political contributions**

The legal restrictions governing contributions to candidates for public office and causes differ around the world. In the United States and some other countries, employees and directors may make personal donations, but they cannot receive any type of reimbursement from ITW.



**PRINCIPLE 5: Do not use corporate opportunities for personal benefit**

Employees and directors are prohibited from taking for themselves opportunities that properly belong to ITW or are discovered through the use of corporate property, information or position; from using corporate property, information or position for personal gain; and from competing with ITW. Employees and directors owe a duty to ITW to advance ITW's legitimate interests when the opportunity to do so arises.

**PRINCIPLE 6: Comply with all applicable laws**

It is ITW's policy to comply with all applicable laws, rules and regulations. ITW exists within a complex framework of local, national and international laws. Violations of these laws can be extremely costly to ITW, damage our reputation and subject the company or the employee or director to criminal or civil penalties. Virtually every aspect of our business requires knowledge of some particular area of law, and the extent of knowledge needed by an employee or director will vary greatly from individual to individual. You are required to familiarize yourself with all of the laws and regulations that apply in the areas of your responsibilities. Certain laws demand the special attention of all employees and directors. These include:

**Anti-Corruption Laws** - ITW must comply with a wide variety of anti-corruption laws, which prohibit bribery and similar improper payments. Violations of these laws may result in civil and criminal penalties against ITW and its employees and directors. For additional information, see the ITW Global Anti-Corruption Policy.

**Environmental Health and Safety Laws** - These laws specify standards and procedures that should be followed to protect employee well-being and public safety. For example, if you work in an area where toxic materials are handled, you should be familiar with applicable regulations for the treatment and disposal of these substances, as well as with ITW's written internal procedures.



**Securities Laws** - These laws require that accurate information be given to the public and prohibit employees and directors from misusing information that is not available to the public. For example, it is illegal for any employee or director to buy or sell ITW stock while in possession of material, non-public information about ITW. All such information should be kept strictly confidential.

**Employment Laws** - ITW is committed to equal employment opportunity and fair treatment for employees, beginning with the hiring process and continuing through all aspects of the employment relationship. ITW is an equal opportunity employer and our global businesses comply with all applicable employment laws, including minimum age and wage and hour laws.

ITW will not discriminate in any employment decision because of a person's race, colour, sex, religion, national origin, age, disability, sexual orientation, gender identity, genetic information, veteran status, or any other basis prohibited by applicable law. ITW prohibits the unlawful harassment of its employees and recognizes employee freedom of association and the right to bargain collectively, or to refrain from such. ITW will not knowingly do business with suppliers who violate their nation's employment laws.

**Antitrust Laws** - Although this is a complex area, as a general rule, most forms of agreement or understanding with competitors, as well as various types of price discrimination between competing customers, are unlawful. If your activities cause you to confront these issues, you must familiarize yourself with the antitrust laws, and you should seek guidance on such issues from management and from the ITW Legal Department.

**International Trade Laws** - If you are involved in international trade, you must be familiar with a range of export-import controls, customs duties and trade sanction laws which apply to your business and products, including the U.S. Anti-Boycott Act.



**Intellectual Property Rights** - ITW respects the intellectual property rights of others, including their valid patents, trademarks and copyrights. In particular, copyright laws prohibit the reproduction of print or electronic publications, including television or radio broadcasts, photographs, manuals, databases, sound recordings and webpages. Except for archival purposes, the copying of licensed software without the authorization of the copyright owner is prohibited.

*If you have questions in any of these areas, please contact the ITW Legal Department*

**PRINCIPLE 7: Be fair to ITW and to ITW's employees, customers, suppliers and competitors**

Each employee and director is expected to deal fairly with ITW's employees, customers, suppliers and competitors. No one should take unfair advantage of anyone else through manipulation, concealment, abuse, misrepresentation of material facts or any other unfair dealing.

Fairness to others includes respect for their property and self-esteem, as well as their contributions to the overall success of ITW.

Fairness to the company includes.

- Proper use of ITW funds, equipment or other property, such as company vehicles and technology resources like computers and mobile phones (e.g., do not use company devices to misuse the internet)
- Safeguarding trade secrets of ITW and its customers, suppliers and business partners
- Creating and maintaining accurate financial books and records, including promptly and accurately answering inquiries by persons responsible for preparing ITW's public disclosure documents
- Complying with internal controls and procedures
- Avoiding conduct that interferes with performing your work duties to the best of your ability





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### **PRINCIPLE 8: Maintain confidentiality**

Employees and directors must protect the Confidential Information entrusted to them by ITW, its customers or suppliers. Confidential Information may only be used and disclosed as authorized by ITW.

Confidential Information includes any proprietary business information of ITW, its customers or suppliers that is not generally known to the public. Examples include:

- Trade secrets, customer and supplier lists, pricing, margins, business and marketing plans and strategy, technical know-how, formulae, processes, designs, leadership and talent development;
- ITW's 80/20 business model, methodology and implementation processes;
- Information which is generated or used in the operations of ITW and relates to the actual or anticipated business of ITW or ITW's actual or prospective suppliers or customers;
- Information which results from any task assigned to an ITW employee or work performed by such person on behalf of ITW or any customer of ITW, and relates to the actual or anticipated business of ITW or ITW's actual or prospective suppliers or customers; and
- Other proprietary business information that might provide a business advantage to ITW, its customers or suppliers, or a business disadvantage to them if disclosed.

Confidential Information can be in hard copy or electronic format and can also include information received verbally.

These obligations to protect Confidential Information continue after your employment with ITW ends. In addition, when you leave ITW, you must return or destroy all Confidential Information

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022



## P03 – RETURN TO WORK PROGRAM

### Purpose

In the event of a work-related injury, Hobart Food Equipment will ensure that assistance is available for the **worker** to return to work as early as possible, in a safe, rapid, and durable way. Hobart Food Equipment is committed to preventing injury and illness through providing a safe and healthy working environment for all **workers**.

### Responsibilities

#### Hobart Food Equipment - Obligations

- Inform **workers** of their rights in relation to a **worker's** compensation claim including the choice of doctor and occupational rehabilitation provider, and assist them in this process
- Ensure a **worker's** compensation insurance policy is in place for each state and territory, covering all **workers**
- Encourage immediate reporting of injuries to reduce further injury, and shorten the Return to Work process
- Nominate and appoint a Return to Work Coordinator who has the appropriate level of seniority, is competent to assist in meeting return to work obligations, and will act as a point of contact for WorkCover/WorkSafe
- Ensure the **workers'** safe return to work will be organised:
  - Obtain written consent from the **worker** to obtain, disclose and use relevant injury management information, including the **worker's** capacity for work
  - Consider workplace support or modifications to assist the **workers** return to work
  - Provide the **worker** with concise and current details of their return to work program
  - Propose suitable duties that take into account the injured **workers** initial capacity for work, approved by a treating doctor
  - Update duties during the return to work process that reflect the **worker's** capacity for work (approved by a treating doctor), leading to a return to pre-injury duties
  - Assist the injured **worker** to remain at, or return to work, while they recover from a work-related injury

- Take steps to prevent recurrence or aggravation of injury
- Consult with the **Worker**, their treating health practitioner (subject to the consent of the **worker**), and their nominated rehabilitation provider (if involved) about the **Workers** progress, and return to work
- Provide suitable new duties for the injured **worker** should the pre-injury duties be unsuitable
  - If a **worker** is unable to return to their pre-injury duties and there are no other appropriate positions within Hobart Food Equipment, assistance will be offered to find approved appropriate alternate employment
- Ensure no dismissal within six months of injury, solely or principally because of that injury
- Help resolve any issues or disputes related to return to work
- Maintain confidentiality

### Workers – Obligations

- Provide incident / accident report, medical certificates of capacity and all relevant documentation pertaining to the claim timely and accurately to their Manager
- Inform their Manager of any changes in injury or capacity to work immediately
- Nominate a treating practitioner / doctor
- Accept an offer of reasonable and suitable alternative or modified work that has been agreed to by the treating practitioner
- Attend all medical examinations as soon as reasonably practicable
- Comply with reasonable direction regarding the Return to Work obligations
- Make all reasonable efforts to return to work as soon as possible
- Actively participate and cooperate in assessments of their capacity for work, rehabilitation progress, current medical status, or future employment prospects
- Cooperate in reasonable workplace changes to assist in the **Worker's** return to work
- Actively use a rehabilitation service if required, and cooperate with the service provider
- Actively participate and cooperate with a WorkCover/WorkSafe agent in an interview to enhance their opportunity to return to work (if requested to do so)



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- Keep in regular contact with Hobart Food Equipment, WorkCover/WorkSafe agent, and occupational rehabilitation provider (if involved) – by calling / emailing / attending meetings
- Notify the **Workers** Compensation Insurer if any extra income is received while receiving compensation payments

### Return to Work Co-ordinator

Hobart Food Equipment's Return to Work Co-ordinator is:

Name: Neeraj Shah

Email: nshah@hobartfood.com.au

Phone: (02) 9714 0215

### Approved Occupational Rehabilitation Provider

Hobart Food Equipment's approved occupational rehabilitation providers are:

Name	Head Office Location	Phone	Fax	Website
Recovre	Level 11, 66 Clarence Street, <b>Sydney</b> , NSW, 2000	1300 550 276	1300 723 405	<a href="http://www.recovre.com.au/">http://www.recovre.com.au/</a>
IT InjuryTreatment	Ground Level, 255 Broadway, <b>Ultimo</b> , NSW, 2007	1300 622 734	N/A	<a href="http://www.injurytreatment.com.au">http://www.injurytreatment.com.au</a>

### Approved Workers Compensation Agents

Hobart Food Equipment's **worker's** compensation (WorkCover / WorkSafe) Agent is CGU Insurance, for all states and territories with the below exceptions. This is kept up to date, with certificates of currency available upon request.

- *NSW – icare Workers Insurance*
- *QLD – WorkCover QLD Insurance*
- *SA – ReturnToWorkSA*

All return to work plans for injured **workers** will be developed in accordance with the WorkCover/WorkSafe Agent injury management plan for that individual.

Responsibilities of the **Workers** Compensation Agent include:



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- Assessing the compensation claim, to commence provisional payments of **worker's** compensation benefits and medical expenses, or to notify the injured **worker** of why payments will not be made
- Contacting the injured **worker**, Hobart Food Equipment, and nominated treating doctor
- Developing an injury management plan based on this consultation, informing the injured **worker** of the consequences of non-compliance with the injury management plan

### Dispute Resolution

Hobart Food Equipment is committed to ensuring that participation in a Return to Work plan will not, of itself, prejudice an injured **worker**. All efforts will be made to resolve disputes regarding the Return to Work program, or its components, through discussions and in a spirit of cooperation. Rehabilitation disputes that cannot be resolved by mediation in the workplace may be referred to the WorkCover / WorkSafe agent or the **Workers Compensation Commission** for further assessment.

### Informing Workers

This policy will be made available to all **workers** via (though not limited to):

- Induction programs
- Staff training
- Toolbox talks / Staff meetings
- Email alerts
- The Health and Safety Noticeboard
- Online Access – <http://www.hobartfood.com.au/whs>

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022

## P04 – BULLYING AND HARASSMENT POLICY

### Purpose

Hobart Food Equipment is committed to providing a work environment in which:

- **Workers** feel that they are a valued member of the company
- **Workers** are treated fairly
- **Workers** are rewarded for their contribution and effort
- Good working relationships are fostered

This policy is aimed at ensuring that **workers** are not subjected to any unwanted workplace harassment. Bullying and harassment both in and out of the workplace decreases productivity, increases absenteeism, and is against the law. Bullying and harassment in all forms will not be tolerated by Hobart Food Equipment, including where domestic violence has been found to occur.

Any breach of this policy will be considered a serious offence and immediate action will be taken. Disciplinary action may be taken against those responsible.

### Bullying and Harassment in the Workplace

Bullying and Harassment is not permitted within Hobart Food Equipment. Bullying or harassment can be defined as (but is not limited to):

- Behaviour based on discrimination
- Repeated unreasonable acts towards a person or group
- Actions that create a risk to health and safety
- Victimising, humiliating, intimidating, or threatening actions

The fact that no offence was intended does not mean that the harassment is not unlawful. Hobart Food Equipment also recognises that workplace harassment may involve comments and behaviours which offend some people and not others, or where individuals may react differently to comments and behaviour.



### **Harassment at Work Procedure**

- If you believe you are being harassed / bullied, there are important steps to take:
  - Report the behaviour or incident to your Supervisor / Manager who will assist with possible remediation steps
  - You may wish to lodge a formal grievance
  - Keep your complaint confidential – this will avoid gossip and the possibility of defamation against yourself, the offending party, and Hobart Food Equipment

All complaints are taken seriously, sympathetically, and confidentially. Complaints will be investigated, and appropriate disciplinary and remediation action will be taken against the harasser if the allegation is found to be correct. No **worker** will be victimised or treated unfairly for making a complaint.

Where appropriate, Hobart Food Equipment will not hesitate to report harassment allegations to the Equal Opportunity Commission. If it has been established that an offence has been committed it may result in immediate dismissal of the offender. Any reports will be dealt with seriously and sympathetically. Confidentiality will be respected at all times.

If you are not satisfied with the way in which your complaint has been dealt with, you can seek further advice from agencies such as the Human Rights Commission (<https://www.humanrights.gov.au/>), Fair Work (<https://www.fairwork.gov.au/>), or the Anti-Discrimination Board relevant to the **Worker's** State.

### **Management's Role**

- Must ensure that they do not engage in bullying or harassment
- Must ensure **workers** understand the bullying and harassment policy
- If discrimination and/or harassment is observed, management should take immediate actions to stop it, issue appropriate warnings, and initiating disciplinary action if required
- If a person approaches management with a complaint about harassment, management must take the complaint seriously, sympathetically, and with strict confidence
- Appropriate actions should then be taken to resolve all complaints
- If actions are not possible or are inappropriate, the issue should be escalated



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**Worker's Role**

- **Workers** must ensure that they do not engage in harassing behaviour
- **Workers** should be aware that they can be held legally responsible for their acts
- **Workers** who aid, abet or encourage other persons to harass can also be held legally liable
- **Workers** must make attempts to stop bullying or harassment, and report the behaviour to management

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022





## P05 – DISCIPLINARY POLICY

Hobart Food Equipment expects all **workers** to observe and follow policies and procedures associated with the adequate fulfilment of the role for which they are employed.

Hobart Food Equipment expects all **workers** to observe and follow the policies and procedures outlined in Hobart Food Equipment's Work Health and Safety Management System (WHSMS). It is our goal to create a fair working environment for all **workers**.

Should any **worker** act with disregard to any relevant policies or procedures, it may become necessary to take disciplinary action.

### Breach Procedure

Where a breach has occurred, and disciplinary action becomes necessary the following procedures will take place:

1. Discussion and Verbal Warning
  - a. A verbal conversation will occur where the **worker** and their immediate Manager/Supervisor will discuss the events/incidents
  - b. Recommendations for improvements, together with an action or training plan, with timelines, where appropriate, will be discussed
2. Written Warning and Discussion
  - a. If there is no significant improvement in performance as agreed in Stage 1, or another incident takes place, the **worker** will be issued a written warning
  - b. The **worker** has the right to discuss the written warning, and comment in writing. If there is a wish to discuss the matter, the conversation may take place in the presence of an impartial staff member
  - c. Documents related to the matter will be placed on the **worker's** personnel file
3. Termination Notice and Termination
  - a. A termination notice will be issued to the **worker** upon repeated failure to correct their behaviour
  - b. The employment contract for the **worker** will be terminated
  - c. Documents of reason and action taken will be placed on the **worker's** personnel file



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Where considered appropriate and helpful to the **worker**, the **worker** may have someone of their preference present in disciplinary process meetings as a support person. This support person may be another **worker**.

### **Serious Breach**

If a serious breach of Safety occurs, or a **worker** is guilty of serious misconduct, management reserves the right to terminate employment immediately in accordance with the current Fair Work Act.

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022



## P06 – ALCOHOL AND DRUG FREE WORKPLACE POLICY

### Purpose

Hobart Food Equipment has implemented an alcohol and drug free workplace policy to ensure that Hobart Food Equipment meets its legal requirements in providing a safe and healthy work environment for everyone.

This policy encourages **workers** to be aware of the impact, dangers, and risks of their actions in relation to alcohol, illegal narcotics, mind-altering drugs, and controlled substances.

### Workers Responsibility

It is the **worker's** responsibility to present for work in a fit state and remain in such a condition for the duration of their workday, including when using vehicles.

The **worker/contractor** is responsible for any civil crime or penalty which results from being under the influence of drugs or alcohol. It is the **worker's** and contractor's responsibility to advise Hobart Food Equipment if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

### Reasonable Suspicion

**Workers** who have reasonable suspicion that a fellow **worker** is under the influence of alcohol or drugs must notify management. Reasonable suspicion may be based on, but is not limited to, indications such as:

- Breath smelling of alcohol
- Slurred or incoherent speech
- The **worker** being unsteady on their feet
- Watery and/or bloodshot eyes
- Aggressive, argumentative, or inappropriately jovial behaviour
- The **worker** has trouble with simple instructions



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### Drug and Alcohol Testing

Hobart Food Equipment is aware that some safety procedures may require drug and alcohol testing as a standard procedure, and will endeavour to advise **workers** when this is required. All random drug and alcohol testing (on and off-site) must be complied with.

Testing for alcohol and other drugs may be required for **workers** involved in any serious incident.

### Disciplinary Procedures

Any breach of this policy will be deemed a serious misconduct. Should the result of an investigation by Hobart Food Equipment conclude that the **worker** is under the influence of alcohol or prohibited drugs during work hours, the following procedure will be applied:

- The **worker** shall be suspended from work without pay for an appropriate amount of time, and sent home immediately via a safe mode of transport (either by taxi or other means) that ensure the safety of the **worker**
- The **worker** shall be counselled by Hobart Food Equipment before commencing work the following day
- The **worker** may be escalated immediately to the second (final) written warning of the disciplinary policy, outlining that continued drug/alcohol use will result in the termination of employment
- While the **worker** refrains from being under the influence of drugs and alcohol during work hours, no further action will be taken

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022



## P07 – FATIGUE MANAGEMENT POLICY

### Purpose

Hobart Food Equipment aims to conduct its business in a manner that recognises the importance of the health, safety and wellbeing of its employees, contractors and the general public.

### Scope

This policy applies to all employees and contractors (including self-employed carriers) of the Company. This policy particularly applies to those who work extended hours.

### Definition

Fatigue is mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performance. It includes feeling sleepy, feeling physically or mentally tired, and feeling exhausted or lacking energy.

Fatigue can cause reduced concentration, impaired coordination, compromised judgement and slower reaction times.

### Scope

To help identify fatigue, the following table provides examples of the causes and signs of fatigue:

Causes of fatigue	Signs of fatigue
<ul style="list-style-type: none"><li>Physical or mental exertion</li><li>Long periods without sleep</li><li>Not enough sleep</li><li>Inadequate rest breaks</li><li>Health problems</li><li>Family and other personal commitments</li><li>Medications that cause drowsiness</li><li>Temperature</li><li>UV and radiation</li></ul>	<ul style="list-style-type: none"><li>Lack of alertness and inability to concentrate</li><li>Poor judgement or memory</li><li>Difficulty keeping eyes open</li><li>Excessive yawning</li><li>Feeling irritable or restless</li><li>Drowsiness or falling asleep (including taking micro sleeps)</li><li>Making mistakes</li></ul>



## **Responsibilities**

Managers, employees and contractors of the Company all have responsibilities to ensure that fatigue does not impact on the health, safety and wellbeing of themselves and others.

### **Manager responsibilities**

Managers of the Company are responsible for the following:

- identifying and assessing risks with the potential to result in fatigue
- providing opportunities for employees and contractors to obtain adequate rest from work; including lunch breaks and other breaks throughout the day, as per entitlements
- monitoring workloads, work patterns and rostering arrangements to ensure that employees and contractors are not put at risk due to fatigue
- providing information, instruction and training about the risks involved with fatigue
- ensuring workers have and take adequate and regular breaks to rest, eat and rehydrate

### **Worker responsibilities**

Given that **workers** may operate independently of any effective control, employees and contractors must actively support and apply fatigue management practices.

Accordingly, employees and contractors of the Company are responsible for the following:

- participating in risk management processes
- participating in education and training in order to gain an understanding of fatigue
- taking any breaks as required / entitled during their work, to minimise fatigue
- recognising signs of fatigue and reporting these to their manager
- using time away from work to recuperate in order to be fit and able for their return
- avoiding behaviours and practices that contribute to fatigue

## **Working Hours**

Workers of Hobart Food Equipment are provided work hours as part of their employment contracts, based on their job role, which provide the maximum hours of work, as identified with reference the National Employment Standards (NES).

Reasonable additional hours may be required to ensure that works are completed adequately and safely. At maximum, workers must not conduct work with Hobart Food



Equipment for more than 12 hours in a day, or 60 hours within a 7-day week. All workers must have appropriate stand down between work periods, of at least 10 hours. If hours exceed any of these limits, a break must be taken to conduct a Risk Assessment and determine if the work can be continued safely. If works cannot be done safely, the works must not be done.

An employee may refuse to work additional hours if they are unreasonable. Any reasonable additional hours must provide consideration to:

- any risk to employee health and safety
- the employee's personal circumstances, including family responsibilities
- the needs of the workplace or enterprise
- whether the employee is entitled to receive overtime payments, penalty rates or other compensation for (or a level of remuneration that reflects an expectation of) working additional hours
- any notice given by the employer to work the additional hours
- any notice given by the employee of their intention to refuse to work the additional hours
- the usual patterns of work in the industry
- the nature of the employee's role and the employee's level of responsibility
- whether the additional hours are in accordance with averaging provisions included in an award or agreement that is applicable to the employee, or an averaging arrangement agreed to by an employer and an award/ agreement-free employee
- any other relevant matter

### **Other Policies Also Apply**

Employees and contractors must also be aware of other policies of the Company, which also aim to ensure the health and safety of employees, contractors and the general public.



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### **Breaches of this Policy**

Non-compliance with this policy will be viewed as a serious matter. Accordingly, any breach of this policy may expose an employee or contractor to disciplinary action, up to and including the termination of their employment or engagement as per the disciplinary policy.

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022





## P08 – ENVIRONMENTAL POLICY

Hobart Food Equipment is committed to maintaining and improving its environmental performance. Our aims are to minimise any effect that our activities may have on the environment.

To achieve these aims Hobart Food Equipment will:

- Ensure that all environmental laws, regulations, standards and Codes of Practice are adhered to as a minimum standard of compliance
- Take all reasonable steps to prevent pollution and protect the environment
- Ensure that all reasonable steps to are taken to prevent an incident from occurring
- Encourage and foster an environmentally aware culture
- Encourage environmentally sound practices by suppliers and customers

### **Identification of environmental aspects**

As part of the process of identifying risks associated with operations performed by Hobart Food Equipment environmental hazards or risks shall be identified, and effectively controlled or certified if required.

Aspects to be considered include (but are not limited to):

- Waste water generated from activity or process
- Sewerage / sanitary waste
- Air emissions (dust, toxic / flammable, odorous, etc.)
- Hazardous industrial waste (chemicals, metals etc.)
- Liquid waste (oils, solvents, etc.)
- Other solid waste (foodstuffs, glass, plastics, etc.)
- Accidental spillages / releases (fuels, oils, etc.)
- Noise / vibration
- Disturbance to soil / vegetation



## **Responsibilities**

### **Management**

Management have the responsibility to:

- Preserve the environment
- Devise and implement comprehensive environmentally suitable operational practices
- Actively promote and monitor the performance of all environmental programs
- Consider all environmental concerns and issues in planning future developments
- Provide adequate training and information to workers as to the company requirements and policies with regards to the environment
- Identifying potentially environmentally unfriendly conditions or practices and report to management
- Assessing the procedures to ensure that environmental considerations are taken in account and preventative measures are taken wherever possible

### **Workers**

All workers have the responsibility to:

- Assume responsibility for environmental concerns, by observing Hobart Food Equipment Policy, Operational Procedures and Practices.
- Workers must assist in the process of identification of potential environmental hazards and report them to Management.

The success of our Environmental Protection Program ultimately rests on the cooperation and willingness of Managers, Supervisors and Workers to be responsible, conscious, and aware of the importance of the preservation of our environment.

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022



## **P09 – QUALITY POLICY**

### **Purpose**

All products and services provided by Hobart Food Equipment will be ensured to be of the highest possible quality.

### **Products**

Products that are provided by Hobart Food Equipment will be compliant with ISO 9001, with current certification establishing this. This will be made available for any parties that may require this certification.

### **New Products**

New Products are defined as a product which has been introduced within the prior 12 months, by Hobart Food Equipment into the Australian & New Zealand Markets will comply with all legislative requirements. Additionally, the below steps are to be followed for all New Products:

- Registration for all required compliance certifications and standards
- Procurement of any identified Critical Spare parts to support the New Products until appropriate usage data exists
- Training of required Hobart Workers in appropriate areas of the machine, including Service, Operation, and Sales
- Monitor all New Products for failures or breakdowns, and report these to the QA department of the product supplier
- Implement any identified manufacturer corrective actions with urgency
- If New Product become unsuitable for operation in Australia and New Zealand at any time, they are to be removed from the market until able to be rectified for correct and safe operation

### **Services**

All Hobart employees are required to adhere to the P02 - ITW Principles of Conduct, and associated ITW Codes of Conduct, to ensure they are performing their work in an ethical manner. All Hobart employees will only complete works they are fully, and currently, trained and licenced to complete.



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### **Work Health and Safety**

All Hobart employees are required to adhere to and contribute to the continuous improvement of the Hobart WH&S system - toolbox meetings are held quarterly at minimum to review complaints and new technical information, which will allow for the highest possible quality of services provided. Employees are also encouraged to contribute at any time by via the consultation arrangements as outlined in C01 – WH&S CONSULTATION.

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022

## P10 – OBJECTIVES AND TARGETS

### Monitor and Review

Objectives and targets will be reviewed at least annually, in consultation with company management. This review will involve a report with the following minimum points addressed:

- Objective Definition
- Gap Analysis of Target vs Actual
- Recommendations and implementations

At the objectives and targets review, objectives and targets may be amended.

<b>OBJECTIVE</b>	To have an effective Work Health and Safety Management System (WHSMS)
<b>TARGET</b>	A WHSMS will be in place that ensures Hobart Food Equipment adheres to legal requirements and maintains the health & safety of the workforce. WHSMS will be revised annually, or as new requirements arise
<b>INDICATOR</b>	A system will be in place that adheres to the requirements of health and safety legislation. WHSMS reviewed in August of each year
<b>Review Date</b>	August 2023

<b>OBJECTIVE</b>	Provide Safety Induction training for all new <b>workers</b> /contractors
<b>TARGET</b>	All new <b>workers</b> are to be provided with training in the first week of induction
<b>INDICATOR</b>	New <b>workers</b> to be provided with Safety Induction training within the first week of employment. All <b>workers</b> trained in the WHSMS.
<b>Review Date</b>	August 2023



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<b>OBJECTIVE</b>	To maintain zero work injuries.
<b>TARGET</b>	Zero injuries in a financial year.
<b>INDICATOR</b>	Number of injuries in a financial year
<b>Review Date</b>	August 2023

<b>OBJECTIVE</b>	To implement a risk management approach to all current work activities.
<b>TARGET</b>	Any unsafe practices will be reported, assessed and controlled
<b>INDICATOR</b>	Number of hazards reported per annum. Number of hazards eliminated or controlled per annum.
<b>Review Date</b>	August 2023

<b>OBJECTIVE</b>	To maintain clear WH&S communication with all <b>workers</b>
<b>TARGET</b>	All communication of WH&S items to be clear and unhindered
<b>INDICATOR</b>	All WH&S issues are reported appropriately, and all WH&S information is distributed to all applicable <b>workers</b> without any problems.
<b>Review Date</b>	August 2023

Approved by	Signature	Date
Daniel Glasow General Manager		01.08.2022



# CONSULTATION AND COMMUNICATION





## C01 – WH&S CONSULTATION AND COMMUNICATION

### Company Commitment

Hobart Food Equipment is committed to protecting the health and safety of all its **workers**. Injury and illness is needless, costly and preventable. Our company will consult with our **workers**, in implementing safe practices and systems of work that will ensure the health, safety and welfare of all **workers**. **Worker** involvement at all levels is acknowledged as being critical for ensuring a safe workplace.

### Consultation Arrangements

#### **Arrangement Details**

Hobart Food Equipment will utilise consultation arrangements other than Health and Safety Representatives. The agreed consultation arrangements between Hobart Food Equipment and its **workers** will include state specific Worker Meetings, WH&S Bulletins, Safety Noticeboard, and other informal communication methods.

**Worker Meetings** will occur at minimum on a quarterly basis and will cover at minimum WH&S matters, as well as General Business matters. All workers are invited to participate in these meetings. **Workers** will be invited to raise issues, concerns, and opinions, and will be consulted on any planned changes that may affect them. Should follow-up action be required, responsibilities will be allocated at these meetings to the appropriate personnel, with the results of this follow-up communicated at the next possible meeting. The CT01 – Meeting Agenda Outline will be signed off by all attendees to confirm attendance and identify the agenda for the meeting. During each meeting, a CT02 – Meeting Minutes Form will be completed by a nominated scribe. Minutes will be taken and distributed to all **Workers** noted as present and apologies, and any others deemed to require the minutes. These minutes will then become freely available to all staff on the company shared drive.

**WH&S Bulletins** will be distributed at regular interval as required and will cover relevant WH&S matters. Items raised in the Bulletins can be discussed as WH&S topics during the quarterly Worker Meetings.





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**Safety Noticeboard** will be available at the NSW office. The safety noticeboard can contain information specifically relating to WH&S, including, but not limited to:

- Forms, including Incident and Hazard Notification, and Contact Forms
- Recent WH&S Bulletins
- The Company WH&S Policy
- Company Warden and First Aider information
- Emergency Exit Information
- Relevant WH&S Statistics

**A WH&S Website** has been set up to include all the latest versions of procedures and incident and hazard report forms. This website can be accessed at:

<http://www.hobartfood.com.au/whs/company> (internal - Hobart Food Equipment Workers Only)

Or <http://www.hobartfood.com.au/whs> (external - public)

## **Establishment**

Hobart Food Equipment initially announced the establishment of additional consultation arrangements with its **workers** on 18/5/2015.

## **Review of Consultation Arrangements**

It has been agreed by Hobart Food Equipment and its **workers** that these safety consultation arrangements will be monitored and reviewed in an on-going basis to ensure that consultation with all **workers** is effective and that all issues are being addressed.

## **Communicating Consultative Arrangements**

Hobart Food Equipment will communicate its consultative arrangements through its Induction Program. Further, the Hobart Food Equipment Safety Notice Board will be utilised for the placement of information in relation to health and safety, including (but not limited to) Hobart Food Equipment's Work Health and Safety Policy and Safety Consultation Statement.



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## **References**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

## **Related Hobart Food Equipment Documents**

CT01 – Meeting Agenda Outline

CT02 – Meeting Minutes Form

CT03 – WH&S Contact Form



# WH&S CONSULTATION TOOLS





## CT01 – MEETING AGENDA OUTLINE

<b>To be Distributed BEFORE the Meeting, and Signed Off AT the meeting</b>	Team Name:		Current Date:	
	Meeting Location:			
	Meeting Organiser Name:			
	Meeting Date / Time:			
	<b>Item Title</b>	<b>Item Specifics - Overview</b>		
	1. Welcome and Apologies	<i>Review and document attendees and absentees</i>		
	2. Previous Meeting Minutes	<i>Review key points / action items from prior meeting minutes</i>		
	3. Work Health and Safety	<i>What is new? Safety Measurements against objectives. Incident and hazard reporting. Policy and Procedure Review. SWMS Review.</i>		
	4. Compliance Spot Check	<i>SPOT CHECK on WH&amp;S Procedures, such as: Following SWMS / SOP, Use of Risk Assessments, Use of PPE, Keeping to Assigned Safety Areas, Inductions Completed, Hazards Noticed, Incidents etc.</i>		
	5. Other Safety Agenda Items	<i>Input from workers regarding safety items</i>		
6. General Business	<i>Open forum on any issue related to employee wellbeing / productivity / general business</i>			
7. Next meeting	<i>Set date for next meeting</i>			
<b>Attendance Sign-off (use additional pages if required)</b>				
<i>All attendees (including organisers) to fill out at the Meeting</i>				
<b>Name</b>		<b>Signature</b>		



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## CT02 – MEETING MINUTES FORM

Team Name:		Meeting ID:	
		Admin use only	
Meeting Location:			
Date / Time:			
Meeting Organiser:			
Attendees: <i>(who is present)</i>			
Apologies: <i>(who couldn't be here)</i>			

Agenda Item	What was <b>Discussed?</b> What was <b>Decided?</b>	Who will do this?	When will this be done?
1. Welcome and Apologies	<i>Review and document attendees and absentees</i>		
2. Minutes from Previous Meetings	<i>Present minutes from prior meeting</i>		
3. Work Health and Safety	<i>What is new? Safety Measurements against objectives. Incident and hazard reporting. Policy and Procedure Review. SWMS Review.</i>		
4. Compliance Spot Check	<p><i>SPOT CHECK on WH&amp;S Procedures, such as: Following SWMS / SOP, Use of Risk Assessments, Use of PPE, Keeping to Assigned Safety Areas, Inductions Completed, Hazards Noticed, Incidents etc.</i></p> <p><b>Who checked</b> (i.e. All?):</p> <p><b>Notes</b> (i.e. Improvements to be made):</p>		



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Agenda Item	What was <b>Discussed?</b> What was <b>Decided?</b>	Who will do this?	When will this be done?
5. Other Safety Agenda Items	<i>Input from workers regarding safety items</i>		
6. General Business	<i>Open forum on any issue related to employee wellbeing / productivity / general business</i>		
7. Next meeting	<i>Set date for next meeting</i>		

Meeting Facilitator  
Signature:

Minutes Distributed Date:

Minutes **Distribution** List:

*All attendees and apologies  
General Manager – Daniel Glasow  
WH&S Officer and HR Lead – Neeraj Shah  
Publicly Displayed – i.e. Safety Notice Board  
Other:*



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WH&S CONTACT FORM


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## CT03 – WH&S CONTACT FORM

Please put completed forms into the <b>WH&amp;S Contact Box</b>	Name:		
	Date:		
	<p><b><u>Query / Suggestion:</u></b></p> <p><i>Hints:</i></p> <p><i>Be as specific as possible</i></p> <p><i>Identify:</i></p> <ul style="list-style-type: none"> <li>- when?</li> <li>- where?</li> <li>- who?</li> <li>- how?</li> <li>- why?</li> </ul> <p><i>What <b>resolution</b> you would like us to work towards?</i></p> <p><i>Draw diagrams if possible</i></p> <p><i>Would you like us to <b>contact you</b> about this?</i></p>		
<p><i>We want to make sure that the workplace is a <b>safe environment</b> for everyone, including when being on-site, and when travelling. All suggestions are taken seriously, and we will take all actions possible to reach the best and safest possible solution.</i></p> <p style="text-align: center;"><b><i>Thank you for your suggestion!</i></b></p>			



# RISK MANAGEMENT







Work Health & Safety  
Risk Management

POTENTIAL HAZARD IDENTIFICATION

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## RM01 – POTENTIAL HAZARD IDENTIFICATION

### Purpose

This procedure will result in the timely notification recording of hazards in the workplace

### Responsibilities and Procedures

- **HFE Management** will ensure that all **Workers** are aware of where to find, and how to use form RMT01 - Potential Hazard Identification Form, or the online Hazard Report Form at <http://www.hobartfood.com.au/hazard>
- **Workers** should complete and submit RMT01 - Potential Hazard Identification Form, when they have identified a potential hazard
- All completed RMT01 - Potential Hazard Identification Form's must be either submitted to **HFE Management**, or emailed to dedicated WH&S email address at [whs@hobartfood.com.au](mailto:whs@hobartfood.com.au)

### Definitions

- **Potential Hazard** - Potential Hazards are a source of potential harm to people, or a situation with potential to cause injury or loss to plant, property or equipment.

### Statutory Definition Extract – WH&S Regulations (NSW) 2011 Pt 3.1

#### **34 Duty to identify hazards**

*A duty holder, in managing risks to health and safety, must identify reasonably foreseeable hazards that could give rise to risks to health and safety.*

### References

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

COP: How to Manage Work Health and Safety Risks

COP: WH&S Consultation, Co-operation and Co-ordination

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

COP: Managing the Work Environment and Facilities

COP: Hazardous Manual Tasks

### Related Hobart Food Equipment Documents

RMT01 – Potential Hazard Identification Form

## RM02 – HAZARD RISK ASSESSMENT

### Purpose

This procedure will ensure that hazard risks are assessed, allowing for hazards to be prioritised and controlled in an effort to eliminate risk.

### Responsibilities and Procedures

- **HFE Management** will review all submitted RMT01 – Potential Hazard Identification Form's that have been submitted in a timely manner appropriate to the hazard.
- **HFE Management** will complete RMT02 - Hazard Assessment, to determine the extent of the hazard, and identify the risks associated with the hazard, to determine if a full risk assessment must be completed.
- If the hazard requires a full Risk Assessment, RMT03 – Risk Assessment form will be completed by a **HFE Management** in consultation with **workers**
- Commonly used plant should have an RMT03 – Risk Assessment form completed for it, with the Risk Assessment easily accessible, to ensure that safe operation of the plant occurs at all times. Training requirements identified should be arranged as per T02 – Staff Formal Training and maintenance that is required should be recorded and arranged as per SW01 – Plant and Vehicle Management.

### Definitions

- **Risk**
  - This is the potential for a hazard to cause harm. It is the chance of something happening and is measured in terms of consequences and likelihood
- **Risk Assessment**
  - This is the overall process of risk analysis and risk evaluation. It provides an objective measure and allows hazards to be compared and evaluated
- **Treatment / Control**
  - This is the implementation of policies, standards, procedures and physical changes with an effort to minimise or eliminate risk



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Risk Management

HAZARD RISK ASSESSMENT

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### **Statutory Definition Extract – WH&S Regulations (NSW) 2011 Pt 3.1**

#### ***35 Managing risks to health and safety***

*A duty holder, in managing risks to health and safety, must:*

*(a) eliminate risks to health and safety so far as is reasonably practicable, and*

*(b) if it is not reasonably practicable to eliminate risks to health and safety— minimise those risks so far as is reasonably practicable.*

### **References**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

### **Related Hobart Food Equipment Documents**

RMT01 – Potential Hazard Identification

RMT02 - Hazard Assessment Form



## RM03 – ONSITE RISK ASSESSMENT

### Purpose

This procedure ensures **workers** can conduct full risk assessments while at a work site. This allows the **worker** to ensure their own safety, and to provide proof that risks have been acknowledged and controlled.

### Responsibility and Procedure

- **HFE Management** will ensure that all **workers** that attend sites are issued with an RMT05 – Onsite Risk Assessment booklet, and are aware of the Online Onsite Risk Assessment available at <http://www.hobartfood.com.au/whs/company>
- **HFE Management** will ensure that **workers** are trained in how to correctly fill out this form, and how to distribute copies
- **HFE Management** will ensure that all completed RMT04 – Onsite Risk Assessment forms are kept safely for 2 years' minimum, as they may be required for assessment
- For any energised electrical works, an RMT04 – Onsite Risk Assessment form, or an online Risk Assessment Form <http://www.hobartfood.com.au/whs/company> must be completed prior to commencing work
- **Worker** to ensure that any completed Onsite Risk Assessments are returned to **HFE Management**

### Risk Assessments may be completed where...

- required by legislation, such as where the task involves **energised electrical work**, which may include *voltage testing / fault finding, and isolation verification*
- it is considered that the task to be undertaken is **high risk**
- **required** by Site
- a worker feels it is **appropriate**



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ONSITE RISK ASSESSMENT

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## **Reference**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

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Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

## **Related Hobart Food Equipment Documents**

RMT04 – Onsite Risk Assessment



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## RM04 – SAFE OPERATING PROCEDURE

### Purpose

This procedure ensures **workers** can conduct work tasks safely. This allows the **worker** to ensure their own safety, and to provide proof that risks have been acknowledged and controlled.

### Responsibility and Procedure

- **HFE Management** will ensure that appropriate tasks have RMT06 – Safe Operating Procedure Forms created for them.
- **HFE Management** will ensure that where required, **workers** will have read, understood, and completed the appropriate RMT05 – Safe Operating Procedure Form for the task
- **HFE Management** will ensure that all completed RMT05 – Safe Operating Procedure Forms are kept safely for a minimum of 2 years, as they may be required for assessment

### Reference

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

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Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

### Related Hobart Food Equipment Documents

RMT05 - Safe Operating Procedure Form



## RM05 – SAFE WORK METHOD STATEMENT

### Purpose

This procedure ensures that a Risk Assessment/ Safe Work Method Statement / Job Safety and Environmental Analysis (RA SWMS JSEA) is created for work tasks that must be performed on-site, outlining tasks that may pose risks to health and. These statements will outline the overall procedures of the task, and all requirements that must be met to conduct this task safely and without risk to health.

- In the case of high-risk work as outlined below, or where required, this document may be treated as a SWMS, with the last page being signed by the person completing the work.
- In the case of low-risk work, or where required, this document may be treated as a JSEA/ JSA / Risk Assessment

### Responsibilities and Procedures

- **HFE Management** will prepare all Risk Assessment / Safe Work Method Statements / Job Safety and Environmental Analysis (RA SWMS JSEA) using form RMT06 – RA SWMS JSEA Form
- **HFE Management** will identify risks for each work task, and outline control measures requirements to perform the tasks safely to minimise or eliminate risk.
- **HFE Management** to ensure control measures to not introduce further risks, and if so, should control these appropriately
- **HFE Management** will ensure **workers** are adequately trained in SWMS JSEA's
- **HFE Management**, in consultation with **workers**, will review SWMS JSEA's at minimum every 12 months, and monitor work activities to ensure compliance
- **HFE Management** will ensure only appropriately trained workers complete works specified in the SWMS JSEA
- **Workers** performing an activity for which a SWMS JSEA has been developed, will perform the task in accordance with the identified procedure, utilising all specified controls, PPE, and other required items.
- **Contractors** are to provide copies of SWMS JSEA's to **Hobart Food Equipment** before commencing any activity on site that may involve high risk work
- **HFE Management** will develop standard SWMS JSEA's for common operations



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- **Workers** will ensure that, if a project is considered high-risk, the document will be treated as a SWMS, and as such will be signed before commencement, and following safe completion of the project.
- **Worker** will ensure that, if a project is considered low-risk, the document is treated as JSEA, and will be read and understood before commencing the task
- If site specifically requires, the document can be signed off as a SWMS for low-risk work

### Definitions

- **Safe Work Method Statement / Job Safety Environmental Analysis (SWMS JSEA)**
  - SWMS JSEA's are documented agreed safe work practices for undertaking a specific task or operating specific plant and equipment that may contain risk
  - SWMS JSEA's may also be referred to as Job Safety Analysis (JSA), Activity Hazard Analysis (AHA) etc.
  - Where a job involves High-risk work as defined below, the document must be treated as a SWMS, and must have sign-off prior to commencing work, and upon safe completion of work by all involved.
- **High-risk work**
  - Work that involves high risk construction work, or electrical modification work on energised components, as outlined in the WH&S / OH&S / OS&H Regulations for each state and territory serviced by Hobart Food Equipment.





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SAFE WORK METHOD STATEMENT

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## **Reference**

Work Health and Safety Act 2011 (Cth)

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Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

## **Related Hobart Food Equipment Documents**

RMT06 – RA SWMS JSEA Form

## RM06 – HOT WORK

### Purpose

This procedure ensures that all Hot Works are appropriately controlled and approved for the safety of the operator, the building, the surrounding areas, and surrounding persons. Hot works can include, but are not limited to, brazing, cutting, grinding, soldering, and welding.

### Responsibility and Procedure

- **HFE Management** will ensure that Hot Works are only conducted in appropriate areas and have appropriate controls in place to ensure safety.
- **HFE Management** to ensure control measures do not introduce further risks
- **Workers** will ensure that a Hot Work Permit is completed where required by the site. This can be via a general, or local Hot Works Permit, or via RMT07 – Hot Work Permit
- **HFE Management** to ensure that a Hot Work Permit is issued where required, specific to the task required, to the **Worker** conducting the Hot Works Activity
- **HFE Management** will monitor Hot Work Activities to ensure controls are implemented appropriately
- **HFE Management** will ensure only appropriately trained and skilled **Workers** perform the required activity
- **HFE Management** will ensure that any intentions and approvals for Hot Work are communicated to any other persons or groups that may be affected by this work in the immediate area, and any surrounding areas

Avoid hot works wherever possible. Consider all alternative methods to hot work. Alternative 'cold work' methods can include, but are not limited to, the following:

- Using manual hydraulic shears rather than cutting with a saw or torch
- Using mechanical bolting rather than welding
- Using screwed or flanged pipe rather than sweat soldering
- Using a reciprocating saw rather than a radial saw

When Hot Works are required, they should be conducted at an appropriate Hot Work Station.



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HOT WORK

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## **Reference**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

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Occupational Health and Safety Act 2004 (VIC)

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Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

## **Related Hobart Food Equipment Documents**

RMT07 – Hot Work Permit



## RM07 – FULL WORKPLACE INSPECTION AND AUDIT

### Purpose

To ensure that Hobart Food Equipment offices are inspected on a regular basis using a consistent format. Regular inspections assist in hazard identification, and in monitoring effectiveness of implemented control strategies.

### Responsibilities and Procedures

- **HFE Management** is responsible for organising inspections and audits in accordance with document RMT08 – Safety Inspection Program
  - RMT09 – Fire and Emergency Inspection Checklist
  - RMT10 – First Aid Inspection Checklist
  - RMT11 – Egress and Walkway Inspection Checklist
  - RMT12 – Signage and Notice Inspection Checklist
  - RMT13 – Desk Setup / Building Upkeep Inspection Checklist
  - RMT14 – General Safety Inspection Checklist
- **HFE Management** is responsible for ensuring that hazards found during workplace inspections are formally reported, assessed, and controlled within a reasonable timeframe

### Definitions

- **Workplace Inspection**
  - This is a planned walk through of the premises using a checklist, to monitor work safety issues and identify any possible hazards.



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FULL WORKPLACE INSPECTION AND AUDIT

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## **Reference**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

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Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

Code of Practice: managing the Risk of Falls at Workplaces

Code of Practice: Labelling or Workplace Hazardous Chemicals

Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals

## **Related Hobart Food Equipment Documents**

RMT08 – Safety Inspection Program

RMT09 – Fire and Emergency Inspection Checklist

RMT10 – First Aid Inspection Checklist

RMT11 – Egress and Walkway Inspection Checklist

RMT12 – Signage and Notice Inspection Checklist

RMT13 – Desk Setup / Building Upkeep Inspection Checklist

RMT14 – General Safety Inspection Checklist



## **RM08 – PRODUCT RECALL PROCEDURE**

### **Purpose**

To ensure the safety of all users of HOBART equipment, and to ensure acceptable operation and compliance of HOBART equipment.

### **Procedure Trigger**

Customer feedback / service reports / error statistics / legal requirements, customer or other requirements (watermark / CE / CB etc.)

### **Procedure**

From the reported issues, and analysis of these issues (i.e. input from complaints, field feedback, etc.), it may be found that there is a systematic / critical error, violation of a legislative requirement / required standard, violation of other certifications (watermark, CE, etc.).

At this point, the following procedure must be followed:

- Determine root causes, derive immediate and corrective actions
- Communicate with the manufacturer (HOBART Germany etc.) regarding changes to implement
- Collect record products, inform customers and licensors if necessary, block products as a precaution and prevent them being placed on the market, remove certification marks if necessary
- Implement agreed immediate and corrective actions
- Follow up to ensure effectiveness of the measures taken

All actions and measures taken must be documented in writing

### **Procedure Conclusion**

The above procedure will reliably protect the customer from systematic and / or critical errors and ensures compliance with legislative and other requirements (Watermark / CE / CB etc.).



# RISK MANAGEMENT TOOLS





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POTENTIAL HAZARD REPORT FORM


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## RMT01 – POTENTIAL HAZARD REPORT FORM

Completed by person <b>Identifying Hazard</b>	<b>Name:</b>		
	<b>Date:</b>		
	<b>Hazard Description:</b> (use sketches if necessary)  <i>What does the hazard look like?</i>  <i>Where is the hazard?</i> <i>What risk does the hazard pose?</i>  <i>Why is this a hazard?</i> <i>What causes this hazard?</i>		
	<b>Who would Hazard Affect?</b>	Hobart Service Technicians / Hobart Office Staff / Other (Specify Below)	
	<b>Has the Hazard been Controlled or Removed?</b>  <i>How did this occur?</i> <i>What was done?</i> <i>When did this occur?</i> <i>Who did this?</i>		
<b>Investigation / Assessment Required? (Admin use)</b>			Y / N
<b>Please return completed forms to WH&amp;S Contact Box or HFE Management</b>			





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HAZARD RISK ASSESSMENT

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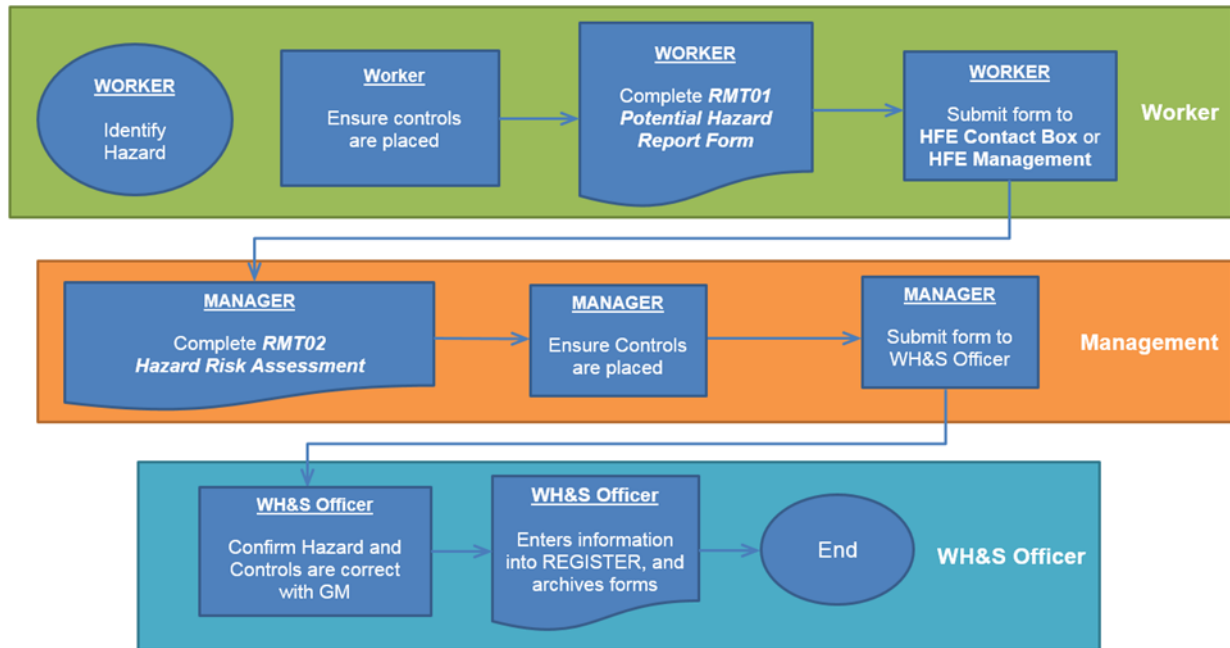
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## RMT02 – HAZARD RISK ASSESSMENT

Completed by person Investigating Hazard	<b>Hazard Outline (Title):</b>		HazID: <i>(admin use)</i>			
	<b>Hazard Description:</b> <i>What makes this a Hazard / Risk?</i>					
	Name(s) of Person(s) Conducting Investigation					
	Name:		Name:			
	Name:		Name:			
	<b>HAZPAK Matrix</b>		<b>How Likely?</b>			
			<b>Very likely</b> (anytime)	<b>Likely</b> (sometime)	<b>Unlikely</b> (could, but rare)	<b>Very Unlikely</b> (probably never)
	<b>How Severe?</b>	<b>Death, or Permanent injury / illness</b>	1	1	2	3
		<b>Long Term illness / injury</b>	1	2	3	4
		<b>Medical Attention / Time off work</b>	2	3	4	5
<b>First Aid Only</b>		3	4	5	6	
<b>Initial (uncontrolled) Hazard Rating: (HAZPAK)</b>				1 / 2 / 3 / 4 / 5 / 6		
<b>Current Hazard Controls Applied:</b> <i>(How is this currently controlled)</i>						
What <b>causes</b> the Hazard?						
<b>Future Hazard Controls to be applied:</b>  <i>What could control the Hazard? Who would do this? When is this done? ~ See RMT03 for control Hierarchy</i>	<b>Control Method</b>  <i>Eliminate &gt; Substitute &gt; Isolate &gt; Minimise &gt; Admin &gt; PPE</i>		<b>Who?</b>	<b>When?</b>		
	After all controls, what is the <b>FINAL Hazard Rating?</b> (HAZPAK)				1 / 2 / 3 / 4 / 5 / 6	
<b>Please return completed form to WH&amp;S Officer</b>						

### RMT03 – HAZARD ASSESSMENT PROCESS FLOW CHART





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ONSITE RISK ASSESSMENT

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## RMT04 – ONSITE RISK ASSESSMENT

ONSITE RISK ASSESSMENT / JSA / JSEA / SWMS / SWP - #1001					
Company:	Hobart Food Equipment (63 004 235 063)	Date:		Current Time:	
Client Name:		Job #:			
Location:					
Job Comments:		Task:	Service Call	Warranty	
			Preventative Maintenance	Quotation	
			Other -		

Identified Hazards (tick all that apply):							
<input type="checkbox"/>	Loud Noises	<input type="checkbox"/>	Inadequate Lighting	<input type="checkbox"/>	Hot works	<input type="checkbox"/>	Cutting / grinding
<input type="checkbox"/>	Heavy Loads	<input type="checkbox"/>	Busy / messy work area	<input type="checkbox"/>	Confined space	<input type="checkbox"/>	Asbestos
<input type="checkbox"/>	Work at Height	<input type="checkbox"/>	Bad access to machine	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Fatigue
<input type="checkbox"/>	Chemical Hazards	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Vibration	<input type="checkbox"/>	Environmental

Safety Controls to Be Applied (tick all that apply):							
<b>PPE to Be Used:</b>		<input type="checkbox"/>	Manual Handling Gloves	<input type="checkbox"/>	PVC Elbow Length Gloves	<input type="checkbox"/>	Disposable Nitrile Gloves
<input type="checkbox"/>	Earplugs	<input type="checkbox"/>	Earmuffs	<input type="checkbox"/>	Knee Pads / Knee Board	<input type="checkbox"/>	Safety Glasses
<input type="checkbox"/>	Steel Cap Boots	<input type="checkbox"/>	High Visibility Vest	<input type="checkbox"/>	Hard Hat	<input type="checkbox"/>	Respirator
<b>Other Control Measures:</b>		<input type="checkbox"/>	Energy Isolation (LOTO)	<input type="checkbox"/>	Portable RCD	<input type="checkbox"/>	Barriers Placed
<input type="checkbox"/>	Warning Signs Placed	<input type="checkbox"/>	Secondary Lighting	<input type="checkbox"/>	Local Exhaust Ventilation	<input type="checkbox"/>	Additional Training
<input type="checkbox"/>	Mechanical Aids – Specify:						
<input type="checkbox"/>	Permit to Work – Specify:	Hot Work / Confined Space / Asbestos / Live Electrical Modification Work / Working at Height					

Additional Hazards and Controls to those listed above:			
Hazard	Risk	Control	R. Risk

Task can continue only with residual risk (R. Risk) of 4 or 5, otherwise Supervisor/Manager approval or additional SWMS / JSA's required

Risk Matrix	VERY LIKELY	LIKELY	UNLIKELY	VERY UNLIKELY	1, Urgent requiring immediate Control
Kill / permanent disability	1	1	2	3	2, Priority action ASAP
Long term illness / serious injury	1	2	3	4	3, Medium Priority, action ASAP
Medical attention / days off work	2	3	4	5	4, Low Priority, action at later date
First aid needed	3	4	5	5	5, Monitor as required

<b>Further Comments:</b>	
--------------------------	--

Sign-Off			
Technician Name:		Client Name:	
Signature:		Signature:	
Other:		Signature:	

## RMT05 – SAFE OPERATING PROCEDURE FORM

<b>Read and Signed by anyone required to complete this task</b>	<b>Operation Name:</b>							<b>SOP ID:</b>	
								<i>Admin use</i>	
	<i>Do not complete this operation unless you have been instructed in safe methods, use, and operation</i>								
	<b>Must be worn?</b>								
		Steel Cap, Rubber Soled, Boots	Manual Handling Gloves	Earplugs	High-Vis	Respirator	Hard-Hat	Clear Safety Glasses	Other <i>(detail below)</i>
Y/N		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	
<b>Pre-Operational Checks</b>					<b>Potential Hazards and Risks</b>				
<b>Operating Instructions</b>					<b>DO NOT</b>				
<b>Please return completed forms to WH&amp;S Officer</b>									



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Person <b>Conducting</b> this Training		
Name	Position	Signature
Person(s) <b>Completing</b> this Training		
<i>I have read and understood the content of this Safe Operating Practice Form, and confirm that I have been appropriately instructed in safe methods, use, and operation.</i> <i>I confirm that I will abide by these instructions each time I complete this operation.</i>		
Date	Name	Signature
<i>For additional persons, please re-print this page and add it to the desired SOP.</i>		
<b>Please return completed forms to WH&amp;S Officer</b>		

**Read and Signed by anyone required to complete this task**



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## RMT06 – SWMS JSEA FORM

RISK ASSESSMENT (RA) / JOB SAFETY AND ENVIRONMENTAL ANALYSIS (JSEA / JSA) / SAFE WORK METHOD STATEMENT (SWMS*)					
Form to be used as either JSA / JSEA / SWMS / Risk Assessment as required. *Sign-off page to be used where form is utilised as a SWMS.					
RA/JSA/SWMS ID (Completed by WH&S Officer):		Task / Activity Description:			
Company:	Hobart Food Equipment	ABN:	63 004 235 063	Document Date:	Latest Rev. Date:
Project Title:				Project Date (if applicable):	
Location:			Job Description:		
Plant, Tools, and Equipment to be available when needed (enter more as required):					
1.	2.	3.	4.	5.	6.
PPE to be available when needed (enter more as required):					
1.	2.	3.			
Support (Fire / Emergency / Environmental) Equipment Required (enter as required):					
1.	2.	3.			
Reference Materials					
Work Health and Safety Act NSW 2011, QLD 2011, VIC 2004, SA 2012, WA 1984		Guidance Materials		Hobart Food Equipment WHSMS	
Work Health and Safety Regulations NSW 2017, QLD 2011, VIC 2017, SA 2012, WA 1996		Codes of Practice (Current for Each State / Territory)		AS/NZS/ISO Standards 4836:2011, 4801:2001, 4804, 2001, ISO18001:2007, ISO45001:2018	
Other:		Other:		Other:	
Permits (enter as required):					
1.	2.	3.			
Training/Certification/Licences					
1.	2.	3.			
Prepared By:		Consulted With:		Approved By:	
Name:		Name:		Name:	
Position:		Position:		Position:	
Signature:		Signature:		Signature:	
Date:		Date:		Date:	



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**RISK ASSESSMENT MATRIX**

<p><b>Think about:</b> <b>SEVERITY:</b> How severely could it hurt or how ill could it make someone? ↓ <b>LIKELIHOOD:</b> Consider how likely it is to happen? →</p>	<p><b>1. VERY LIKELY</b> Could happen any time</p>	<p><b>2. LIKELY</b> Could happen sometime soon</p>	<p><b>3. UNLIKELY</b> May happen, but rarely</p>	<p><b>4. VERY UNLIKELY</b> Could happen but probably never will</p>
1. Kill / cause permanent disability / ill health	1	2	4	7
2. Long term illness / serious injury	3	5	8	11
3. Medical attention and several days off work	6	9	12	14
4. First aid needed	10	13	15	16

Task No.	Job Task	Hazards	Risks	Task Risk Rating	Control Measures	PPE Required (Ensure in good, working condition)	New Risk Rating	Monitored by / Review
1								
2								
...								

**On-Site Sign Off Sheet –TO BE USED WHERE SIGN OFF IS REQUIRED**

*I.e. Where site requires, where on a construction site and document is used as a SWMS, etc.*

**If not needed (document used as a JSA, JSEA, etc.), please disregard this page.**

Date	Worker Name	Position	<u>Before Starting Task</u> Signature	<u>Task Completed Safely</u> Supervisor / Worker Signature

**Review History**

Review No.:								
Name:								
Initial:								
Date:								
Next Review Date:								



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**Training Sign Off Sheet – To be used when training in this document occurs ONLY (Internal)**  
**If not needed (document not being used for training purposes) please disregard this page.**

*All participants have read, understood, and agree to follow all instructions in this document when conducting works*

Date	Trainer Name	Position	Signature
Date	Worker Name	Position	Signature





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## RMT07 – HOT WORK PERMIT

*To be completed by the **Nominated Work Supervisor***

Organisation:		Date:	
Person carrying out Hot Work:			
Building Name / Location:			
Area Affected:			
Description of Work:			
I _____, give permission for this hot work to be performed.	Signature:		

**Type of Hot Work (Circle Required):**

W1	Brazing	W2	Soldering	W3	Cutting
W4	Grinding	W5	Welding	W6	Other:

### Potential Hazards

Potential Hazards Present?	How is this Controlled?
Flammable / Combustible liquids	Yes / No
Flammable materials	Yes / No
Flammable / Combustible gas and vapours	Yes / No
Toxic vapours / gas	Yes / No
Confined space / environment	Yes / No
Enclosed space / environment	Yes / No
Dust / Particle generating activities	Yes / No
Combustible construction	Yes / No
Other:	Yes / No
Other:	Yes / No



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General Control Checklist		Yes	No	N/A
1	Maintain automatic sprinkler protection and other fixed fire protection systems in service and fully operational. If no, WHY?			
2	Separate hot work operations from combustibles by a minimum of 11m			
3	Combustible/flammable materials removed			
4	Wet down of non-removable combustible items			
5	Remove any flammable liquids (paints, oils and lacquers, etc.) from the hot work area or cover flammable liquids with fire blankets			
6	Cover drains with fire blankets			
7	Sweep floors clean, removing any spilled grease or oil. Cover floors made of combustible material (e.g. boards on joist, plank on steel, wood block) with fire-resistant tarpaulins or other non-combustible material			
8	Ceiling/floor cracks, holes, ducts are covered			
9	Provide manual firefighting equipment (fire extinguishers, hose reels, hydrants etc.)			
10	Compressed gas cylinders, fuel removed or moved at least 15 metres away			
11	Welders earthed to work at weld point			
12	Exhaust spark guards fitted to fixed or portable plant and equipment			
13	Personal protective equipment			
14	Hot work equipment is operational and in good condition			
15	Fire watch required and trained in use of fire equipment and in sounding an alarm			
16	Sparks from working at heights contained			
17	Atmosphere tested for combustible/toxic vapours/gases			
18	Warning/mandatory signs in place			
19	Barricade/fencing erected			
20	Air-conditioning units isolated			
21	Safe access and egress provided			
22	Adjacent areas inspected			
23	Ventilation dust extraction units to be used			
24	Fire and smoke detectors isolated			
25	Electric leads isolated and positioned correctly away from sparks			
26	Building occupants have been isolated from hot work area			
27	Contractors or volunteers have been inducted and trained incl. emergency procedures			
28	Fire watch required for adjoining areas and will monitor for a minimum of 1 hour after the completion of work			
29	Other:			
30	Other			



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### Equipment used

Type of Equipment Used?	Training supplied?	
Gas welding equipment (propane / oxyacetylene torch etc.)	Yes / No	Yes / No
Electric welding equipment (AC&DC / Metal Inert Gas etc.)	Yes / No	Yes / No
Dust / Particle generating equipment (Sander / Grinder etc.)	Yes / No	Yes / No
Electric spark generating equipment (Batteries, Lights etc.)	Yes / No	Yes / No
Other:	Yes / No	Yes / No

### Completion of Work Declaration for the person carrying out hot work

All work has been satisfactorily completed and no further action is required	Yes / No
All work equipment/materials and waste have been removed from the work area and workplace	Yes / No
Barricades/fencing and warning signage have been removed	Yes / No
All fire detection systems (smoke or thermal) have been reactivated and returned to normal service	Yes / No
There is no sign of damage or fault to fire detection equipment	Yes / No
The work area and surrounding areas have been inspected for fire, the potential for fire or fire damage and is safe from fire risk	Yes / No
All plant or equipment affected have been tested and are fit for use	Yes / No
The fire services system and fire watch log book are returned at the completion of works	Yes / No



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**Organisation Authorisation** (completed by organisation official overseeing the work)

Name of nominated work supervisor:

Signature:

Date:

**Approval for completed work**

Name of person carrying out hot work:

Signature:

Date:

**Fire Watch**

(Worker / Contractor **Responsible** for the Work to complete before returning permit to issuer)

*The work area and all adjacent areas to which sparks and heat might have spread have been inspected and found to be free of fire following completion of work*

Name of **worker** or contractor responsible for the work:

Signature:

Date:

*The work area has been inspected and is in a safe condition for work to proceed on the provision that all controls and work procedures are followed in accordance with this permit*

**Area Safe** (completed by the **Nominated Work Supervisor**)

1. The work area and all adjacent areas to which sparks and heat may have spread were inspected personally between 30 mins and 2 hours after the work was completed, and found safe.
2. Fire protection / detection systems were reinstated

Name of nominated work supervisor:

Signature:

Date:

Please return completed form to WH&S Officer **within 24 hours**



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## RMT08 – SAFETY INSPECTION PROGRAM

Hobart Food Equipment Management Inspection Schedule												
Inspection Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fire and Emergency												
First Aid Kits												
Egress and Walkways												
Signage and Notices												
Desk Setup / Building Upkeep												
General Safety												
Contractor Inspection Schedule												
Fire Extinguishers and Hoses												



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FIRE AND EMERGENCY INSPECTION CHECKLIST

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## RMT09 – FIRE AND EMERGENCY INSPECTION CHECKLIST

Inspector Name(s):		Inspection ID: (admin use)	
Signed:		Date:	
Location:			
<b>Check Item</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Visitor sign-in / sign-out system is readily available at reception?			
All emergency paths and egresses are clear of hazards?			
Emergency exit maps are current, and are visible in appropriate locations?			
Emergency exit maps contain current emergency procedures and routes?			
Illuminated exit signs are positioned appropriately and in working order?			
Mains switches / circuit breaks switches are clearly labelled and accessible?			
Safety Data Sheets are available?			
Hazardous substances and gases are stored appropriately?			
Other -			
<b>First Aid Emergency Specific</b>			
First Aid Kits are signposted, available, and have required stock?			
First Aiders / Emergency Wardens are visible on the Safety Notice Board?			
<b>Fire Emergency Specific</b>			
Fire extinguishers, suitable for the type of fire typical for that location, are readily available, are unused, and have been serviced regularly?			
All fire extinguishers have a visible and correct sign (2m above floor)?			
There is unobstructed access to buildings and firefighting equipment facilities?			
Places where hot works occur are clean and clear of possible ignition sources?			
Flammable objects are isolated from potential ignition sources?			
<i>Items marked <b>NO</b> will require Controls placed, and/or RMT01 form completed</i>			



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FIRST AID KIT INSPECTION CHECKLIST

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## RMT10 – FIRST AID KIT INSPECTION CHECKLIST

Inspector Name(s):		Inspection ID: (admin use)	
Signed:		Date:	
Location:			
Check Item	Yes	No	N/A
First Aid Kits in the Office are signposted, available, and have required stock?			
First Aiders / Emergency Wardens are visible on the Safety Notice Board?			
First Aid Kits are accounted for in all technician vans?			
First Aid Kits for vans are the appropriate type (R2 Vehicle First Aid Kit)?			
Spare First Aid Kits are available in the NSW Office? (min. 1 spare)			
Other -			
<i>Items marked <b>NO</b> will require Controls placed, and/or <u>RMT01</u> form completed</i>			



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EGRESS AND WALKWAY INSPECTION CHECKLIST

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## RMT11 – EGRESS AND WALKWAY INSPECTION CHECKLIST

Inspector Name(s):		Inspection ID: (admin use)	
Signed:		Date:	
Location:			
Check Item	Yes	No	N/A
Access to main doorways are clear of obstacles?			
Stairwells are clear of obstacles?			
Stairwells have handrails that are in good repair?			
Emergency exit doorways are signposted, and are clear of obstacles?			
Walkways within building are clear of obstacles, and are appropriately clean?			
Dedicated walkways through the warehouse are painted visible, and obvious?			
Steps are preceded with grip on the floor, and area clearly visible?			
Ramps (where available) are in good repair, and clear of obstacles?			
Gates have locks fitted where required, and are in good repair?			
Access to dedicated carparks is free of obstacles?			
Access to warehouse door is free of obstacles?			
Mirrors, where fitted, are maintained, clearly visible, and are cleaned?			
Controlled access areas are appropriately signposted?			
Building areas that require PPE are appropriately signposted?			
Areas that may have risk are signposted appropriately? (i.e. slippery floor in kitchen)			
Other -			
<i>Items marked <b>NO</b> will require Controls placed, and/or <u>RMT01</u> form completed</i>			





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SIGNAGE AND NOTICES INSPECTION CHECKLIST

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## RMT12 – SIGNAGE AND NOTICES INSPECTION CHECKLIST

Inspector Name(s):		Inspection ID: (admin use)	
Signed:		Date:	
Location:			
Check Item	Yes	No	N/A
Fire Extinguishers / hose reels / blankets etc. are properly signposted?			
Emergency exits are appropriately signposted?			
Illuminated exit signs are positioned appropriately and in working order?			
Emergency exit maps are current, and are visible in appropriate locations?			
Emergency exit maps contain current emergency procedures and routes?			
Bathrooms are labelled correctly?			
Controlled access areas are appropriately signposted?			
Building areas that require PPE are appropriately signposted?			
Areas that may have risk are signposted appropriately? <i>(i.e. slippery floor in kitchen)</i>			
First Aid Kits in the Office are signposted?			
Safety Noticeboard is clearly visible and accessible?			
First Aiders / Emergency Wardens are visible on the Safety Notice Board?			
Safety Notice Board contains relevant and up to date information?			
WH&S Contact Box has appropriate signage and is visible and accessible?			
Other -			
<i>Items marked <b>NO</b> will require Controls placed, and/or <u>RMT01</u> form completed</i>			



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DESK SETUP/BUILDING UPKEEP INSPECTION CHECKLIST

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## RMT13 – DESK SETUP/BUILDING UPKEEP INSPECTION CHECKLIST

Inspector Name(s):		Inspection ID: (admin use)	
Signed:		Date:	
Location:			
<b>Check Item</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Desk Setup</b>			
Stand-up desks, where fitted, are in good repair?			
Desks are generally clean and free of obstacles?			
Sufficient space is provided for desk spaces to move in / out without collision?			
Appropriate equipment is provided for the workstation in good repair – including screens, keyboard, mouse, and phone?			
Screens are set-up at a correct height for comfortable viewing?			
<b>Building Upkeep</b>			
Office is generally clear of mess and obstacles?			
Walking surfaces are generally maintained to prevent slips / trips / falls?			
Toilets are maintained in a safe and healthy condition, cleaned, and stocked?			
Soap and hand drying facilities are available?			
Cool drinking water is readily available?			
Lights are all in working order?			
Light fittings and diffuses are maintained and clean?			
Lighting does not create excess glare, reflection, flickering, or shadows?			
Pest controls are in place?			
Waste disposal facilities are appropriate, and can cope with generated waste?			
Ventilation and other air conditioning is working?			
Harmful, irritating, or fatiguing noises			
Secure perimeter screens, fencing, and handrails are present in any location that has risk of heights?			
A safe means of travel is provided and maintained for travel between work levels? (i.e. fixed stairs or ladders)			
All ladders are in good working condition?			
All stairwells are in good repair, and are free of obstacles?			
All signs and floor markings are in good working condition?			
Company PPE is provided in appropriate locations, and is in good repair?			



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The Safety Noticeboard is visible, in good repair, and accessible?			
Walls, doors, ceiling, flooring, and other structures of the building are in good repair?			
Fire extinguishers and hoses are accessible?			
Storage areas are demarcated and sign posted?			
Racking and shelving is secure and capable of supporting intended loads?			
There is no obvious physical damage, or signs of strain or corrosion in racking and shelving?			
Stacking is stable and maintained at a safe height?			
Items stored in racking and shelving do not overhang?			
Plant within building is tested and tagged?			
Plant has adequate safeguards?			
Defective or untested/untagged plant is locked out?			
All switches and power leads are in good condition?			
Mains switches / circuit breakers are installed, clearly labelled, and accessible?			
Other -			
<i>Items marked <b>NO</b> will require Controls placed, and/or <u>RMT01</u> form completed</i>			



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GENERAL SAFETY INSPECTION CHECKLIST

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## RMT14 – GENERAL SAFETY INSPECTION CHECKLIST

Inspector Name(s):		Inspection ID: (admin use)	
Signed:		Date:	
Location:			
Check Item	Yes	No	N/A
Warning lights (where fitted to vehicles) are in working order?			
Safety Notice Board contains relevant and up to date information?			
WH&S Contact Box is available, and in working condition?			
Appropriate forms are provided at the Safety Notice Board, and these forms are complete and current?			
The office is generally clean and free from obstacles and hazards?			
All signs are in good repair, and are appropriate for the area?			
Emergency exit maps are current, and are visible in appropriate locations?			
Emergency exit maps contain current emergency procedures and routes?			
Illuminated exit signs are positioned appropriately and in working order?			
Materials and tools are kept in organised places?			
Flammable objects, materials, and substances are isolated from potential ignition sources?			
Materials handling aids are provided for heavy, difficult, or repetitive tasks? i.e. trolleys / pallet jacks etc.			
Heavy items are stored between knee and shoulder height?			
Hazardous substances are stored correctly, with correct signage?			
PPE is appropriate and controls risks in areas that require it?			
Company PPE is provided in appropriate locations, and is in good repair?			
First Aid Kits are signposted, available, and have required stock?			
First Aiders / Emergency Wardens are visible on the Safety Notice Board?			
Fire extinguishers, suitable for the type of fire typical for that location, are readily available, are unused, and have been serviced regularly?			
Visitor sign-in / sign-out system is readily available at reception?			
All emergency paths and egresses are clear of hazards?			
Other -			
<i>Items marked <b>NO</b> will require Controls placed, and/or RMT01 form completed</i>			



# SAFE WORK PRACTICES





## SW01 – GENERAL SAFE WORK PRACTICE

### Purpose

To ensure that all works completed by any **worker** are completed in a safe manner, regarding existing risks, and any risks that might present themselves throughout the work task.

### Responsibilities and Procedures

- All **workers** are responsible for ensuring that they only complete tasks that are safe
- All **workers** should assess risks, and ensure they are prepared, for all work tasks
- The below Safe Work steps should be followed, by all **workers**, for every work task!
- **HFE Management** will ensure all **workers** are adequately trained in WH&S requirements

### Safe Work Steps

#### WARM UP

- Always ensure that you are warmed up appropriately for the task
  - Do static and dynamic stretching and movements, to make sure the muscles you will be using are ready to go

#### PLAN YOUR TASK

- Assess risk
  - Assess the risks that are, or may become, present across the work task
  - Ensure these risks are adequately controlled so they do not create an incident
  - If an onsite Risk Assessment needs to be completed, this can be completed online at <http://www.hobartfood.com.au/whs/company>, or by using a physical Risk Assessment form
  - If a Risk Assessment (such as SWMS, JSA, SOP, etc.) has already been created for the task, this must be followed, and updated if needed to ensure continued safety
- Set aside appropriate time, and space
  - Make sure to give yourself enough time and space to complete your task safely.



- If you find you do not have enough time or space to complete the task safely, contact your supervisor, manager, or other workers, to see if things can be adjusted.

### BE CONTINUALLY ALERT

- Look, listen, smell
  - Make sure to use all your senses, including sight, hearing, and smell, to determine if any new risks are being created.
  - If new risks appear, be prepared to control these so they stay safe

### EXECUTE THE TASK SAFELY AND STEADILY

- Use good manual handling technique
  - Always ensure you use appropriate lifting technique, including lifting with your LEGS, not by bending your BACK!
- Ensure you are doing the task safely
  - Continually check that what you are doing is still safe, and that new risks aren't being created
- Complete all tasks steadily
  - Never rush when completing a task
  - Ensure that all task steps are followed, without skipping over anything

### FINISH SAFE

- Wrap up your work in a safe manner
  - Ensure that you are aware of other workers in the area, and make sure that your completion of works does not impact their safety negatively
- Leave site in a safe state
  - Always ensure that you leave the work area in a safe state, so that other workers are safe if they need to complete works in that area

### Reference

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)



## SW02 – PLANT MANAGEMENT

### Purpose

To ensure that all purchased and hired plant complies with Australian Safety Standards, and that all **workers** are aware of plant safety procedures to facilitate the control of hazards associated.

### Responsibilities and Procedures

- All requests from **Workers** for new plant should be directed to **HFE Management**
- **HFE Management** are responsible to assess that all plant complies with the required standards
- **HFE Management** to ensure that all **Workers** who are required to use the plant, have been trained accordingly
- **HFE Management** to ensure that electrical plant is inspected, tested, and tagged in accordance with AS/NZS 3760
- **Workers** will continually assess plant to ensure it is safe for use. If plant is deemed unsafe, it is to be locked out as per SW02 – Electrical Safety and Lockout, and disposed of if required

### Reference

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

### Related Hobart Food Equipment Documents

SW02 – Electrical Safety and Lockout





## SW03 – ENERGISATION SAFETY AND LOCKOUT

### Purpose

Electricity, and other energy sources, are dangerous and need to be handled very carefully. This procedure aims to ensure that appropriate care is taken to create a safe work environment when working on or near electricity and other energy sources. Assumption should always be that all equipment, wires / cables, conductors, valves and pipework are energised, unless proven to be de-energised. This includes neutral conductors. Modification of an electrical circuit should never occur while a machine is potentially energised; If a full isolation, test for dead and verification, lockout, and tag-out procedure cannot be completed, electrical modification work cannot proceed.

### Ensuring Safe Work

#### General

All hazards and environmental considerations should be identified to assess risk, including risks to, or from, other persons who may come within the working area. If risks cannot be sufficiently controlled to enable work to be done safely, then work shall not proceed.

Work on potentially energised components, including electrical work, must only be carried out by appropriately trained, licenced, or registered **workers**, within the limits authorised by the training, licencing, or registration of that **worker**. Electrical works must only be carried out with low or extra low voltage (<1000V AC). Work must never be done on high voltage items or components.

A summary of current energisation requirements can be found at:

<http://www.hobartfood.com.au/whs/company/energisation>



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### Risk Assessment

Before starting any task, a consideration must be made for any risks involved. If any of the following apply, an Onsite Risk Assessment must be completed. Risk assessments must be kept for 2 years minimum. Risk Assessments may be completed where:

- the task involves **energised electrical work in any capacity**, including *voltage testing / fault finding, and isolation verification*
- it is considered that the task to be undertaken is **high risk**
- **required** by Site
- a worker feels it is **appropriate**

This Onsite Risk Assessment can be completed Online ideally (<http://www.hobartfood.com.au/whs/company/energisation/>) or by using an Onsite Risk Assessment Booklet where access to internet is not possible.

### Eliminate Risk

Elimination of the risk should always be priority. As a standard rule, items are to be “Isolated”, “Tested for Dead and Verified”, “Locked out”, and “Tagged out” with a “Personal Danger tag” to ensure they are safe to work on. This eliminates the risk of electrocution and electric shock. Isolation verification should involve confirming that no charge is present at any point, noting that charge may be stored in capacitive components, and cables. Any modification work on cables, wires, conductors, or conductive parts will only occur when the item is completely de-energised and isolated, proven to be de-energised (tested for dead and verified), locked out, and tagged out.

All PPE and equipment to be used during work on energised components should be adequately tested, and should be inspected before each use to ensure they are in good order. If working over 500V, insulated gloved compliant to AS/NZS 2225 must be worn, which are subject to an inflation test, and must be re-tested or replaced every 12 months (or sooner if required or used often).

Bracelets, rings, neck chains, exposed metal zips, watches, and other conductive items shall not be worn or used while working on or near potentially energised electrical conductors or live conductive parts.

## Isolation Procedure

Any new person who may work on the equipment must ensure isolation, and affix their own personal danger tag to the isolation level required. Any person who may come in contact with the item should be notified of it being locked out – this may be through the use of an ‘out of order’ sign where site staff changes are frequent.

### 1. Test for Live

- Locate the isolation point and test point
  - The test point must be a point in the circuit that is as close to the incoming energy feed for the machine as possible i.e. Incoming connection terminal block, or load side of built-into-machine isolator.
- Set the meter to the correct range, and ensure that the meter is CAT III minimum.
- With the supply energised, test your meter for correct function at the test point

### 2. Isolate Machine

- For items that have a plug, this would involve completely disconnecting the unit from the energy source
- For fixed items, this would involve completely isolating the unit at the local isolator, or at a switchboard if no local isolator exists.

### 3. Lock-out and Tag-out Machine

- For items that have a plug, this would involve locking out the plug so that it cannot be re-energised. This must then be tagged out with a personal ‘Danger Tag’.
- For fixed items, this would involve completely locking out the unit at the local isolator, and affixing a ‘Personal Danger Tag’, or at a switchboard if no local isolator exists.

### 4. Test for Dead (verify at known source)

- Without changing meter setting, test for dead at the test point. **Test between all conductors, including neutral and earth.**
- **Re-confirm** the operation of the meter at a known source.
- If a change of state from energised to de-energised is not possible to prove the correct isolation point, the isolation point must be clearly and indelibly labelled to ensure that it is the correct isolating device

### Out of Service 'Warning' Tag Responsibilities and Procedures

- **Workers** can place an out of service tag on any item of plant, equipment, material or hazardous substance after ensuring the item is locked out and tested for dead, to ensure that the item is not used while the item is not safe to operate or is not functional
- No person shall operate items where an out of service tag attached
- The tag must not be removed unless authorised by a competent person who is able to verify the item is ready for use
- Out of service tags shall not be used for, and not remain in place, if a worker is required to affix a personal danger tag
- Any item of plant that has been locked out within Hobart Food Equipment premises must have a RMT01 – Potential Hazard Report Form created for it, and will be investigated



### Personal Danger Tag Responsibilities and Procedures

- Each **Worker** who will be working on an item that is isolated, must attach a personal danger tag to the appropriate isolation switch, or other positive isolating device, after completely isolating, locking out, and testing for dead the item to ensure it is completely isolated from all energy sources
- The **Worker** should take adequate steps to prevent unauthorised use of the item, to ensure complete safety while working on the item
- No person shall operate items where a tag is attached
- Each **Worker** must remove their own personal danger tag. The personal danger tag must not be left in place if that worker leaves site. The **Signatory of the Personal Danger Tag**, is the only the person that is permitted to remove the personal danger tag and lock, and only when appropriate controls have been applied to ensure safety. If a Worker leaves site without removing their personal danger tag, they must return to remove it. If they are unable to return, management must be notified, and measures must be put in place to manage risks associated with removing the lock or tag (e.g. thorough investigation to ensure all workers and others at the workplace are safe).





- If all **Workers** are leaving site, but the machine is not safe to operate or is not functional, the personal danger tag must be replaced with an out of service tag until work resumes

### **Control Measures**

When working on or near machines that use electricity or other energy sources, the priority is safety. The below steps identify how **workers** should conduct works on or near electrical or other energised equipment. Workers must always conduct electrical works in accordance with a SWMS prepared for the work (SWMS JSEA 0030), and must complete a Risk Assessment prior to commencing the works.

As a requirement for all work, appropriate footwear and protective clothing must always be worn. Additionally, contact with metals or other conductive items on or around the machine must be minimised, to reduce risk of new hazards brought by unforeseen energisation.

If at any point energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), the worker must identify appropriate risk treatments subject to site conditions, and implement immediately (e.g. Creating an isolated zone using Barricade Tape, to ideally 3m). No unauthorised persons are to come into any isolated work area. Re-notify staff to keep clear and cease any 'wet' activities. Remove conductive jewellery or personal items.

1. **SAFEST, Work Isolated – *If work can be done with the machine de-energised***

Working without any energisation to the machine will allow for elimination of any risks associated with energisation. Where a machine is, or has been, connected to a power source, and has potential for components to be energised, a full isolation procedure must be followed prior to working, to ensure that isolation is confirmed. Unless determined by the worker on site, a safety observer is not required for this type of work.

2. **Avoid working near electrical circuits or energised components – *If work requires machine to be energised, or if work is unaffected by energisation***

Avoid doing work near live electrical circuits or other energised components. Ensure electrical circuits or energised components have covers securely attached that provide appropriate protection from contact or other external objects, liquids or forces. This eliminates risk of coming into contact with live electrical or energised components. Ensure persons who may interact with the machine are notified of it being worked on. Unless determined by the worker on site, a safety observer is not required for this type of work.

**3. Use required PPE and barricade – If verifying isolation, or voltage testing / fault finding is absolutely required on a live low voltage electrical circuit**

If it is necessary to conduct isolation verification, testing (including testing for dead) / fault finding, including voltage and tong testing, appropriate PPE must be used. This must include, but is not limited to, **footwear, protective clothing, eye protection, and gloves that provide appropriate insulation for the works being done**. These items of PPE must be appropriately tested and inspected before being used, to ensure they are safe to use. Notify site personnel to keep clear and cease any 'wet' activities, set up barriers or other controls if needed, to ensure a safe work area. All tools used must be appropriately insulated and inspected. Unless determined by the worker on site, a safety observer is not required for this type of work.

**4. Modification work on exposed potentially energised components, conductors or live conductive parts must never be done, modification work on energisable components, conductors or conductive parts must only commence following full isolation, testing for dead and verification, locking out, and tagging out of the machine / energy source.**

If this procedure is not possible, modification works on potentially energised components, conductors or conductive parts shall not proceed until this is possible.

This may require (but is not limited to):

- Site allowing access to the appropriate isolation source
- Appropriate PPE being purchased
- Testing equipment being brought to safe and operable condition
- Locks / Tags being purchased
- Further training



### Exceptional Circumstances

There may be exceptional circumstances that may warrant use of insulated gloves / mat. Where possible, it is best to eliminate a task completely, rather than relying on PPE.

1. If there is no access to isolation on site, such as switchboard etc., and the machine does not have a local isolator.
  - a. **In this circumstance, we would not commence work that requires isolation.** The customer has not followed access instructions, as the onus is on the customer to provide access to appropriate isolation locations where required.  
Being unable to isolate, test for dead and verify, lockout, tagout renders modification works on potentially live components as unsafe.
2. If the appropriate lockout device is not available for the worker
  - a. All appropriate workers (including all service technicians) have been provided with a standard pack of lockout devices. If no appropriate lockout device is available, **we would state that the work cannot be completed at that time** as it is unsafe, and would proceed to source the appropriate lockout device.
3. Workers may request for higher rated PPE (i.e. insulated gloves compliant to AS/NZS 2225, insulated mat compliant to AS/NZS 2978, etc.) as an extra layer of protection. Additional circumstances may also warrant the use of insulated PPE, e.g. where:
  - a. An incident has occurred and further testing, or re-isolation, is required to verify the area, or machine, is safe
  - b. Observing a machine that appears to have loose / perished wired or in such a condition that loose electrical parts or earth faults may be more likely
  - c. The worker feels that an additional layer of protection is appropriate
  - d. Where works exceed 500V



Additional PPE will be purchased when required. PPE that has passed its expiry date is **not** to be used. Insulated gloves compliant to AS/NZS 2225, and insulated mats compliant to AS/NZS 2978 must be re-purchased or re-tested every 12 months at minimum (for insulated PPE that is used rarely), and more frequently when used more frequently.

**The use of insulated PPE must never negate the need to isolate / test for dead and verify / lockout / tagout.**

### **Energisation or Re-energisation of Installations and Equipment**

Re-energisation of equipment can create dangerous circumstances, and should be conducted with safety and caution. The below list must be followed whenever energisation or re-energisation is to be carried out:

- a) All relevant persons shall be notified that testing is about to commence or supply is about to be restored
- b) A visual inspection shall be conducted to ensure that all tools, surplus material and wastes have been removed and the work site has been reinstated
- c) Visual inspection and tests required by AS/NZS 3000 shall be carried out, to ensure the machine is safe to re-energise
- d) Applicable personal locks and tags shall be removed
- e) Re-energisation as appropriate is carried out
- f) Functional testing as required is carried out
- g) Confirm that all guards and covers are reinstated safely





### Control Measures When Leaving Work

Upon finishing up works, regardless of whether the work is fully complete or not, the work site shall be left in a safe state for access by other **workers**. If the machine is not safe to operate or is not functional, it must be isolated, locked out and tagged out with a 'Do not Operate' tag, and **workers** who may come into contact with the machine should be appropriately notified. If a Worker leaves site without removing their personal danger tag, they must return to remove it. If they are unable to return, management must be notified, and measures must be put in place to manage risks associated with removing the lock or tag (e.g. thorough investigation to ensure all workers and others at the workplace are safe). If any modification was made to the Electrical Circuit (i.e. a component was replaced, removed, or other circuit modification), ensure that a Certificate of Electrical Safety is completed, after the machine passes the tests for Electrical Safety. This will be retained by Hobart, and a copy sent to site with the service invoice.

### Medical Attention

Any person receiving an electric shock or involved in an electrical incident contributing to an injury, no matter how seemingly minor, should seek medical attention immediately. Care shall be taken to ensure that other personnel are not exposed to potential hazards.

If an incident procedure exists on site, this must be followed, in addition to all Hobart Food Equipment Incident Procedures.

It may be required that an incident scene be preserved and not unnecessarily altered, to permit any relevant authorities to undertake an investigation.

### Awareness

Any **workers** conducting work on or near any potentially energised components should be appropriately aware, including being in a fit state to complete the work, and capable of maintaining adequate physical and mental ability. If **workers** are temporarily or permanently physically or mentally impaired, e.g. under the influence of alcohol, drugs, fatigue or are injured to a level that adversely affects their work performance, they shall not participate in the work.

### Definitions

**Low Voltage:** Means voltage greater than extra low voltage, but not more than 1000V AC RMS or 1500V ripple-free DC.

**Extra Low Voltage:** Means voltage of 50V or less AC RMS, or 120V or less ripple-free MDC

**High Voltage:** Means greater than low voltage.

**Energised (live):** Means connected to a source of electrical supply or subject to hazardous induced or capacitive voltages. Energised may also refer to other energy sources such as steam, kinetic etc.

**De-energised:** Means separated from all sources of supply but not necessarily isolated, earthed, discharged or out of commission.

**Isolated:** Means disconnected from all possible sources of electricity supply and rendered incapable of being made energised without premeditated and deliberate action. This may also refer to disconnection from other possible energy sources such as steam, kinetic, etc.

**Barriers:** Means anything that may constitute a physical barrier between two areas, such as Barrier Tape (shown below), extendable barrier, or other equivalent.



*Figure 1, Red and White Safety Tape*

**Gloves that provide appropriate insulation for the works being done:** Means work gloves that have no conductive components, and provide appropriate insulation between the potential being worked on and the wearer. An example of this sort of glove that is acceptable for works with electrical systems such as those handle by Hobart Food Equipment (240V or 415V) is shown below – selected based on discussions with the QLD regulator and with SAI Global in reference to AS/NZS 4836:2011.



Figure 2, GRIPFLEX: Nitrile Light Glove, specified for use with Electronics / Electrical – or equivalent

Where voltages exceed 650V, gloves must be compliant to AS/NZS 2225 (when conducting Electrical Works other than Voltage Testing / Fault Finding, or Confirming Isolation), and insulated to the highest potential voltage expected for the work being undertaken, and air tested each time prior to use. *Use of any gloves does not allow the wearer to contact potentially energised components, PPE is always used as a preventative measure only.*

## Reference

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Code of Practice: Managing the Work Environment and Facilities

**Code of Practice: Managing Electrical Risks in the Workplace**

**AS/NZS 4836:2011 Safe working on or near low-voltage electrical installations and equipment**

**Electrical Safety Act 2002 (QLD)**

## Related Hobart Food Equipment Documents

RMT01 – Potential Hazard Report Form

## SW04 – HAZARDOUS SUBSTANCES

### Purpose

This procedure will ensure that all hazardous substances used by, or stored within Hobart Food Equipment will be identified, assessed and controlled as practicable, and used in a way to minimise the risk to Hobart Food Equipment **Workers** and the environment.

### Identifying Hazardous Substances:

The identity of hazardous substances can usually be determined by looking at the label pictogram and reading SDS's for the ingredients that are in each hazardous substance.

### Labels:

Hazard information can also be available from the hazardous substance label. Below shows example of elements that could be found on a label that indicate the type and severity of the hazard.

- **Signal Words:** These provide an immediate warning to the reader. Example: Danger or Warning

- **Hazard Statements:** These describe the nature and severity of the hazardous substance based on a classification.

*Examples: May cause cancer, fatal if inhaled, causes severe skin burns and eye damage, Flammable liquid and vapour etc.*

- **Pictograms:** These provide a pictorial representation of the type of hazard that can easily recognised at a glance.



Figure 3: Pictograms

The container that holds a hazardous substance or dangerous goods used or stored at Hobart Food Equipment should be appropriately labelled. This label is not to be removed, defaced, or altered. All hazardous substances must be used and handled appropriately so that labels and other forms of warning are not defaced or removed.



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### **Safety Data Sheets (SDS):**

The SDS contains information about the product, including any hazardous ingredients, potential health hazards, safe use, handling and storage, emergency procedure and disposal requirements specific to the hazardous substance.

SDS's should be kept in a location near the work area where the substance is used and stored. All workers likely to be exposed to the hazardous substance should know how to find the SDS.

The SDS is an information sheet provided by the supplier of the hazardous substance and contains more detailed information than what is found on the substance label. It provides warnings of the risks associated with the hazard, steps to ensure it is handled and stored correctly and advice to medical personnel if health problems are reported by workers.

Safety Data Sheets are contained in Warehouse Office, digitally available on the company shared drive, and the company website ([www.hobartfood.com.au/whs](http://www.hobartfood.com.au/whs)).

### **Hazardous substance Register:**

A hazardous substance register is kept and maintained for all hazardous substances stored. The register is to be readily accessible to all employees who may be exposed to the hazardous substance/ Dangerous Goods while at work. The register must include a list of all hazardous substances and reference the relevant SDS's.

### **Storage:**

All dangerous goods will have a designated storage area, which caters for the maximum amount likely to be stored, and ensures that there will be clear areas in front of walkways, fire exits, fire equipment etc.

All storage areas will display signs which describe the materials to be stored, and all containers will be durably and accurately labelled as to their contents. Hazardous substances storage areas will ensure product stability and segregation from any potentially reactive materials. Lid of the containers to be checked and tightened while receipt of the shipment, prior putting it away in the designated Dangerous Goods container.

Decanting of hazardous substances is **NOT** permitted.

### **Transportation:**

All hazardous substances should be accurately and durably labelled. Hazardous substance containers must be firmly secured to the vehicle to prevent tipping and be protected from other objects striking against them during transport.

Hazardous substances are to be packaged appropriately. Inspection of packages must occur when they are received, to ensure packages and containers are appropriately sealed, and there is no damage present. All hazardous substances are to be loaded, secured, segregated, transported and unloaded safely.

**Personal Protective Equipment (PPE):**

Where hazardous substances are to be handled/used in bulk (e.g. Pallet load), or when a container is potentially damaged or leaking, PPE will be worn as per the SDS. This typically includes the following:

- **Chemical Resistant Safety Goggles**



*Figure 4: Safety Goggles*

- **PVC Gloves**



*Figure 5: PVC Gloves*

- **PVC Apron**



*Figure 6: PVC Apron*

**Hazardous Substance Emergencies:**

Appropriate equipment such as spill kits and firefighting equipment is provided in the warehouse to deal with minor hazardous substance spills and emergencies. This equipment is only to be used if appropriate training has been provided in using the equipment. In absence of training all emergencies are to be reported to emergency wardens or the warehouse manager, and in case of major emergencies, Emergency Services should be called using 000 or 112 (mobile), or Emergency Plan EP03 should be followed.

**Training:**

Information, training, instruction and supervision will be provided to **workers** who may work near, or with, hazardous substances at Hobart Food Equipment. Training should include:

- Labelling and information on the containers of hazardous substances
- Availability and reading SDS's and Hazardous substance Register



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- Emergency procedures
- Hazards and Control measures implemented
- Usage of PPE for handling hazardous substances
- The safe work practices and procedures for storage and handling hazardous substances

### **Responsibility and Procedures**

- **HFE Management** are responsible for ensuring all hazardous substances utilised by Hobart Food Equipment have an appropriate SDS (if required)
- **HFE Management** are responsible for training **Workers** in safety procedures, and ensuring implementation of controls for hazardous substances
- **HFE Management** will ensure that each new hazardous substance brought into Hobart Food Equipment is logged via SWT01 – Hazardous Substances Form
- **Workers** must ensure that all identified controls are adhered to when handling hazardous substances
- **Workers** must ensure that hazardous materials are stored and disposed of as per the manufacturer's instruction
- **Workers** must ensure that damaged or obsolete hazardous substances are disposed of appropriately



## **Definition**

### **• Hazardous Substances**

- Any substance that is listed in the Australian Safety and Compensation Council's (ASCC) Hazardous Substances Information System (HSIS) or one which fits the criteria for hazardous substances set out in the document entitled "Approved Criteria for Classifying Hazardous Substances [NWHSC: 1008 (2004)]" published by the ASCC.
- Manufacturers have an obligation to determine whether a substance is classified as hazardous before the substance is used or supplied to another person for use at work (Clause 149(1) of the NSW WH&S Regulation 2011).

### **• Dangerous Goods**

- a substance or article listed in the ADG Code as dangerous goods of Class 2, 3, 4, 5, 6.1, 8 or 9, or goods too dangerous to be transported or is a C1 combustible liquid.

## **Reference**

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Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination  
Code of Practice: Managing the Work Environment and Facilities  
Code of Practice: Labelling or Workplace Hazardous Chemicals  
Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals

## **Related Hobart food Equipment Documents**

SWT01 – Hazardous Substances Form



## SW05 – MANUAL HANDLING

### Purpose

To ensure that risks to **workers** conducting manual handling are controlled, and to reduce need for **workers** to manually handle items where practicable.

### Responsibilities and Procedures

- **Workers** are responsible for ensuring that potentially hazardous manual tasks are identified via RMT01 – Potential Hazard Report Form
- **HFE Management** should ensure control strategies are implemented where required
- **HFE Management** are responsible for ensuring that appropriate manual handling assistance equipment is provided and maintained as necessary
- **HFE Management** to ensure that all **Workers** are trained in manual handling procedures relevant to their work during induction, staff training sessions, and when a new procedure is implemented that affects a **Worker**
- **HFE Management** to ensure that all machines of Hood-Type or larger, have two or more **Workers** for movement of the machine
- If movement of a Hood-type, or larger, machine is required, and only one **Worker** is available, the **Worker** may ask appropriate site personnel to help, with the full consent and approvals from site for the task

### General Information

- Ensure that you are stretched and warmed up for the task required, including:
  - Back / Arms / Shoulders
  - Wrists / Hands
  - Chest
  - Legs / Feet / Ankles
- When lifting an object, use the correct lifting techniques:
  - Plan the lift
  - Correct feet position
  - Bend your knees
  - Firm grip
  - Lift with your legs (not your back)
  - Use the same techniques when placing down a load



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- If object is too heavy to lift
  - Seek the assistance of another person, and coordinate the lift in group
  - Use the assistance of mechanical aids e.g. Lifter, truck trolley or fork lift
- If the object is identified as a hazard, then a hazard form is to be completed and forwarded to the Supervisors for action

### Definition

- **Manual Handling**
  - This is any action that requires a physical force to be exerted by an individual, such as lifting, pushing, pulling, and carrying
- **A hazardous manual task**
  - As defined in the WH&S Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or object involving one or more of the following:
    - repetitive or sustained force
    - high or sudden force
    - repetitive movement
    - sustained or awkward posture
    - exposure to vibration
  - These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury.

### Reference

Work Health and Safety Act 2011 (Cth)

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Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

### Related Hobart Food Equipment Documents

RMT01 – Potential Hazard Report



## SW06 – OFFICE SAFETY

### Purpose

To provide a safe working environment for **workers** in the office by ensuring that all **workers** understand the risks associated with office-based work.

### Responsibilities

- **HFE Management** are responsible for ensuring that risks and potential hazards in the office are identified and controlled
- **HFE Management** will ensure that equipment provided is comfortable and task appropriate
- **Workers** will check and adjust their workstation prior to use, as per SW06 – Desk Setup
- **Workers** in the office are responsible for ensuring that they employ good housekeeping techniques to reduce risks and hazards
- **Workers** in the office are to follow all Hobart Food Equipment safety policies and procedures, and wear PPE in required areas
- **Workers** in the office are to report any hazards and incidents as per RM01 – Potential Hazard Identification and R01 – Incident Reporting and Investigation

### Reference

Work Health and Safety Act 2011 (Cth)

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Code of Practice: Hazardous Manual Tasks

Code of Practice: Managing the Work Environment and Facilities

Code of Practice: managing the Risk of Falls at Workplaces

### Related Hobart food Equipment Documents

SW06 – Desk Setup

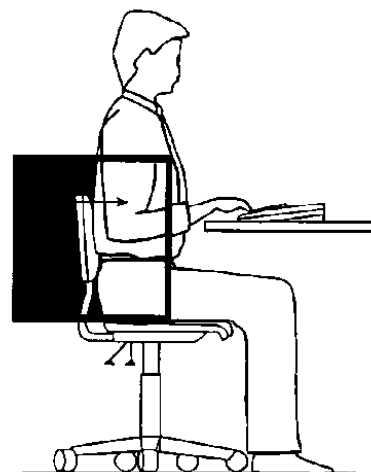
RM01 – Potential Hazard Identification

R01 – Incident Reporting and Investigation

## SW07 – DESK SETUP

### Seat

- **Height**
  - Adjust the chair height so the feet are comfortably flat on the floor, the thighs are approximately horizontal and the lower legs approximately vertical (see figure this page)
  - Low heeled shoes will improve comfort of the legs with the chair at this height
- **Base Tilt**
  - Set to horizontal initially, although you may wish to adjust the tilt slightly forward to suit your comfort
- **Back Tilt**
  - Set to vertical initially, although you may wish to adjust the tilt slightly forward to suit your comfort
- **Back Height**
  - If this is not comfortable, adjust the height up or down until it is comfortable
- **Forward/Backward Position**
  - Adjust the position of the back rest until a comfortable pressure is exerted on the low back area while seated in the usual working posture at the desk



### Desk

- If the chair has been adjusted and the desk is higher or lower than the elbow, other forms of adjustment may be required
- Start by measuring the height difference between the desk and your elbow
- If the desk is too high, you may be able to:
  - Raise the chair by the measured difference and use a foot rest
  - Lower the desk by cutting the legs down by the measured difference



- If the desk is too low:
  - Raise the height of the desk by extending the leg length or sitting it on blocks
  - Remember to ensure that any such changes are secure and stable

### **Keyboard**

- **Angle**
  - Tilt the keyboard, using the feet at the back, to suit your level of comfort
- **Position on Desk**
  - Place the keyboard as close to the front edge of the desk as is comfortable
  - Do not place documents between the keyboard and the front edge of the desk while using the keyboard, as this increases the reach distance to the keyboard and may result in excessive bending of the neck to look at the documents
  - Ensure that there is room to put the keyboard to one side when it is not in use.

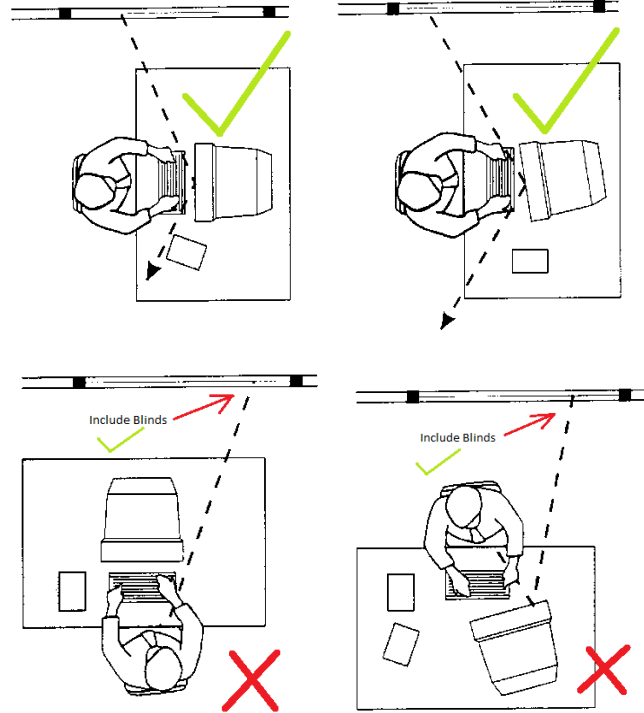
### **Visual Display Unit**

The screen should be positioned once the chair and desk have been set up

- **Screen Height**
  - The screen should be positioned so that the top of the screen is level with, or slightly lower than, your eyes
- **Distance from the Eye**
  - First place the screen so that it is approximately an arm's length away from the usual seated position of the user
  - Trial this position and if necessary move it further away or closer as required

- **Positioning the Screen**

- The screen should be placed in front of the user, avoiding glare or reflections from windows. It should also be tilted to prevent reflections from overhead lights and windows
- If glare or light from windows is unavoidable, window blinds should be used to reduce eye strain and increase visibility



### **Reference**

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Code of Practice: managing the Risk of Falls at Workplaces



## SW08 – PERSONAL PROTECTIVE EQUIPMENT

### Purpose

The purpose of this procedure is to ensure that all Hobart Food Equipment **workers** are able to wear appropriate personal protective equipment (PPE) when required.

### Responsibilities

- **HFE Management** are responsible for **workers** have appropriate PPE for their work tasks, prior to commencing work, that PPE meets relevant Australian Standards, and that **Workers** know how and when to use the PPE
- **Workers** are responsible for maintaining their PPE in good working condition, wearing and using their PPE as instructed and for informing their **HFE Management** when repair/replacement is needed
- **Workers** are responsible for using PPE effectively when it is required to be used
- The **Worker** will sign for all PPE that is given to them by the company using SWT02 – Personal Protection Equipment (PPE) Issue Form
- **Workers** who do not wear PPE when required may be subjected to disciplinary action
- **HFE Management** to ensure appropriate signage is placed to indicate where PPE is required. If PPE is required for on-site work, **HFE Management** will inform **Workers**
- All PPE outlined in Risk Assessments, SWMS's, JSA's, JSEA's, SDS's, and any other guidance documentation, must be worn for the appropriate task.

### Definition

- **Personal Protective Equipment (PPE)**
  - This is equipment worn by individuals to protect them from possible exposure to a certain risk that cannot be otherwise controlled. This includes items such as safety glasses, hearing protection, safety boots and hard hats



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## **Reference**

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Code of Practice: Managing the Work Environment and Facilities  
Code of Practice: Managing the Risk of Falls at Workplaces  
Code of Practice: Labelling of Workplace Hazardous Chemicals  
Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals

## **Related Hobart Food Equipment Documents**

RMT07 - SWMS JSEA RA Form

SWT02 – Personal Protection Equipment (PPE) Issue Form





## SW09 – FIRST AID

### Purpose

To ensure that all Hobart Food Equipment **workers** have access to appropriate first aid supplies, receive the required treatment following an injury, and that all incidents involving first aid are followed up to prevent a reoccurrence.

### Responsibility

- **HFE Management** to ensure First Aid Kits remain fully stocked
- **HFE Management** to ensure **Workers** have a First Aid Kit in their van
- **Workers** will ensure that any items used from the van First Aid Kits are reported and replaced as soon as practicable
- **HFE Management** to ensure **First Aiders** are appropriately trained in administering First Aid and CPR, and that this certification is kept up to date
- **Workers** to follow all procedures outlined in R01 – Incident Reporting as soon as practicable after an injury has occurred
- **First Aiders** will ensure they do not go above their training level within First Aid
- If further action beyond first aid is required, **HFE Management** to ensure that **worker** is transported to the hospital, emergency room, or doctor by appropriate means such as an ambulance
- In the office, all injuries requiring first aid must be reported to the **First Aiders**, who will ensure that correct first aid is given

### Definition

- **First Aid**
  - This is where treatment services are initially applied to an injury
- **First Aid Kit**
  - This is a store of first aid supplies, including bandages, band aids, and other items. This may vary depending on the kit type



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## **Reference**

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Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

Code of Practice: Preparation of Safety Data Sheets for Hazardous Chemicals

## **Related Hobart Food Equipment Documents**

R01 – Incident Reporting

## SW10 – WORK AT HEIGHTS

### Purpose

To eliminate the risks associated with any and all works that are required to be done at height.

### Responsibilities and Procedure

- **HFE Management** to identify any works that are required to be carried out at height, and ensure that these tasks have been outlined and controlled appropriately within completed RMT06 – SWMS JSEA RA Forms
- **HFE Management** to provide appropriate training, tools and PPE for **Workers** that may be required to work at heights
- **Workers** to ensure they adhere to all requirements in RMT06 – SWMS JSEA RA Forms
- **Workers** will ensure that objects that are stored at heights are stable, do not overhang edges, and are not capable of falling

### Ideal Control Measures for Fall Preventions

- Undertake the work on the ground, or on a solid construction with hand railing
  - Eliminates the hazards associated with working at heights
  - “Solid construction” must have enough structural strength to support people and materials, have a non-slip surface free from trip hazards, be relatively flat, have edge and void protection, and have a safe means of access and egress

### Definitions

- **Working at Heights**
  - Refers to any circumstance in which a **worker** is exposed to the risk of a fall. In VIC and WA, height work can be seen as any work where there is risk of falling more than 2 metres. In all other states and territories, there is no defined minimum height for there to be considered a fall risk.



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## **Reference**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

Code of Practice: Managing the Risk of Falls at Workplaces

## **Related Hobart Food Equipment Documents**

RMT06 – SWMS JSEA RA Form

## SW11 – LONE WORKER PROCEDURE

### Purpose

To eliminate the risks associated with works that are done where other persons are not present. This may include working alone, or in isolation.

### Responsibilities and Procedure

- If a **Worker** must work alone, including where working after hours (i.e. at their office or home), with no other people present, they must notify **HFE Management** or **IT Manager** responsible for the security systems of that site
- **HFE Management** to ensure that all **Workers** required to work alone or in isolation and conducting service work, are trained in standard work safety procedures, as outlined in SWMS 0006 and 0030. Copies available always at <http://www.hobartfood.com.au/whs>
- Where a **HFE Worker** is working alone or in isolation, they will assess site risks, and implement controls to ensure a safe work area. This must involve investigating how to access amenities and exits, how to get assistance, and how to follow emergency procedures. This may be completed on a Risk Assessment form (physical or Online – <http://www.hobartfood.com.au/whs/company>)
- **Workers** must always have an adequate working phone available, and must ensure that **HFE Management** is aware of their location and schedule, when working, including notification of work completion
- **HFE Management** to ensure appropriate training, tools and PPE is provided
- If a **Worker** must work isolated (see definition below), then appropriate permits and risk treatments should be implemented, including a Permit to work for Isolated Work where required, to ensure that the work area is safe, and will remain safe

### Control Measures for Working Alone

- Minimise works where other workers are not in the vicinity
  - Work with other **workers**, or in locations on site where other persons are present or readily accessible
- Assess the Risks associated with the site, and implement controls to ensure safety



- If works cannot be completed safely, works must not commence
- Ensure an adequate working phone is available always, so the **Worker** and **HFE Management** may engage contact, and the **Worker** can contact emergency services if required
- **The Worker** must not enter warehouses or other higher risk areas (such as warehouses, etc.), and must not complete high-risk works, when working alone, without explicit approval from **HFE Management**. At the completion of any works required in higher risk areas or high-risk works, the **Worker** must notify **HFE Management**.
- If mobile reception is not available on site, the **Worker** must contact **HFE Management** at regular intervals appropriate to the nature of the hazards associated with the **Worker's** work, i.e. by finding an area with cell reception, or using a landline
- Where a **Worker** must work alone, **HFE Management** must ensure that there is appropriate security – locked doors, CCTV, or security systems in place

### Control Measures for Working in Isolation

- **If isolated works MUST be done**, then complete a Permit to Work for Isolated work, and ensure Risks have been assessed and mitigated
  - To be considered only if works are absolutely required to be completed in isolation (preference should be to re-schedule to another time).
  - If works cannot be completed safely, works must not commence
  - Ensure an adequate working phone is available always
  - The **Worker** must ensure they have communicated with **HFE Management** when they have started the works, and when they have completed the works
  - If mobile reception is not available on site, the **Worker** must contact **HFE Management** at regular intervals appropriate to the nature of the hazards associated with the **Worker's** work, i.e. by finding an area with cell reception, or using a landline



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## Definitions

- **Working Alone**
  - Where a worker is separated, though not completely isolated, from other persons, security, and emergency services due to location, time, or the nature of the work.
- **Working in Isolation**
  - Where site is isolated - there is no possibility for assistance from other persons, security, and emergency services because of location, time or the nature of the work.

## Reference

Work Health and Safety Act 2011 (Cth)  
Work Health and Safety Act 2011 (ACT, NSW, QLD)  
Work Health and Safety Act (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Act 2012 (SA, TAS)  
Occupational Health and Safety Act 2004 (VIC)  
Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)  
Work Health and Safety Regulation 2011 (ACT, NSW, QLD)  
Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Regulations 2012 (SA, TAS)  
Occupational Health and Safety Regulations 2017 (VIC)  
Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks  
Code of Practice: Hazardous Manual Tasks  
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination  
Code of Practice: Managing the Work Environment and Facilities

## Related Hobart Food Equipment Documents

RMT06 – SWMS JSEA RA Form



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## SW12 – VISITORS (NSW OFFICE)

### Purpose

To maintain the safety of all visitors within the NSW Office premises, by ensuring training, instruction, information, and supervision relevant for the visitor is provided.

### Responsibilities and Procedure

- A NSW Office Safety Induction, is displayed for **All Visitors** at the sign in desk. By entering the premises, **Visitors** have understood and agree to this document
- **All Visitors** must ensure they report to a **HFE Worker**
- **Any Worker** that is aware that a **Visitor** has not reported to a **HFE Worker**, should guide them to the appropriate **HFE Worker**
- The responsible **HFE Worker** will ensure that the **Visitor** has appropriate PPE for any areas entered
- The responsible **HFE Worker** will ensure the visitor is accounted for always, including in the case of an emergency and evacuation
- All **Contractors** that are performing work within Hobart Food Equipment sites, or on behalf of Hobart Food Equipment at customer sites, must adhere to C01 – Contractor Management procedure

### Reference

Work Health and Safety Act 2011 (Cth)  
Work Health and Safety Act 2011 (ACT, NSW, QLD)  
Work Health and Safety Act (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Act 2012 (SA, TAS)  
Occupational Health and Safety Act 2004 (VIC)  
Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)  
Work Health and Safety Regulation 2011 (ACT, NSW, QLD)  
Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Regulations 2012 (SA, TAS)  
Occupational Health and Safety Regulations 2017 (VIC)  
Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks  
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination  
Code of Practice: Managing the Work Environment and Facilities

### Related Hobart Food Equipment Documents

TT03 – Safety Induction  
C01 – Contractor Management





## SW13 – TRAFFIC MANAGEMENT

### Purpose

To ensure the safety of all traffic (both foot and mechanised) within Hobart Food Equipment premises.

### Responsibilities and Procedure

- **All Workers and Visitors** will use the main office entrances for access to and from Hobart Food Equipment sites, where reasonably practicable
- **All persons** within warehouse areas will follow any designated walkways when able. These may be designated with the use of high visibility tape or paint.
- Any sections within warehouse areas that do not have designated walkways that need to be accessed should be navigated with extreme caution
- **Forklifts** will have working flashing lights, and noise emitting devices fitted
- **Forklifts** will have right of way in an intersection where a **Person** and **Forklift** meet, except when at a designated walkway, where the **Person** has right of way
- **Cars and heavy vehicles** will have right of way over **Forklifts** and other **Persons** except where there are dedicated crossings marked
- All traffic signs must be followed appropriately
- Parking of vehicles on site should be in designated zones only

### Reference

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

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Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities



## SW14 – FORKLIFT MANAGEMENT

### Purpose:

The purpose is to establish a procedure that ensures that Forklift drivers are fully trained and competent to operate a forklift in a safe and efficient manner. It also includes effective monitoring of forklift drivers with regard to their adherence to safe work practices, ensures that forklifts are checked regularly, and that all faults and malfunctions are reported and dealt with.

### Forklift Driver Training:

- All new and incumbent forklift drivers need to hold a current and compliant forklift licence, to operate any forklift. This forklift licence must be available for inspection
- New forklift operators who have had training prior to employment with Hobart Food Equipment, and who can produce a current licence, will need to undergo a Licensed Forklift Drivers Competency Assessment (SWT04). The company shall maintain a copy of Licensed Forklift Drivers Competency Assessment in each worker's personnel file
- All workers undertaking forklift duties are required to undertake competency assessments every 2 years using Licensed Forklift Drivers Competency Assessment Form (SWT04)
- All forklift drivers are to undertake a refresher training in this procedure at regular intervals (minimum 12 months)
- Where a forklift driving incident has been deemed serious enough to warrant retraining, the forklift driver must attend an external forklift refresher training. The training must include a focus on reducing the likelihood of the same or similar incident occurring again

### Forklift Operations:

- All forklifts shall be inspected on daily basis before being used (SWT03 - Forklift Daily Checklist Form), with a copy of the completed checklist kept on site, to ensure the vehicle is safe prior to operating
- Report any faults or problems to the Warehouse Manager
- Keys must not be left in unattended forklifts
- Blind spots – When approaching known blind spots, slow down, and beep horn
- Pedestrian Areas – Be aware of, and give way to pedestrians, at all times



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- Floor Surfaces - Be mindful of slippery and or uneven surfaces, warn other forklift drivers of changed conditions
- No mobile phones allowed while operating forklifts
- Pedestrians are to be at a distance of 3 meters spaces from all forklift truck operations wherever possible. This is a best practice scenario – however, where this is not possible please refer to the next point
- Cease all forklift activity when a pedestrian approaches the forklift to converse with the driver. Lower the load and place tines in a safe position. Do not move the forklift until the pedestrian has moved away from the forklift by at least 3 meters.
- Observe all speed limits when working within the Hobart Food Equipment premises. Generally, the speed limits are 5 km/h when working inside, and 10 km/h outside
- Forklift Operators must not make unauthorised alterations to the forklift e.g. the use of cardboard or other material for shading that may obscure vision

#### **Responsibilities:**

- **HFE Management** will ensure that all incumbent and new forklift drivers are licensed, trained and competent to operate a forklift, and only those operators drive forklifts
- **HFE Management** is responsible to record instances where an infringement occurs
- All **Workers** driving forklifts are responsible to ensure that they are aware of, and act in accordance with this procedure and abide by the restrictions listed herein
- All **Workers** driving forklifts must participate in competency assessment when required
- All **Workers** driving forklifts are responsible to ensure a daily prestart check (SWT01 – Forklift Daily Checklist Form) has been performed prior operating a forklift
- **HFE Management** is responsible to organise to fix any faults or problems reported in best possible practical way



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## **Reference**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Safework Australia General guide for Industrial Lift Trucks

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Managing the Risks of Plant in the Workplace

Code of Practice: Managing the Work Environment and Facilities

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

## **Related Hobart Food Equipment Documents**

SWT03 – Daily Forklift Checklist Form

SWT04 – Forklift Drivers Competency Assessment Form



# SAFE WORK PRACTICE TOOLS





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HAZARDOUS SUBSTANCES FORM

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### SWT01 – HAZARDOUS SUBSTANCES FORM

Product Name:		Register ID: <i>(admin use)</i>	
Application:		Date Initially Acquired?	
SDS Location:	<input type="checkbox"/> Digital (Network drive)		
	<input type="checkbox"/> Hard Copy (with WH&S Officer)		
	<input type="checkbox"/> Other -		
<b>Class 1: (High Risk)</b>	The substance and its associated hazards have the potential to kill or cause permanent disability (e.g. lung disease)	<b>Class 2: (Medium Risk)</b>	The substance and its associated hazards have the potential to cause a serious injury or illness, which will temporarily disable (e.g. Dermatitis)
<b>Class 3: (Low Risk)</b>			The substance and its associated hazards have the potential cause a minor injury, which would not disable (e.g. mild skin rash)
Risk Class:		Controls Implemented:	
Storage Location:			
Form Filled by:		Date:	
Signature:			

Please return completed form to WH&S Officer



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PPE AND EQUIPMENT ISSUE FORM


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## SWT02 – PPE AND EQUIPMENT ISSUE FORM

<b>Name of person receiving the Item:</b>		
<b>Name of person distributing Item:</b>		
<b>What was distributed?</b>		
<b>Why was this distributed?</b> <i>What task is this for?</i> <i>When would this be used?</i> <i>Is the item new or replacement?</i>		
Date:		Receiver Signature:
<b>Please return completed form to the WH&amp;S Officer</b>		<b>PPE ID (Admin Use):</b>



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**FORKLIFT DAILY CHECKLIST FORM**

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**SWT03 – FORKLIFT DAILY CHECKLIST FORM**

Forklift No:		Week Commencing:							
Daily Maintenance		MON	TUE	WED	THU	FRI	Comments	Date Actioned	
1	Fuel (check for leaks, bottle secure + dust cap)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Engine Oil (level & leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Transmission Oil (check for leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Hydraulic Oil (check for leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Hydraulic Pipes / Hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	Water (fill at plastic bottle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	Tyres, Rims & Nuts (Condition & secure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	Mast & Carriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	Headlights, Brake Indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	Safety Devices - Flashing light/reverse beeper/seatbelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12	Brakes / Hand & Foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13	Tines (cracks, damage, secure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Signature of Operator</b>							I certify the above actions have been addressed.  Signed.....  (Warehouse Manager)		
<b>Printed Name</b>									
<b>Hour Meter Reading</b>									

**Report All Faults to Warehouse Manager Prior to Operating Forklift**





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**FORKLIFT DRIVER COMPETENCY ASSESSMENT FORM**

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**SWT04 – FORKLIFT DRIVER COMPETENCY ASSESSMENT FORM**

<b>Employee Name:</b>		<b>Name of Assessor:</b>					
<b>Signature:</b>		<b>Signature:</b>					
<b>Assessment Date:</b>		<b>Next Assessment Date:</b>					
Checks	Frequency (Tick applicable box)				Comments		
	Always	Often	Rarely	Not Sighted			
Checking of Equipment	1.1	Conduct visual checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1.2	Conduct operational checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fork-Mast Control	2.1	Ensure forks are raised clear off the ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2	Load centralised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2.3	Fork not binding on entering or leaving load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2.4	Not turn with load above 300mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Careful Driving	3.1	Accelerate and brake smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.2	Proceed only after checking that route is clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.3	Reverse travel when forward vision obscured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4	Load stable when moving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.5	Safe speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.6	Fork clear of truck drivers & pedestrians.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3.7	Stops and lowers load when	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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		approached by pedestrians (3 metres)					
	3.8	Turning done on flat surface (no turning on ramps or inclines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Control of Forklift when travelling	4.1	Keeping an all-round check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4.2	Load at correct height when travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4.3	Look over both shoulders before reversing and check mirrors if fitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4.4	Look over shoulder whilst reversing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use of controls	5.1	Use hydraulic controls smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5.2	Efficient use of hydraulic controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5.3	Stop fully before engaging gears	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Park / dismount procedure	6.1	Handbrake applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6.2	Forks grounded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6.3	In neutral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6.4	Engine off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6.5	Mounts and dismounts Forklift Truck correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6.6	Keys not left in unattended forklift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Assessment Outcome: Satisfactory / Not Yet Satisfactory**

**Note:** *If the assessment outcome is Not Yet Satisfactory, a reassessment of the competency is to be conducted when the participant is ready to complete an assessment.*



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# REPORTING





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## R01 – INCIDENT REPORTING

### Purpose

This procedure ensures that Hobart Food Equipment is notified in the event of any incident or near miss to any of its **workers**. It enables information to be recorded, where applicable an investigation conducted, and action taken for the future prevention. The level of severity or potential severity of an incident shall determine the scope of the investigation conducted.

### Notification Responsibilities and Procedures

- **Workers** must ensure they take reasonable care to prevent injuries to self and others
- **Workers** must notify **HFE Management** of an injury or near miss immediately
- If a **Worker** sustains an injury at a third-party site while conducting work for **HFE**, any existing site incident procedures must be followed, such as notification and investigation, in addition to all **HFE** procedures
- The **Worker** will ensure a RT01 - Incident/Near Miss Form is completed as soon as is practicable after the injury / incident has occurred, or Complete the Online Incident / Near Miss Form at <http://www.hobartfood.com.au/incident>
- **HFE Management** will follow up all submitted incidents as per R02 – Incident Investigation procedure
- **First Aiders** will ensure that injured persons receive appropriate first aid and/or medical treatment in a timely fashion, or ensure emergency services are contacted
- The **HFE Management** must as soon as practicable notify the **Accounts and Payroll Co-ordinator** of any injury occurring in their team
- The **Accounts and Payroll Co-ordinator** will notify the **Workers** Compensation Insurer within 48 hours of receiving notification, and will notify WorkCover/WorkSafe by telephone (appropriate for the state the injury occurs in)
- For a notifiable incident (see definitions) the **Accounts and Payroll Co-ordinator** must notify WorkCover/WorkSafe immediately by telephone and in writing - appropriate to the state the injury occurred in
- **HFE Management** maintains copies of all RT01 - Incident /Near Miss Forms
- Short term corrective actions should be taken to prevent recurrence
- The incident site will be preserved, if it is safe to do so, so investigation can be completed

## Definitions

- **Incident**

- This is an unplanned occurrence or sequence of events that has, or could have resulted in an injury, property damage, or near miss

- **Near Miss**

- An incident that did not result in any injury or illness however had the potential to do so or potential to damage plant and equipment.

- **Notifiable Incident**

- The death of a person
- A dangerous incident
  - An incident that exposes a **worker** or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
    - an uncontrolled escape, spillage or leakage of a substance
    - an uncontrolled implosion, explosion or fire
    - electric shock
    - the fall or release from a height of any plant, substance or thing
    - the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
    - the collapse or partial collapse of a structure
- A serious injury or illness of a person
  - Immediate treatment as an in-patient in a hospital
  - Immediate treatment for:
    - the amputation of any part of his or her body
    - a serious head injury, eye injury, serious burn
    - the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
    - a spinal injury
    - the loss of a bodily function
    - serious lacerations
    - medical treatment within 48 hours of exposure to a substance



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## **Reference**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)

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Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Hazardous Manual Tasks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Risk of Falls at Workplaces

## **Related Hobart Food Equipment Documents**

R02 – Incident Investigation

RT01 - Incident/Near Miss Form



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INCIDENT INVESTIGATION

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## R02 – INCIDENT INVESTIGATION

### Purpose

This procedure will ensure that all incidents and near misses that have been reported are adequately followed up on, and investigated. This investigation will identify the causes of the incident, and what controls must be implemented to eliminate the risk of the incident happening again.

### Investigation Responsibilities and Procedures

- **HFE Management** will investigate the causes of incidents and near misses reported via RT01 – Incident/Near Miss Form to prevent further injury recurrence, using RT02 – Incident Investigation and Resolution Form
- **HFE Management** will determine the causes of the incident, and implement control measures accordingly
- **HFE Management** will ensure all required short and long term controls are implemented and reviewed for effectiveness
- **HFE Management** is responsible for informing **workers** of significant resolutions via consultation arrangements as outlined in C01 – WH&S Consultation
- The **HFE Management** will maintain copies of all RT02 – Incident Investigation and Resolution Form
- In the case of a serious incident or other matter that may be investigated by an inspector of WorkCover/WorkSafe, **HFE Management** has the authority to accompany this person. Further, the **HFE Management** is required to fully cooperate with any reasonable request made by an inspector in relation to the investigation
- In cases where a notice has been issued by an inspector of WorkCover/WorkSafe, the **HFE Management** is required to ensure that all reasonable measures are taken to satisfy such a notice within the required timeframe
- In the case whereby there is disagreement with an issued notice, the **HFE Management** has the authority to apply in writing to WorkCover/WorkSafe requesting a review.
- **All Workers** will ensure full cooperation is provided during any inspection or investigation by an inspector of WorkCover/WorkSafe



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## **Reference**

Work Health and Safety Act 2011 (Cth)  
Work Health and Safety Act 2011 (ACT, NSW, QLD)  
Work Health and Safety Act (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Act 2012 (SA, TAS)  
Occupational Health and Safety Act 2004 (VIC)  
Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)  
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Code of Practice: How to Manage Work Health and Safety Risks  
Code of Practice: Hazardous Manual Tasks  
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination  
Code of Practice: Managing the Risk of Falls at Workplaces

## **Related Hobart Food Equipment Documents**

C01 – WH&S Consultation  
R02 – Incident/Near Miss Investigation  
RT01 - Incident/Near Miss Form  
RT02 – Incident Investigation and Resolution Form





# REPORTING TOOLS





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INCIDENT/NEAR MISS REPORT FORM


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## RT01 – INCIDENT/NEAR MISS REPORT FORM

Completed by Worker Affected or Nominated Authority	<b>To be Completed <span style="color: red;">within 24 hours</span> of Incident/Near Miss Occurring</b> <b><u>Please return completed form to HFE Management</u></b>		
	Name of the worker that had the Incident / Near Miss:		
	Submitted Date / Time:		Incident ID: <i>(Admin use)</i>
	<b>Incident Summary</b>		
	When did the incident occur?	Date:	Time:
	What type of Incident? (circle)	Injury / Illness / Property Damage / Near Miss	
	Where did the incident occur? <i>Include the Job Number if possible</i>		
	<b>Detailed Incident Description:</b> <i>What were you doing?</i> <i>What was unexpected?</i> <i>How did incident happen?</i> <i>Did incident happen over a length of time?</i> <i>Is this a recurrence of a previous incident?</i> <i>Was any property damaged? How?</i> <i>Was there a witness? Who witnessed this?</i> <i>What are their contact details?</i>		
	What was the result? (circle)	Fatal / Hospitalisation / Doctor Visit / First Aid / Property Damage / Nil / Other	
	<i>If injury has occurred, and you wish to claim <b>Workers Compensation</b>, you must complete a <b>Workers Claim for Compensation Form</b> – contact your Supervisor/Manager. <b>Required?</b></i>		
Signature of Worker:			



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INCIDENT/NEAR MISS REPORT FORM

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<b>Incident Classification – Circle ALL that apply</b>						
<b>Incident Mechanisms, Natures, Locations, and Safety Gear</b>	<b>How did the incident happen? (Mechanism - M)</b>					
	M1	Aggressive Behaviour	M2	Chemicals	M3	Needle Stick
	M4	Plant / Equipment	M5	Hit <b>by Object</b>	M6	Striking <b>Against Object</b>
	M7	Repetitive Movement	M8	Contact with Electricity	M9	Motor Vehicle Accident
	M10	Manual Handling	M11	Slip / Trip / Fall ( <i>from Height</i> )	M12	Slip / Trip / Fall ( <i>Same Level</i> )
	M13	Vibration	M14	Exposure to Sound	M15	Exposure to Heat / Cold
	M16	Biological Factors	M17	Other – Please specify Below		
	<b>What was the injury? (Nature - N)</b>					
	N1	<i>No Injury</i>	N2	Fracture	N3	Cut / Laceration
	N4	Abrasion	N5	Burn	N6	Sprain / Strain
	N7	Crush	N8	Sting/Bite	N9	Foreign Body
	N10	Infection	N11	Lung Disease	N12	Deafness
	N13	Amputation	N14	Irritation	N15	Bruising
	N16	Poisoning	N17	Concussion	N18	Internal Injury
	N19	Hernia	N20	Dermatitis	N21	Dislocation
	N22	Multiple Injuries	N23	Other – Please specify Below		
	<b>Where did the injury happen? (Location - L)</b>					
	L1	<i>No Injury</i>	L2	Face	L3	Eye
	L4	Nose	L5	Ear	L6	Scalp
	L7	Neck	L8	Hair	L9	Upper Back
	L10	Lower Back	L11	Chest	L12	Abdomen
	L13	Pelvis	L14	Buttock	L15	Groin
	L16	Shoulder	L17	Upper Arm	L18	Elbow
	L19	Forearm	L20	Wrist	L21	Hand
	L22	Fingers	L23	Hip	L24	Thigh
	L25	Knee	L26	Lower Leg	L27	Ankle
	L28	Foot	L29	Toes	L30	Other - Please Specify Below
	L31	<b>Left Side</b>	L32	<b>Right Side</b>	L33	<b>Both Sides</b>
	<b>PPE Worn (Safety Gear - S)</b>					
	S1	Manual Handling Gloves	S2	PVC Elbow Length Gloves	S3	Disposable Nitrile Gloves
	S4	Earplugs	S5	Earmuffs	S6	Knee Pads
	S7	Safety Glasses	S8	Steel Cap Boots	S9	High Visibility Vest
	S10	Hard Hat	S11	Respirator	S12	Other – Please specify Below



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INCIDENT INVESTIGATION AND RESOLUTION FORM

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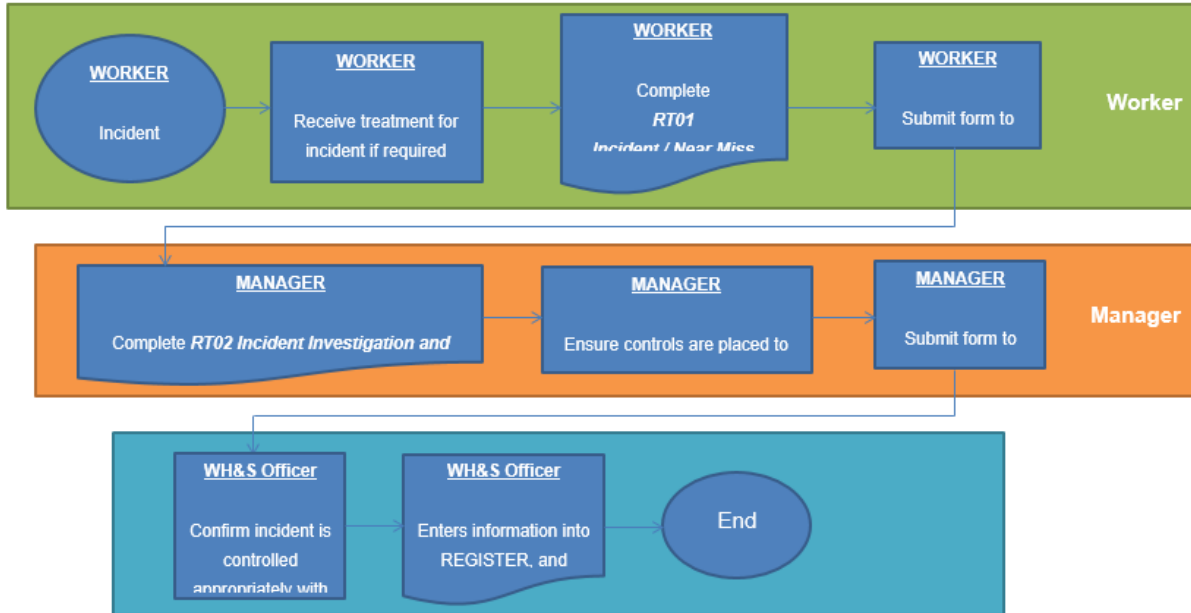
4.0

## RT02 – INCIDENT INVESTIGATION AND RESOLUTION FORM

Completed by HFE Management in Consultation with Worker	Incident ID ( <i>Admin use</i> ):			
	Name of Persons Conducting Investigation			
	Name:		Position:	
	Name:		Position:	
	Name:		Position:	
	Name:		Position:	
	Incident Cause			
	Who was affected by the incident (and how)?			
	What happened leading to the incident:			
	What training did the worker have for the task:	Years:	Months:	
How did the incident occur:				
What could have been done to prevent incident.				
Why wasn't this done:				



## RT03 – INCIDENT/NEAR MISS PROCESS FLOW CHART





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# TRAINING





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NEW WORKER INDUCTION

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## T01 – NEW WORKER INDUCTION

### Purpose

The purpose of this new **worker** induction procedure is to:

- Welcome the **worker** by providing professional support and commitment to them
- Provide **workers** with information to assist them to settle in and become familiar with their new work environment
- Ensure the **worker** understands the expectations of them by Hobart Food Equipment

### Responsibilities and Procedure

- The **Worker** attends Hobart Food Equipment offices at the allocated time
- The **HFE Manager** responsible for the **Worker** is introduced, and administers the induction program, completing TT01 – New **Worker** Induction with the **Worker**
- **HFE Management** is responsible for ensuring the **Worker** understands their role, and for organising training
- **HFE Management** will conduct and induction as per the induction checklist within TT01 – New **Worker** Induction
- The **Worker** will also complete Online Induction and Assessment on Hobart's Learning & Training portal LITMOS (<http://www.hobartfood.litmos.com.au>)

### Definitions

- Induction
  - Training provided by Hobart Food Equipment to ensure **workers** are aware of and are knowledgeable in procedures required for their work, and for their workplace. This includes Work Health and Safety, Job specific tasks, etc.





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Training

NEW WORKER INDUCTION

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## Reference

Work Health and Safety Act 2011 (Cth)  
Work Health and Safety Act 2011 (ACT, NSW, QLD)  
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Occupational Health and Safety Regulations 2017 (VIC)  
Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks  
Code of Practice: Hazardous Manual Tasks  
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination  
Code of Practice: Managing the Work Environment and Facilities

## Related Hobart Food Equipment Documents

TT01 – New **Worker** Induction

TT03 – Safety Induction



## T02 – WORKER TRAINING AND INDUCTIONS

### Purpose

The purpose of this procedure is to ensure that all Hobart Food Equipment **workers** have appropriate training and inductions to complete their duties in a safe and effective manner.

### Responsibilities and Procedures

- **HFE Management** are responsible for organising reasonable training and inductions, providing appropriate resources, ensuring that recipients of training understand what is being conveyed, and maintaining a register of this training.
- **HFE Management** will ensure all **workers** receive WH&S training annually.
- The **Worker** will complete trainings on Hobart's Learning & Training portal LITMOS (<http://www.hobartfood.litmos.com.au>)

### Skills Register

A skills register is maintained for workers, including documentation and relevant expiry dates, where available, but not limited to:

- Relevant Licences, Police Clearances, and other checks
- Training and Inductions (int. and ext.) relevant to the employees' work

### Definition

- **Training**
  - Training is any activity performed either within Hobart Food Equipment or by an external provider to further enhance the knowledge and skills of a **worker**

### Reference

WH&S Act 2011 (Cth)

WH&S Act 2011 (ACT, NSW, QLD)

WH&S Act (National Uniform Legislation) 2011 (NT)

WH&S Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

COP: How to Manage Work Health and Safety Risks

COP: WH&S Consultation, Co-operation and Co-ordination

WH&S Regulation 2011 (Cth)

WH&S Regs 2011 (ACT, NSW, QLD)

WH&S Regs (National Uniform Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)

COP: Managing the Work Environment and Facilities

### Related Hobart Food Equipment Documents

TT02 – Training Attendance Form



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# TRAINING TOOLS





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## TT01 – NEW WORKER INDUCTION

<b>Employee No.:</b>				<b>Hire Date:</b>				
<b>Employee Personal details</b>								
<b>Surname:</b>								
<b>Given Name(s):</b>								
<b>Date of Birth:</b>		<b>Place of Birth:</b>		<b>Gender:</b>		<b>M / F</b>		
<b>Home Address:</b>		Street Address: Suburb: State / Postcode:						
<b>Home Phone #</b>				<b>Mobile Phone #</b>				
<b>Marital Status:</b>				<b>Children (incl. ages):</b>				
<b>Are you of Aboriginal or Torres Strait Islander Origin?</b>						<b>Yes / No</b>		
<b>Emergency Details</b>								
<b>Emergency Contact:</b>				<b>Relationship:</b>				
<b>Emergency Contact Phone #</b>				<b>Emergency Contact Address:</b>				
<b>Financial Details</b>								
<b>Main Account</b>	<b>Bank Name:</b>				<b>Branch:</b>			
	<b>BSB No:</b>				<b>Account No:</b>			
	<b>Account Name:</b>							
<i>If you would like payment into multiple accounts, please nominate the accounts below - including how much to deposit.</i>								
<b>Secondary Account</b>	<b>Bank Name:</b>				<b>Branch:</b>			
	<b>BSB No:</b>				<b>Account No:</b>			
	<b>Account Name:</b>							
	<b>Amount to be deposited:</b>		\$					
<b>Additional Account</b>	<b>Bank Name:</b>				<b>Branch:</b>			
	<b>BSB No:</b>				<b>Account No:</b>			
	<b>Account Name:</b>							
	<b>Amount to be deposited:</b>		\$					



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### Licence Details

Qualification Description	Qualification ID / Information:	Expiry Date
Car Licence		
Other Vehicle Licence:		
Forklift Licence:		
First Aid Certificate:		
Electrician Licence:		
Plumber Licence:		
Passport:		
VISA Status:		
Other Licences / Qualifications:		

### Additional Forms Check – *if required*

Superannuation Fund Booklet Completed?	Yes / No / NA
Tax File Number / tax Declaration Form Completed?	Yes / No / NA
<u>DDT02 – Disclosure and Collection Consent Form</u> Completed?	Yes / No / NA
Cash advance form completed ( <i>if required</i> )?	Yes / No / NA
Employee Appointment Advice form completed?	Yes / No / NA
Other forms completed? ( <i>Provide details</i> )	Yes / No / NA



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NEW WORKER INDUCTION

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**Induction Walkthrough – tick when complete**

1.	Scope of work outlined and understood	
2.	Lunch and Other Break Arrangements Explained	
3.	Requirement of Workplace Attire Explained	
4.	Payment Schedule Explained (if required)	
5.	First Aid Kit Location(s) Shown	
6.	Consultative Arrangements Explained – Toolbox Talks / Staff Meetings	
7.	Site Tour Conducted	
8.	Desk / Work Area Shown and Explained	
9.	<u>TT03 – Safety Induction</u> Completed ( <b>as below</b> )	
9a.	<i>Emergency Procedures Explained</i>	
9b.	<i>Bullying and Harassment Policy Explained</i>	
9c.	<i>Alcohol and Drugs Policy Explained</i>	
9d.	<i>Incident/Near-Miss Reporting Procedures Explained</i>	
9e.	<i>Potential Hazard Reporting Procedure Explained</i>	
10.	Any Relevant Policies and Procedures explained	
11.	Other Induction Tasks Completed (please specify)	

I have participated in the “New **Worker** Induction” during which I had Work Health and Safety Rules explained to me. I understand the standards expected of me and I agree to work safely and comply with these standards, policies, and procedures at all times.

**Worker Name:**

Signature:

Date:

**Manager Name:**

Signature:

Date:

**Completed form to remain within Workers file**



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## TT02 – TRAINING ATTENDANCE FORM

<b>Course Description:</b>		<b>Training ID:</b> <i>(Admin use)</i>	
<b>Course Location:</b>		<b>Date:</b>	

NAME OF PARTICIPANTS		SIGNATURE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

TRAINING COMPANY	NAMES OF TRAINER(S)	LENGTH OF COURSE (HOURS)

<b>Notes:</b>	
---------------	--

Please return completed form to WH&S Officer



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## TT03 – SAFETY INDUCTION

Main Office Location: <i>(Circle correct)</i>	<b>NSW Head Office</b> 1/2 Picken Street Silverwater NSW, 2128	<b>VIC Office</b> Level 1, 184 Sydney Road Brunswick VIC, 3056	<b>QLD Office</b> 44 Aquarium Dr Hemmant QLD, 4147	<b>SA Office</b> 5 Allan St Melrose Park SA, 5039	<b>WA Office</b> 525 Abernethy Road Kewdale WA, 6105
Emergency Preparedness:	I agree that I have viewed and understand all information within site <b>EMERGENCY PLAN</b> (which may be located on a <b>Safety Noticeboard</b> or similar). If Unsure, ask a <b>Site Management</b> or <b>Site Workers</b> .				
In case of EMERGENCY:	<ol style="list-style-type: none"> <li>Alert nearby persons, and control emergency if <b>able</b> and <b>safe</b> to do so</li> <li>Contact an <b>Emergency Warden</b>, or <b>Site Management</b> as soon as practicable, identifying <b>what</b> the emergency is and <b>where</b> it is located</li> <li>The <b>Emergency Warden</b>, or <b>Site Management</b> will decide how to proceed</li> <li>If emergency services are required, <b>CALL 000</b></li> </ol>				
Bullying and Harassment:	I understand that at no time is bullying or harassment tolerated. If I have been bullied or harassed while at Hobart Food Equipment, I will contact my <b>Supervisor</b> or other <b>HFE Management</b> . If I have bullied or harassed anyone, disciplinary action may be taken against me				
Alcohol and Drugs	I understand that being under the influence of alcohol or drugs may create unsafe situations. I am solely responsible for my actions. I will not be under the influence of drugs or alcohol while conducting work, and will notify <b>HFE Management</b> if I am taking any medication that may affect my work.				
In case of Incident / Near Miss:	If I have been a part of an incident (including injury or property damage), or have had a Near Miss, I will complete <u>RT01 – Incident/Near Miss Report Form</u> and return this to <b>HFE Management</b> , who will investigate and assess what needs to be done. I can get this form from <b>HFE Management</b> .				
If I notice a Potential Hazard:	If I notice a potential Hazard, I will complete <u>RMT01 – Potential Hazard Report Form</u> , and return this to <b>HFE Management</b> , who will then investigate and assess what needs to be done. I can get this form from <b>HFE Management</b> . I have taken note of any <b>Potential Hazards</b> that are displayed on any <b>Safety Noticeboards on site</b> , and am aware of how to minimise risk from these hazards.				
<b>I have read, and understood the safety induction, and agree to the procedures outlined</b>					
Name:				Date:	
Signature:				SI ID:	
				<i>(Admin Use)</i>	
<b>Please return completed form to WH&amp;S Officer</b>					





# CONTRACTOR MANAGEMENT





## CM01 – CONTRACTOR MANAGEMENT

### Purpose

To ensure that contractors understand Hobart Food Equipment's commitment to Work Health and Safety, and that they share this commitment. Information and instructions provided to contractors ensures that mutual objectives for compliance with Health and Safety Legislation, and Hobart Food Equipment policies and procedures, is achieved.

### Responsibilities and Procedures

- **Contracting Companies** are informed prior to their engagement of whom they must report to at Hobart Food Equipment
- **HFE Management** responsible for the **Contracting Company** are to provide induction training to all **Contractor Workers** utilising CMT01 – Contractor Induction, and to ensure that all details are obtained in relation to licences and insurances prior to work starting. These forms will be maintained by **HFE Management** with CMT02 – Contractor Register
- **HFE Management** to ensure that **Contractor Workers** have completed the TT03 – Safety Induction prior to commencing work
- **HFE Management** to ensure that **Contractor Workers** are appropriately supervised
- **HFE Management** to understand that, in general terms, Hobart Food Equipment retains some liability for the acts or omissions of Hobart Food Equipment's subcontractors
- **The Contracting Company's** work health and safety arrangements shall comply with all statutory requirements
- **Contracting Companies** must provide copies of relevant Safe Work Method Statements (SWMS) and relevant sections of their Work Health and Safety Management System to **HFE Management** for approval prior to commencing work
- **Contracting Companies** to provide instructions and equipment to **Contractor Workers**, including PPE, to comply with relevant safety practices and procedures for works performed
- **HFE Management** to liaise with the **Contractor Workers** to discuss safety performance and to arrange corrective action if required



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- **Workers** will ensure that any breaches of HFE policies and procedures are reported to **HFE Management** as soon as practicable
- **Contractor Workers** to immediately report all workplace hazards and injuries to the **Managers/Supervisors** responsible for them

### Definitions

- **Contracting Company**
  - An external company performing work for Hobart Food Equipment on a nominated worksite.
- **Contractor Worker**
  - Person (other than an employed **worker** of Hobart Food Equipment) performing work for Hobart Food Equipment on behalf of a contractor company or operating as an independent contractor.

### Reference

Work Health and Safety Act 2011 (Cth)  
Work Health and Safety Act 2011 (ACT, NSW, QLD)  
Work Health and Safety Act (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Act 2012 (SA, TAS)  
Occupational Health and Safety Act 2004 (VIC)  
Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)  
Work Health and Safety Regulation 2011 (ACT, NSW, QLD)  
Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Regulations 2012 (SA, TAS)  
Occupational Health and Safety Regulations 2017 (VIC)  
Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks  
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination  
Code of Practice: Managing the Work Environment and Facilities

### Related Hobart Food Equipment Documents

TT03 – Safety Induction  
CMT01 – Contractor Induction  
CMT02 – Contractor Register



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# CONTRACTOR MANAGEMENT TOOLS





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## CMT01 – CONTRACTOR INDUCTION

Contractor Company Name:

### Contractor Induction (Prior to Commencing any Work or Activity)

Workers Compensation (provide copy)

Public Liability (min. \$10,000,000) (provide copy)

Professional Indemnity (as appropriate) (provide copy)

### Current Qualifications/Licences Required (provide copies)

Licence/Certificate Type	Licence/Cert. No.	Class (if applicable)	Expiry Date

### Contractor Induction – as required

1	TT03 – Safety Induction completed	<input type="checkbox"/>
2	Appropriate safety equipment will be used	<input type="checkbox"/>
3	Risk assessments completed by contractor	<input type="checkbox"/>
4	Safe work method statements provided by contractor and approved	<input type="checkbox"/>
5	Other (specify):	<input type="checkbox"/>

### Contractor Induction Sign Off – if required

Name	Signature	Date

HFE Supervisor Name:

HFE Supervisor Signature:

Date:

Please return completed form to WH&S Officer

Contractor Induction Checklist ID (Admin use):



# EMERGENCY PREPAREDNESS





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Emergency Preparedness

NSW OFFICE EMERGENCY PLAN

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## EP01 – NSW OFFICE EMERGENCY PLAN

### Purpose

To ensure the safety of all **workers** in the case of an emergency. This plan outlines procedures for controlled movement of all occupants, including evacuation if necessary.

### Emergency Contact Information

<b>POLICE</b>	<b>000</b> or (02) 9898 8299 (Local – NSW Office) (112 on mobile)
<b>FIRE</b>	<b>000</b> or (02) 9638 7905 (Local – NSW Office) (112 on mobile)
<b>AMBULANCE</b>	<b>000</b> (112 on mobile)

### NSW Office Contact Information

<b>Daniel Glasow</b>	0499 002 879
<b>Main Office</b>	1800 462 278 or (02) 9714 0200
<b>NSW Site Address</b>	Unit 1 No. 2 Picken Street, Silverwater, NSW, 2128
<b>Emergency Assembly Area</b>	Grass Embankment on opposite side of road to Hobart Food Equipment Main Entrance

### Emergency Warden and First Aider Contact Information

Title	Name	Phone
<b>Chief Warden</b>	William Bond	0437 468 523
<b>Warehouse Warden</b>	Jeremy Brennan	0429 876 177
<b>General Warden</b>	Neeraj Shah	0425 429 969



Work Health & Safety  
Emergency Preparedness

NSW OFFICE EMERGENCY PLAN

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### **Responsibilities and Procedures**

- **HFE Management** will ensure that evacuation diagrams are posted in appropriate locations, with all required emergency information and maps / emergency paths
- All **Workers** must read and understand all site emergency and evacuation requirements, and must follow these instructions
- All **Workers** who notice potential emergency situations must alert persons nearby
- **Workers** should inform the **Wardens or Site Management** as soon as possible to assess the situation, where evacuation may be called if required, and/or emergency services may be required to be called
- **Workers** may use fire extinguishers or hose reels only if safe to do so
- **HFE Management** will ensure that **Workers** have been provided fire extinguisher training
- **Wardens** to ensure that (during evacuation) if a fire is unable to be controlled, and providing the room/area is clear of people, the room should be isolated to contain the fire as best possible (for example, close the door to the room once clear of people)
- **Workers** are responsible for following all instructions from the Wardens
- **Workers** should ensure they take care when crossing any roads or paths when travelling to emergency assembly area
- **Wardens** will ensure EPT01 – Emergency Exercise Form is filled out, including times that activities were performed. If this is unable to be completed during the exercise, it should be completed as soon as possible after
- **Workers** should remain at assembly area until advised otherwise by **Wardens / Management / Emergency Personnel**
- **Workers** may only re-enter the building once it is deemed safe for re-entry by **Wardens / Site Management / Emergency Service Workers**

### **Related Hobart Food Equipment Documents**

EPT01 – Emergency Exercise Form





## EP02 – EXTERNAL EMERGENCY PROCEDURES

### Purpose

To ensure the safety of all **workers** in the case of an emergency when on any site that is not the NSW Hobart Food Equipment Office.

### Emergency Contact Information

<b>POLICE</b>	<b>000</b> (Australia) (112 on mobile)
<b>FIRE</b>	<b>000</b> (Australia) (112 on mobile)
<b>AMBULANCE</b>	<b>000</b> (Australia) (112 on mobile)

### Head Office (NSW) Contact Information

<b>Daniel Glasow</b>	0499 002 879
<b>Head Office (NSW)</b>	1800 462 278 or (02) 9714 0200
<b>NSW Office Site Address</b>	Unit 1 No. 2 Picken Street, Silverwater, NSW, 2128

### Responsibilities and Procedures (All Sites)

- All **Workers** must read and understand all site emergency and evacuation requirements, and must follow these instructions where required
- All **Workers** who notice potential emergency situations must alert appropriate persons
- **Workers** should inform the **Emergency Wardens or Site Management** as soon as possible to assess the situation, where evacuation may be called if required, and/or emergency services may be required to be called
- **Workers** may contact emergency services if required
- **Workers** may use fire extinguishers or hose reels only if safe to do so and if trained
- **Workers** are responsible for following all instructions from the Wardens
- **Workers** must ensure they take care when crossing any roads or paths
- **Workers** should remain at assembly area until advised otherwise by **Wardens / Management / Emergency Personnel**
- **Workers** may only re-renter the building once it is deemed safe for re-entry by **Wardens / Site Management / Emergency Service Workers**
- **Workers** must inform their **Manager / Supervisor** if any evacuation or emergency situation has occurred while on an external site.



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## EP03 – NSW UNIT 2 EMERGENCY PLAN

### Purpose

To ensure the safety of all **workers** in the case of an emergency. This plan outlines procedures for controlled movement of all occupants, including evacuation if necessary.

### Emergency Contact Information

<b>POLICE</b>	<b>000</b> or (02) 9898 8299 (Local) (112 on mobile)
<b>FIRE</b>	<b>000</b> or (02) 9638 7905 (Local) (112 on mobile)
<b>AMBULANCE</b>	<b>000</b> (112 on mobile)

### Company Emergency Contact Information

<b>Daniel Glasow</b>	0499 002 879
<b>William Bond</b>	0437 468 523
<b>Main Office</b>	1800 462 278 or (02) 9714 0200
<b>Site Address</b>	Unit 2, 2 Picken Street, Silverwater, NSW, 2128
<b>Emergency Assembly Area</b>	Grass Embankment on opposite side of road to Hobart Food Equipment Main Entrance

### Emergency Warden and First Aider Contact Information:

Title	Name	Phone
<b>Chief Warden</b>	William Bond	0437 468 523
<b>Warehouse Warden</b>	Jeremy Brennan	0429 876 177
<b>General Warden</b>	Neeraj Shah	0425 429 969

### Summary Information About Classes of Dangerous Goods:

Class	Packing Group	Maximum Quantity
8	II	10000 Litres

**Hazardous Chemicals Stored in Bulk:** N/A

**Hazardous Chemicals Stored in Tanks:** N/A

**Hazardous Chemicals Stored in Packages:**



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Storage Location	Proper Shipping Name	Class	UN Number	Packing Group	Average Quantity	Maximum Quantity
Dangerous Goods Container	Caustic Alkali Liquid N.O.S	8	1719	II	7000 Litres	10000 Litres

### **Number of people on site:**

Maximum number of people expected to be on site are not more than 10.

### **Safety Data Sheets:**

Safety Data Sheets are contained in Warehouse Office and digitally available on the company shared drive, and the company website ([www.hobartfood.com.au/whs](http://www.hobartfood.com.au/whs)).

### **Types of Emergencies:**

Any emergencies which risk the safety of workers including; fire, flood, bomb threat, major chemical spill, explosion, storm, bush fire, and any time State Emergency Services or management order an evacuation of site.

### **Decision to Evacuate:**

The decision to evacuate will be made by any emergency warden listed, by a company manager if a warden is not available, or by any of the State Emergency Services.

Once an emergency is declared, the powers of emergency wardens shall override all normal non-emergency management procedures. This is to ensure that during an emergency, life safety takes precedence over asset protection and operations matters.



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### **Evacuation:**

Once the decision to evacuate the site has been made all personnel must proceed to the nearest safe exit door and walk to the designated emergency assembly area. Evacuation diagrams are posted in appropriate locations, with all required emergency information and maps / emergency paths and emergency assembly point.

All workers, contractors and visitors on site will evacuate the premises and walk to the designated muster point under the direction of the Emergency wardens.

During the evacuation, the Emergency wardens are responsible for the following:

- Organising and collecting all personnel (including employees, visitors, and contractors) at the emergency assembly area
- Segregating an area in the emergency assembly area for first aid and casualties
- Ensure emergency vehicle access is clear near the emergency assembly area
- Calling the roll and reporting the results to the Chief Warden
- The overall administration of the emergency assembly area

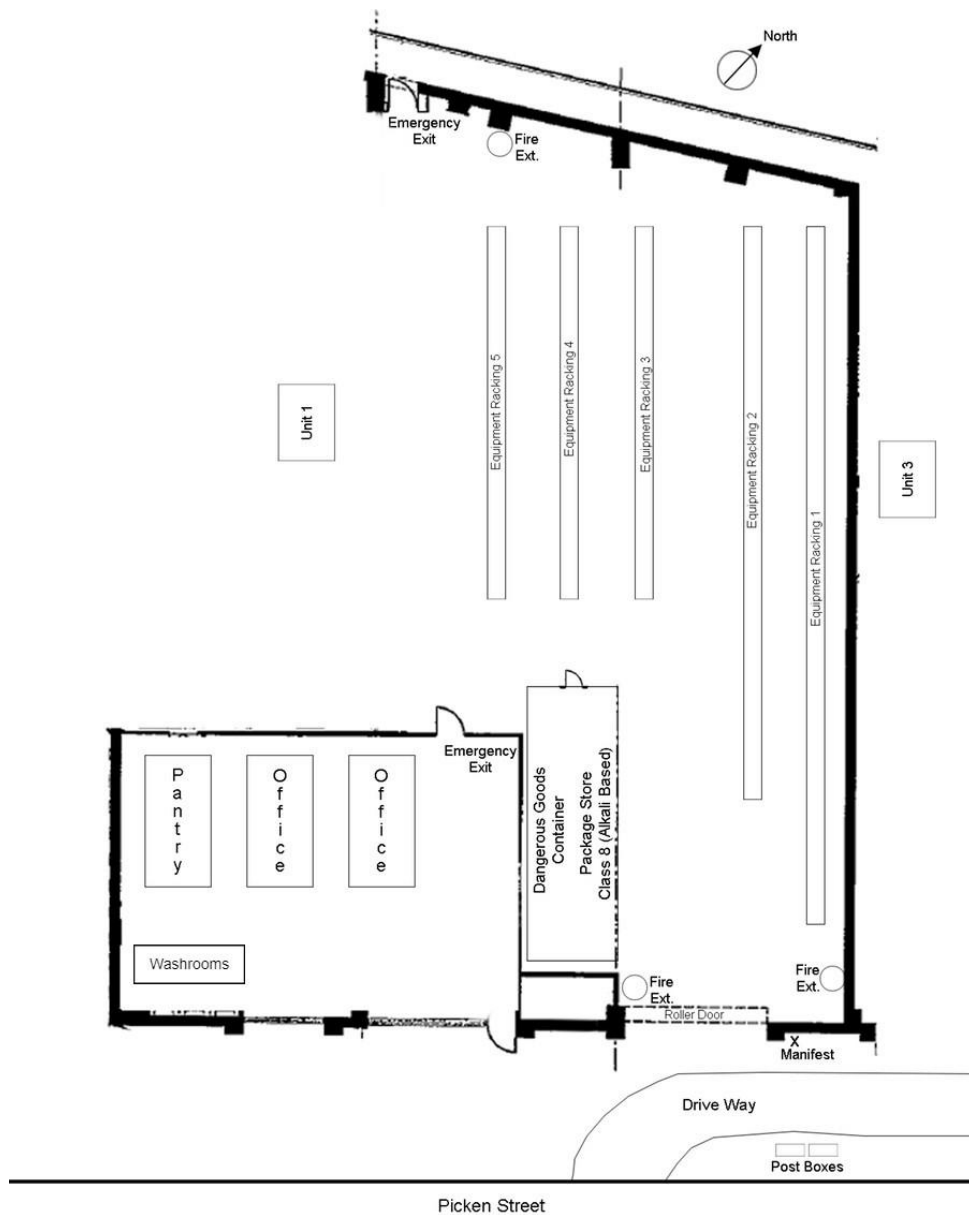
### **Responsibilities:**

- HFE Management will ensure that evacuation diagrams are posted in appropriate locations, with all required emergency information and maps / emergency paths
- All Workers must read and understand all site emergency and evacuation requirements, and must follow these instructions
- All Workers who notice potential emergency situations must alert persons nearby
- Workers should inform the Wardens or Site Management as soon as possible to assess the situation, where evacuation may be called if required, and/or emergency services may be required to be called
- Workers may use fire extinguishers or hose reels only if safe to do so and if trained
- Wardens to ensure that (during evacuation) if a fire is unable to be controlled, and providing the room/area is clear of people, the room should be isolated to contain the fire as best possible (for example, close the door to the room once clear of people)
- Workers are responsible for following all instructions from the Wardens
- Workers should ensure they take care when crossing any roads or paths when travelling to emergency assembly area

**Site Re-Entry:**

The decision to re-enter the site will be made by the Chief Warden after consultation with the senior Emergency Service Officer attending the incident. A head count will be conducted by the Emergency warden prior to any workers re-entering the site.

**Site Map:**



**Legend**  
Hobart Food Equipment  
Unit 2, 2 Picken Street  
Silverwater, NSW 2128  
Date Prepared: 20/07/2022  
Plan No.: DG002



## EP04 – FIRE EXTINGUISHER USAGE

### Fire Extinguisher

There are many different types of portable fire extinguishers, each can be identified by the colour coding and labelling. Check that the extinguisher you intend to use is suitable for the type of fire encountered e.g. a water extinguisher must never be used on any fire involving electrical equipment.

There are four (4) basic steps for using fire extinguishers, outlined by the PASS method:

- **Pull (Pin)**  
Pull pin at the top of the extinguisher sharply, breaking the seal. Immediately test the extinguisher after removing it from the mount, and aiming into an open area free from people, to ensure the extinguisher works determine how far the stream travels.
- **Aim**  
Stand at a safe distance, and aim the nozzle or outlet at the base of the fire.
- **Squeeze**  
Squeeze the handles together to discharge the extinguishing agent inside. To stop discharge, release the handles.
- **Sweep**  
Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames. After an A Class fire is extinguished, probe for smouldering hot spots that could reignite the fuel.

### Training

Training shall occur annually for all employees in fire extinguisher usage. This will be conducted during the annual WH&S training.

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## FIRE EXTINGUISHER USAGE

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Class of Fire	Example of Fire	Extinguishing medium to be considered
A	Clothing fire <ul style="list-style-type: none"><li>Pyjamas, shirt, pants</li></ul>	<ul style="list-style-type: none"><li>Water</li><li>Fire Blanket</li></ul>
A	Small carbonaceous fire <ul style="list-style-type: none"><li>Waste paper bin</li></ul>	<ul style="list-style-type: none"><li>Water</li><li>Foam</li><li>ABE powder</li><li>Wet chemical</li><li>Vaporising liquid</li><li>Carbon dioxide (limited)</li></ul>
A	Large carbonaceous fire <ul style="list-style-type: none"><li>Pallet of cardboard</li></ul>	<ul style="list-style-type: none"><li>Water</li><li>Foam</li><li>ABE powder</li></ul>
B	Petroleum based liquids <ul style="list-style-type: none"><li>Petrol</li><li>Oil</li><li>Grease</li><li>Turps</li></ul>	<ul style="list-style-type: none"><li>BE and ABE powder</li><li>Foam</li><li>Vaporising liquid (limited)</li><li>Carbon dioxide</li></ul>
B	Polar Solvents <ul style="list-style-type: none"><li>Cleaning spirits</li><li>Alcohols</li></ul>	<ul style="list-style-type: none"><li>BE and ABE powder</li><li>Alcohol resisting foam</li><li>Vaporising liquid (limited)</li><li>Carbon dioxide (limited)</li></ul>
C	Gas fires <ul style="list-style-type: none"><li>BBQ Gas</li><li>LPG</li><li>Natural Gas</li><li>Acetylene</li></ul>	<ul style="list-style-type: none"><li>BE and ABE powder</li><li>NOTE- Gas fires are not to be extinguished unless the gas supply has been shut down first!</li></ul>
D	Metal fires <ul style="list-style-type: none"><li>Metal shavings</li></ul>	<ul style="list-style-type: none"><li>Special powder</li></ul>
E	Fires involving energised electrical equipment <ul style="list-style-type: none"><li>Fuse box</li><li>Computer equipment</li></ul>	<ul style="list-style-type: none"><li>BE and ABE powder</li><li>Carbon dioxide</li><li>Vaporising liquid</li></ul>
F	Cooking oils and fats <ul style="list-style-type: none"><li>Dripping</li><li>Butter</li><li>Olive Oil</li></ul>	<ul style="list-style-type: none"><li>Wet chemical</li><li>BE powder</li><li>Fire Blanket</li><li>Foam (limited)</li><li>Carbon dioxide (limited)</li></ul>



## EP05 – INFECTIOUS DISEASE EMERGENCY PROCEDURE

### Purpose

**HOBART** aims to protect the health, well-being and safety of our own staff, our customers and our stakeholders through compliance with all applicable laws, regulations, and guidance passed from the government and other regulatory agencies. This procedure will be enacted at such a time that an infectious disease emergency has been identified by either **HOBART**, the government, or other regulatory agencies.

### Infectious Disease Types

Infectious diseases may include:

- Viruses, Bacteria, and other infectious diseases
  - I.e. SARS-Cov-2 / COVID-19
- Localised outbreak
- Regional or national epidemic
- Worldwide pandemic

### Responsibilities and Procedures

- **HOBART** will keep up to date with any instructions, guidance materials, legislation, and any other recommendations as provided by the government and other regulatory agencies
- **HOBART** will ensure that all workers are advised of relevant requirements, as provided by the government and other regulatory agencies
- If a **Worker** has symptoms of an infectious disease, they must:
  - Isolate themselves, and remain at home, including working from home
  - Seek medical attention / ED, calling first to prevent infection spread
  - Alert management of their symptoms, and dates when symptoms occurred
  - Not attend aged care facilities, hospitals, or any other locations with 'at-risk' people, until approved by a medical health professional, and **HOBART**
  - Wear face masks, nitrile gloves, and any other recommended PPE, if leaving isolation for any reason
  - Not use public transport – use a personal vehicle, or take a taxi
- All **Workers** are responsible to follow instructions as provided by **HOBART**, all government requirements, and any other regulatory agencies





- All **Workers** must practice good hygiene to prevent spread and infection. This includes washing hands often with soap, using hand sanitiser
- All **Workers** must practice social distancing, where instructed by **HOBART**, the government, or other regulatory agencies, and avoid contact with other persons
- **Workers** that use devices to capture signatures, must sign on behalf of the customer
- **Workers** must confirm with site if the machine has been used to sanitise items used by people with confirmed cases of the infectious disease. If so, the machine should be run for 15 minutes empty, and any surfaces that may have been exposed to the infectious disease should be sanitised
- **Workers** must use any PPE required by site
- **Workers** may be required to self-isolate, where further isolation is necessary to prevent spread, or where a **Worker** is at higher risk of infection
- If **Workers** are required to self-isolate for any reason, this must be followed, as per guidance material provided by **HOBART**, the government, or other regulatory agencies
- If **Workers** are required to stay at home during this emergency, **HOBART** will ensure the worker has provisions to work from home – including office equipment such as laptop, monitor, mouse, keyboard, phone, and other items where not available at the home
- **Workers** who have had close contact with someone who has had a confirmed case of an infectious disease over the last 14 days, must alert their management, and must ensure they follow all recommendations including self-isolation
- **HOBART** will ensure all workers have access to the Flu Vaccine, and are encouraged to receive this. Compliance to this requirement will be maintained in a register
- **HOBART** will ensure that all workers have adequate space to work, so they are not in close proximity with other workers



# EMERGENCY PREPAREDNESS TOOLS





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## EPT01 – EMERGENCY EXERCISE FORM

To be completed during emergency if possible, or as soon as practicable afterwards

<b>Where</b> did the emergency occur?		Date of Emergency:	
<b>What</b> was / is the emergency?			
<b>Who</b> is filling out this form?			

**Emergency Sequence – identify if required and known**

Item	Time (HH:MM)	By Whom?
Emergency <b>Identified</b>		
Warden/s <b>Respond</b>		
Warden/s <b>Inspect and Assess</b> Emergency		
<i>The following applies if the emergency requires evacuation and / or emergency services</i>		
Warden/s Call <b>Evacuation</b>		
Emergency Area is <b>Cleared</b>		
Emergency Services <b>Called</b>		
Visitors and Contractors <b>Attended to</b>		
All Persons on site attend <b>Assembly Area</b>		
<b>Roll Call</b> at assembly area		
All persons on site <b>Accounted for</b>		
<b>Re-entry</b> to building granted by Warden/s or Emergency Services		

<b>Comments</b>			
<b>Circulation</b>	Name	Signature	
<b>WH&amp;S Officer</b>	Neeraj Shah		
<b>General Manager</b>	Daniel Glasow		



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# DOCUMENT AND DATA CONTROL





## DD01 – RECORDS AND DOCUMENTATION MANAGEMENT

### Purpose

This procedure will ensure that all records and documents are maintained appropriately and are easily accessible. It will also ensure that records are maintained confidentially when required.

### Responsibilities

- **HFE Management** of Hobart Food Equipment to maintain all records associated with their division including documents relevant to the Safety Management System and all rehabilitation files/records

### **Document Control**

- All current documents will be available for access and printing
- New document versions will immediately replace former versions
- Current versions of the WHSMS will be appended with 'CURRENT'. Versions that are currently being edited will be appended 'EDIT'. Versions that are redundant will be appended 'REDUNDANT'
- New document versions will be available in 'Portable Document Format' (PDF) via the Public WH&S Website and in 'Word Format' (DOCX) via the Company WH&S Website
- In cases where a document is updated and to be introduced into the workplace, **HFE Management** is responsible for communicating relevant information to **Workers** via Meetings, Bulletins, Emails, and/or the Visual (such as the Safety Noticeboard)
- Following the release of any new document version:
  - All previous versions will be considered obsolete and no longer accessible
  - Previous hard copies (except for one archival copy) of such documents are to be permanently destroyed
- Destruction of documents is as per the Document Destruction section
- An archival copy of the former document version is to be available electronically on a secure section of the server



### Forms and Completed Documents

- Will conform with the document identification outline based on the manual that these forms come from
- Will be separately available in soft copy via the Company WH&S Website
- Will be kept and archived as per archiving requirements for that document
- Forms will be authorised / dated as required per the form

### Recordkeeping and Archiving

- All electronic documents are to be captured within Hobart Food Equipment's servers with appropriate security and backup
- All hard copies of documents are to be secured appropriately
- Physical file storage should be in a well-ventilated area clear of potential heat sources
- Copies of all Meeting Minutes will be available from the Company WH&S Website
- Document Registers: Forms that contain an ID entry box will have appropriate data extracted and contained within a document register for that document type, to help with data trend analysis, and to allow for easier sharing of key data. The location within this register will match the number in the ID entry box on the form. These registers will be available within a secured location on the company network.

### Hobart Food Equipment WH&S Website

- Public (External) – <http://www.hobartfood.com.au/whs>
- Company (Internal) - <https://www.hobartfood.com.au/whs/company>

### Document Updates

- Updates for all documents will happen as required, and will be reviewed a minimum of once per year by **HFE Management**

### Procedure – External Documents

- All statutory and non-statutory documentation is to be reviewed at regular intervals to ensure that only current versions are in use
- Recordkeeping is to be performed in accordance with all relevant legislation



- All site-specific documents will be completed, with a hard and soft copy kept with Hobart Food Equipment where possible

## Procedure – Data Collections, Analysis, and Presentation

### **Incident and Injury Statistics, and Performance Indicators**

- **Management** are to be provided with relevant incident statistics when requested
- **Management** will review statistics and where applicable make recommendations, consulting with **Workers** where required
- Breakdowns of WH&S statistics / decisions may be published in the WH&S Bulletin

### Document Destruction

- Appropriate methods of document destruction are as follows:
  - General physical documents can be disposed of using recycling bins
  - Physical documents that have restricted access or are confidential (such as personal information, records related to investigations or information given in confidence) are to be cross shredded. Shredded material can be disposed of using the standard paper recycling bins
  - Electronic records will be destroyed / disposed of in a way where information is no longer accessible and cannot be recovered

### Definition

- **Confidential Record/Document**
  - A confidential record or report is one that may contain personal / financial information about a **worker**

### Reference

Work Health and Safety Act 2011 (Cth)  
Work Health and Safety Act 2011 (ACT, NSW, QLD)  
Work Health and Safety Act (National Uniform  
Legislation) 2011 (NT)  
Work Health and Safety Act 2012 (SA, TAS)  
Occupational Health and Safety Act 2004 (VIC)  
Occupational Safety and Health Act 1984 (WA)  
Privacy Act 1998

Work Health and Safety Regulation 2011 (Cth)  
Work Health and Safety Regulation 2011 (ACT, NSW, QLD)  
Work Health and Safety Regulations (National Uniform  
Legislation) 2011 (NT)  
Work Health and Safety Regulations 2012 (SA, TAS)  
Occupational Health and Safety Regulations 2017 (VIC)  
Occupational Safety and Health Regulations 1996 (WA)

Australian Privacy Principles  
Code of Practice: How to Manage Work Health and Safety Risks  
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination  
Code of Practice: Managing the Work Environment and Facilities



## DD02 – PRIVACY AND PERSONAL DOCUMENTATION

### Purpose

This procedure is in place to ensure that the privacy afforded to all **Workers** from the Privacy Act 1988, is respected and abided by at all times by Hobart Food Equipment. Sensitive information and personal information should not be distributed unless authorised in writing by the person that the information is about.

### Responsibilities and Procedures

- **Worker** of Hobart Food Equipment will ensure that all information provided to Hobart Food Equipment is current and relevant.
- **HFE Management** will ensure that **Workers** complete DDT02 – Collection and Disclosure Consent Form, and ensure copies are provided for all personal and sensitive information required, as per those listed within the form.
- **HFE Management** of Hobart Food Equipment to maintain all personal and sensitive information submitted to Hobart Food Equipment, in a safe and secure manner.
- **HFE Management** of Hobart Food Equipment to ensure that copies of any document that is out of date is destroyed per the document destruction guidelines in DD01 – Records and Document Management. Additionally, if a **Worker** is no longer employed by Hobart Food Equipment, all copies of their information will be permanently destroyed.

### Definition

- **Personal information**
  - Means any information or an opinion about an identified individual, or an individual who is reasonably identifiable
    - Whether the information or opinion is true or not
    - Whether the information or opinion is recorded in a material form or not
- **Sensitive Information**
  - Sensitive information is any information that discloses an individual's information (below) that is also personal information:
    - Racial or ethnic origin
    - Political opinions
    - Membership of a political association





- Religious beliefs or affiliations
- Philosophical beliefs
- Membership of a professional trade association
- Membership of a trade union
- Sexual orientation or practices
- Criminal record
- Health information about an individual
- Genetic information about an individual that is not otherwise health information
- Biometric information that is to be used for the purpose of automated biometric verification or biometric identification
- Biometric templates

## **Reference**

Work Health and Safety Act 2011 (Cth)  
Work Health and Safety Act 2011 (ACT, NSW, QLD)  
Work Health and Safety Act (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Act 2012 (SA, TAS)  
Occupational Health and Safety Act 2004 (VIC)  
Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)  
Work Health and Safety Regulation 2011 (ACT, NSW, QLD)  
Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Regulations 2012 (SA, TAS)  
Occupational Health and Safety Regulations 2017 (VIC)  
Occupational Safety and Health Regulations 1996 (WA)

Privacy Act 1998  
Australian Privacy Principles  
Code of Practice: How to Manage Work Health and Safety Risks  
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

## **Related Hobart Food Equipment Documents**

DD01 – Records and Document Management  
DDT02 – Disclosure and Collection Consent Form



## DD03 – STYLE GUIDE

### Purpose

This procedure will ensure that all HOBART FOOD EQUIPMENT documents maintain an appropriate style, for consistency and clarity.

### Responsibilities

- **HFE Management** will ensure that the style guide is updated according to any required changes
- **Workers** will follow all recommendations in the style guide, when creating, or editing, HOBART FOOD EQUIPMENT documents

### Style Guide – General

#### Font

- Typical fonts for use should be Arial, or Calibri
- There should be minimal changing of fonts throughout a document
- All fonts used should be readable and understandable
- Titles and headings should be identifiable by larger font, bold, or being underlined
- Body text should be in normal font, at typically between size 9 – 12
- Underlines, italics, and bold lettering may be used to project emphasis

#### Capitalisation

- Use capital letters for proper nouns, titles, headings, and acronyms
- Capital letter should always be used at the start of a sentence
- Capital letters should not be used to emphasise text within paragraphs
- Use of capital letters in titles should be consistent with that level of title, for consistency – for instance, if one section title uses all capital letters, then all section titles should use capital letters

## Language Usage

- Words referring to ethnic identity and religious affiliation (such as Jewish, Muslim, Indigenous Australians, English, etc.) must start with a capital letter
- Avoid using gender-specific language such as 'chairman', 'male', 'authoress' - use 'chairperson'. Replace 'his' or 'hers' with 'they'
- Use plain and formal English where possible, minimising use of jargon, slang, or acronyms, unless it is essential to convey meaning
- Where jargon, slang, acronyms, or other non-standard English is used, it should have explanation available
- Offensive language should not be used Hobart Food Equipment documents or correspondence

## Headings

- Titles and headings should be identifiable by larger font, bold, or being underlined
- All headings should start with a capital letter

## Staff Titles

- Where a reference is specific to a staff role, that role should be referenced
- Where a reference is general in nature, an appropriate title to encapsulate the work group should be used

## Numbers

- Use the ten rule i.e. spell numbers out in words from one to ten, then use digits e.g. 'five' and '14'
- Use a comma if there are five or more digits, e.g. 1,250,000
- Use words for numbers at the sentence beginnings
- Use digits for dates, times, phone numbers, addresses, measurements and sums of money

## Punctuation

- All punctuation should be kept to a minimum



## Spelling

- Documents should be appropriately spell-checked before being distributed or sent out i.e. using the Microsoft Office 'Spelling & Grammar' tool

## Layout – Quotes, Presentations, and other Official Documents

- Where existing documents or templates exist, these should be used
- The header of pages within official documents WHSMS should be consistent, and should include:
  - The Hobart Logo, in Colour, or Black and White
  - Preferably, a Grey Background
- The footer of the document should be consistent, and should include:
  - Date document was modified
  - The Company Name
  - Page numbers listed consecutively

## Layout – Work Health & Safety Management System (WHSMS)

- The header and footer of pages within this WHSMS will be consistent, and should include:
  - The Hobart Logo
  - A Grey Background
  - The Document Title
  - The Section Title
  - Date document revision was authorised
  - The Company Name
  - The issue (revision) number
  - Page numbers listed consecutively
  - The statement "All printed/saved copies are UNCONTROLLED"
- Staff Titles
  - Where a reference is general in nature to all **Workers**, then the title **Worker** should be used, in bold
  - Where a reference is general in nature to all Hobart Food Equipment Management, then the title **HFE Management** should be used, in bold



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## **Reference**

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Work Health and Safety Act 2011 (ACT, NSW, QLD)

Work Health and Safety Act (National Uniform  
Legislation) 2011 (NT)

Work Health and Safety Act 2012 (SA, TAS)

Occupational Health and Safety Act 2004 (VIC)

Occupational Safety and Health Act 1984 (WA)

Privacy Act 1998

Australian Privacy Principles

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

Code of Practice: Managing the Work Environment and Facilities

Work Health and Safety Regulation 2011 (Cth)

Work Health and Safety Regulation 2011 (ACT, NSW, QLD)

Work Health and Safety Regulations (National Uniform  
Legislation) 2011 (NT)

Work Health and Safety Regulations 2012 (SA, TAS)

Occupational Health and Safety Regulations 2017 (VIC)

Occupational Safety and Health Regulations 1996 (WA)



# DOCUMENT AND DATA CONTROL TOOLS





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DOCUMENT ARCHIVING MATRIX

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## DDT01 – DOCUMENT ARCHIVING MATRIX

ACTIVITY	DOCUMENT TYPE	RETENTION PERIOD	RESPONSIBLE OFFICER	METHOD OF DISPOSAL
CONFINED SPACES	Entry Permits	1 month	WH&S Officer	Shredded (physical) and Deleted (digital)
	Risk Assessments	5 years	WH&S Officer	Shredded (physical) and Deleted (digital)
HAZARDOUS SUBSTANCES	Risk Assessments	30 years	WH&S Officer	Offer to WorkSafe/WorkCover after expiry, then Shredded (physical) and Deleted (digital)
	Health Surveillance	30 years	WH&S Officer	Offer to WorkSafe/WorkCover after expiry, then Shredded (physical) and Deleted (digital)
	Induction and other training	5 years	WH&S Officer	Shredded (physical) and Deleted (digital)
	WorkSafe/WorkCover Notification	30 years	WH&S Officer	Offer to WorkSafe/WorkCover after expiry, then Shredded (physical) and Deleted (digital)



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ACTIVITY	DOCUMENT TYPE	RETENTION PERIOD	RESPONSIBLE OFFICER	METHOD OF DISPOSAL
PLANT (as referred to in Clause 131 of the WH&S Reg. 2011)	All	7 years after Life of Plant	WH&S Officer	Shredded (physical) and Deleted (digital)
ELECTRICAL WORKS	ONSITE (PRE-WORK) RISK ASSESSMENTS	2 years after the works are completed	WH&S Officer	Shredded (physical) and Deleted (digital)
CONSTRUCTION WORK	Safety Induction Training	3 years after project is completed	WH&S Officer	Shredded (physical) and Deleted (digital) Shredded (physical) and Deleted (digital)
TRAINING	All other Safety related training	7 years	WH&S Officer	Shredded (physical) and Deleted (digital)
WH&S	All other internal and external documents not listed above	7 years	WH&S Officer	Shredded (physical) and Deleted (digital)





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COLLECTION AND DISCLOSURE CONSENT FORM

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## DDT02 – COLLECTION AND DISCLOSURE CONSENT FORM

Consent to the Collection, Disclosure, and Use of Personal and Sensitive Information			
Full Legal Name:			
Address:			
Home Ph:		Mobile Ph:	

**I hereby consent to the following personal / sensitive information, as required:**

Full Legal Name	Address	Work Mobile Ph. #	Date of Birth
Drivers Licence	Passport	Birth Certificate	Working w/ Children Check
Police Certificate / Check	Passport Style Photo	Medicare Card	White Card
<i>Technical Licences, such as: (where available)</i>	Electrical Licence	Gas Fitters/Work Licence	Plumbing Licence
	High Risk Licence	Disconnect/Reconnect Lic.	Marine Licence
Other Technical Licences / Trade Certificates as required		Induction Cards and Certificates as acquired	

*Any other document, as required by a customer site, specifically to gain compliance for access to site*


...To be collected, and copies stored with Hobart Food Equipment for the duration of my employment with Hobart Food Equipment, Australia, or until such a time that I notify Hobart Food Equipment in writing that I no longer give consent for my personal / sensitive information to be collected, or stored. If employment is terminated, all copies of personal / sensitive information will be permanently destroyed.

...To be disclosed and used (in accordance with the Privacy Act 1988, and any further subsequent legislation), for the purposes of attaining compliance with customer sites, with the intention of gaining uninhibited access to site for the purposes of installation and maintenance of Hobart Food Equipment Dishwashers and Kitchen Equipment. Information will only be disclosed where the receiving party agrees to abide by the Privacy Act 1988 or other relevant subsequent legislation.

I consent that all information that is or has been supplied to Hobart Food Equipment has not expired, is unaltered, and is in its original form. If any supplied document may expire during the time of consent given, this will be re-supplied with the updated version as soon as this may become available.

I consent that I will notify Hobart Food Equipment immediately if at any time I am taking medication that may alter or affect my performance of my work duties. I will also notify Hobart Food Equipment immediately if there are any other physical or mental circumstances which may affect my ability to perform my work duties.

Signed:	
Date:	

		HOBART Food Equipment Division of ITW Australia Pty Ltd Company			
Work Health & Safety Management System		EVALUATION AND REVIEW			
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# EVALUATION AND REVIEW





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WH&S MANAGEMENT SYSTEM EVALUATION, REVIEW AND  
CONTINUOUS IMPROVEMENT

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## ER01 – WH&S MANAGEMENT SYSTEM EVALUATION, REVIEW AND CONTINUOUS IMPROVEMENT

### Purpose

To ensure that the Hobart Food Equipment Work Health and Safety Management System remains effective in achieving its goals and remain in line with relevant legislation.

### Responsibilities

- **HFE Management** will audit/review the Work Health and Safety Management System (WHSMS) on an annual basis to develop appropriate goals and objectives in relation to Safety with the workforce, and ensure all policies and procedures are up to date
- **HFE Management** will also review results of any audits, reports and risk assessments to help determine changes for the WHSMS. Staff meeting minutes can be used to assist with this process, as can any relevant **worker** feedback
- **HFE Management** will investigate any legislative changes that may affect the WHSMS
- **HFE Management** should submit revised goals/objectives and procedures to **Workers** during staff meetings for review/comment if appropriate
- **HFE Management** to ensure that following consultation, amended policies and procedures are updated in the WHSMS, and amendments noted in the ERT01 - Document Control Register, with **Workers** being trained in these adjusted procedures

### Reference

Work Health and Safety Act 2011 (Cth)  
Work Health and Safety Act 2011 (ACT, NSW, QLD)  
Work Health and Safety Act (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Act 2012 (SA, TAS)  
Occupational Health and Safety Act 2004 (VIC)  
Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Regulation 2011 (Cth)  
Work Health and Safety Regulation 2011 (ACT, NSW, QLD)  
Work Health and Safety Regulations (National Uniform Legislation) 2011 (NT)  
Work Health and Safety Regulations 2012 (SA, TAS)  
Occupational Health and Safety Regulations 2017 (VIC)  
Occupational Safety and Health Regulations 1996 (WA)

Code of Practice: How to Manage Work Health and Safety Risks  
Code of Practice: Hazardous Manual Tasks  
Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination

### Related Hobart Food Equipment Documents

ERT01 - Document Control Register



# EVALUATION AND REVIEW TOOLS





Work Health & Safety  
Management System

EVALUATION AND REVIEW TOOLS

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## ERT01 – DOCUMENT CONTROL REGISTER

Form located on Hobart Food Equipment Network

ERT01 - Document Control Register					
ID	Version Number	Changes Made	Reason for Changes	Authorisation	Date
1	1.2	Brought up to working condition	Could not implement until in working condition	William Bond	3/05/2015
2	2	Standardised, updated, and compressed document	Increase legibility and decrease any instances of doubled up or redun	William Bond	
3	2.1				
4	2.2	Updated Incident Identification and Investigatio Forms	Forms weren't being used effectively	William Bond	1/12/2015
5	2.3	Updated Hazard Report Form+ Added split form	Forms weren't being used effectively	William Bond	7/12/2015
6	3	Updated all forms to be simpler. Updated majority of po	Needed simplification. ANNUAL REVIEW.	William Bond	15/06/2016
7	3.1				
8	3.2				
9	3.3	Electrical safety got a big overhaul. More procedures bn	Legislative requirements		10/02/2017
10	3.3.1	Changes to the footer. No longer a requirement to sign	Waste of paper. Bad for our environment.		
11	3.3.13	Changes to header styling. Changes to WH&S Officer as Neeraj Shah and William Bond as Technical Services Manager Added SW14 Forklift Management to Safe Work Practices section Added SWT03 Forklift Daily Checklist Form and SWT04 Forklift Driver Competency Form Updated SW04 Hazardous Substances Added SW01 General Safe Work Practice SW10 Work in Isolation renamed and updated to SW11 Lone Worker Procedure	Matching current document styling Neeraj Shah is WH&S Officer and William Bond holds a new position of Technical Services Manager. Comprehensive chapter specifying Forklifts Forms supporting SW14 - Forklift Management Comprehensive information was required about handling & storing hazardous substances General safe work practice procedure applicable/useful to all staff Requirement by clients and added detailed relevant information regarding Lone Working environment	Neeraj Shah	20/01/2020
12	4	Changes to header and footer styling	Matching uniformity of styling	Neeraj Shah	1/08/2022
13					
14					