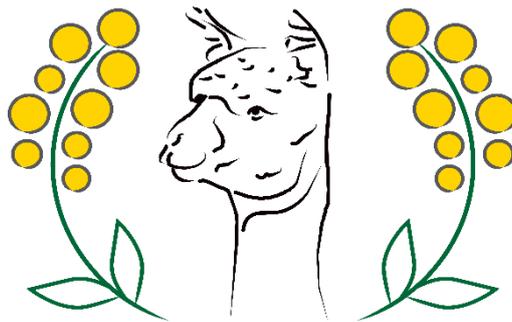


BLACKWATTLE ALPACA FARM



BLACKWATTLE ALPACAS

Work Health and Safety Management Plan

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Introduction

This Work Health and Safety Management Plan (WHSMP) has been developed by Blackwattle Alpaca Farm to address the hazards, aspects and threats associated with providing safe, secure and efficient farming and tourism services to the community.

The document forms part of the overall Blackwattle Alpaca Farm WHSMP and is supported by procedures, programs and other documentation.

The WHSMP, and its supporting documentation, have been developed in line with the following standards:

- Workplace Health and Safety Act and Regulations 2011
- Australian Road Rules
- Firearms Act 1996 and Regulations 2017

1.1 Purpose

The primary aim of the Blackwattle Alpaca Farm WHSMP is to provide a structured process for:

- identifying hazards, aspects and threats
- preventing work related injuries, illness, and incidents
- preventing work related pollution incidents
- deterring and minimising security threats
- improving our WHSMP standards on a continual basis
- meeting our legislative, community and client expectations

Secondary, it allows Blackwattle Alpaca Farm to demonstrate its commitment towards health, safety, the environment and security.

Policy

Commitment

At Blackwattle Alpaca Farm we recognise and accept our moral and legal obligations to provide a healthy and safe work environment for workers, contractors and visitors who are exposed to our operational risk due to activities on site.

We also acknowledge the importance of conducting our business in accordance with community and legislative expectations. Therefore we will strive to continuously apply and improve our health and safety standards, keep risk to levels as low as reasonably practicable and in doing so, demonstrate our commitment to protecting all persons from injury.

Goal

'An incident free workplace where no one gets hurt' - Zero Harm

Objectives

- Safe Workplace - we will provide and maintain safe premises, systems of work and a robust policy framework that ensures a safe working environment for all.
- Safe Plant and Equipment - we will provide and maintain safe plant and equipment and ensure it is used correctly, serviced and inspected in line with schedules.

- Safe Substances - we will ensure all substances on site are safely used, handled, stored, transported and disposed of.
- Hazard Identification - we will develop and implement a systematic approach to identifying and managing health, safety, environmental hazards.
- Risk mitigation - we will develop and maintain a register of all WHSMP risks and controls to reduce or eliminate levels of risk involved in the implementation of services for tourism and commercial development.
- Safe People - we will train our people to ensure they have the right knowledge, skills and attitude to perform their work correctly and without harm to themselves or others.
- Legislation - we will identify and implement all WHSMP policies to not only comply with but exceed legislative requirements, standards and codes of practice relevant to our business and operations.
- Consultation - we will adopt a team approach to improving our WHSMP standards through open and regular communication and consultation of health, safety environment and security matters with workers, contract partners, suppliers and other stakeholders.
- Emergency Response - we will develop and test emergency plans to ensure their effectiveness.

Scope

This WHSMP applies to all workers, contractors and visitors, who enter, work or are exposed to operations under the control of Blackwattle Alpaca Farm and Blackwattle Alpaca Yarn and Fibre business activities. Throughout this document, the term Blackwattle Alpaca Farm includes Blackwattle Yarn and Fibre business.

Responsibilities

Angela and Matthew Smith, as the proprietors, have ultimate responsibility for providing, resourcing and supporting the WHSMP.

Workers, contractors and visitors are responsible for complying with the WHSMP policies, procedures and expected work practices.

The Blackwattle Alpaca Farm WHSMP policies are available for viewing upon request.

All workers will be inducted into location upon commencement.

The WHSMP is reviewed as a minimum every three years, following major or critical incidents or when introduction new work processes and/or equipment.

Planning

1.2 Hazard and Risk Management



Overview

Hazard and Risk Management (HARM) is fundamental and central to preventing unintentional incidents/events that result or could result in personal illness and/or injury, environmental pollution or asset damage.

The HARM process adopted by Blackwattle Alpaca Farm is based on the Energy Hazard Model and principles outlined in the National Code of Practice for managing hazards and risks.

The principles include:

- identify hazards (energy source)

- assess risks (potential events)
- control risks (hierarchy of control)
- monitor control measures (inspections, audits, supervision)

The **Hazard and Risk Management Guidelines** (as documented within this WHSMP) outlines the concepts, responsibilities, methods and programs used to achieve the following objectives:

- safe workplace
- safe plant and equipment
- safe substances
- safe systems of work
- safe people

Blackwattle Alpaca Farm hazards (energy sources) are identified through:

- personal assessments
- prestart discussions
- standard operating procedures
- inspections
- incident investigations
- tool box discussion

Methods of controlling hazards are determined with the use of a Hierarchy of Control:

1. Can the hazard (energy) be **eliminated** or removed?
2. Can the hazard (energy) be **substituted** with another energy source with less potential?
3. Can the hazard (energy) be **isolated** from people?
4. Can the hazard (energy) be **engineered** / reengineered out of the work?
5. Can the person doing the work be protected from the energy through **administrative** measures e.g. method of doing the work, instructions, training, signage, supervision?
6. Can the person be protected from the energy by wearing personal protective clothing or equipment (**PPE**)

NOTE: administrative and PPE controls are not hazard (energy) controls and therefore must not be used as a primary control measure.

Risk Assessment determines the estimated risk level associated with the identified potential incident taking into account the control measures in place.

Risk levels are assessed with the use of Blackwattle Alpaca Farm's **Risk Matrix**.

As a minimum, the hazard and risk management process will be initiated when:

- planning new work
- introducing new services
- setting up work areas
- purchasing new plant, tools, equipment, substances or materials
- making any changes to existing equipment, workplaces or processes
- new information regarding relevant and applicable hazards becomes available
- after an incident

1.3 Risk Matrix

The below risk matrix is used when assessing risks to Blackwattle Alpaca Farm operations and activities such as when attending craft/fibre shows or an event, when planning the purchase of new equipment, the introduction of a new process or during the investigation of an incident.

Likelihood

Descriptor	Definition
Rare	May occur in exceptional circumstances - it could happen, but probably never will.
Unlikely	Does occur somewhere from time to time, but very seldom.
Possible	May occur at some time.
Likely	Will probably occur more often than not.
Almost Certain	Is expected to occur.

Consequence

Descriptor	Definition
Insignificant	No injury.
Minor	Injury or ill health requiring first aid treatment.
Moderate	Injury or ill health requiring medical attention from doctor.
Major	Injury or ill health requiring hospital admission.
Severe	Fatality.

Risk Level

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Low	Medium	High	Extreme	Extreme
Likely	Low	Medium	Medium	High	Extreme
Possible	Low	Low	Medium	High	High
Unlikely	Low	Low	Low	Medium	High
Rare	Low	Low	Low	Medium	High

Reporting and Corrective Actions

Extreme	Notify Site Supervisor immediately. Corrective actions should be taken immediately. Cease activity.
High	Notify Site Supervisor immediately. Corrective actions to be taken as soon as reasonably practicable following notification.
Medium	Notify Site Supervisor . Corrective action to be taken within 2 weeks.
Low	Notify Site Supervisor . Corrective action to be taken within 1 month.

1.4 Legal and Other Requirements

While the WHSMP provides the method of achieving compliance, it does not guarantee compliance with legislative or other obligations applicable to Blackwattle Alpaca Farm operations and activities.

National Work Health and Safety legislation, introduced in 2011, sets the minimum acceptable work health and safety standards within Australian workplaces and significant penalties for breaches of those standards apply.

It is critical that all Blackwattle Alpaca Farm workers have the desire and willingness to comply. Therefore it is important they understand legal and other obligations that apply to them in the roles they fulfil within the company.

In summary, Angela and Matthew Smith, as the proprietors, are responsible for:

- Promoting a culture of understanding, vigilance and accountability at all levels.
- Identifying legislative and other obligations that apply to company activities.
- Obtaining information in regards to WHSMP obligations and making it available to Blackwattle Alpaca Farm personnel.
- Developing and implementing a procedure for checking relevant compliance levels.
- Obtaining up to date information in regards to regulatory or other changes, and assess the changes to determine if they apply to the company operations or activities.
- Informing personnel of any relevant changes.
- Monitoring work areas to ensure compliance with changes and updating the compliance register accordingly.

1.5 Objectives and Targets

WHSMP Objectives and Targets are documented agreed actions aimed at improving legislative compliance and WHSMP performances in a given timeframe.

The Objectives and Targets are set by the business owners Angela and Matthew Smith.

Objectives and Targets support the company Vision, Mission and WHSMP culture of - "No One Gets Hurt" Zero Harm.

Our primary objectives are:

- safe place of work
- safe plant and equipment
- safe substances
- safe systems of work
- safe people

Programs used to achieve the objectives include:

- 'No One Gets Hurt - Zero Harm'
- reduce, reuse and recycle
- promote, participate and practice
- WHSMP training completed
- inspections, observations, hazard identification and incident investigations conducted
- corrective actions completed

Scope of Works

This WHSMP applies to all persons engaged by Blackwattle Alpaca Farm to deliver the following scope of works:

- Farm Shop
- Craft and Fibre Workshops
- Producing hand dyed yarns
- Farm Tours
- Special Events

Implementation

1.6 Key WHSMP Responsibilities

For this plan to be effective, specific WHS responsibilities are assigned to individual roles. These responsibilities are non-negotiable and are outlined below.

1.6.1 Site Supervisor

The Site Supervisor is either Angela or Matthew Smith who have the overall responsibility for WHSMP within the Blackwattle Alpaca Farm scope of works.

Specific responsibilities include:

- complying with relevant legislation
- the implementation and compliance of WHSMP policy, plans and standards
- ensuring the systems of work identify WHSMP hazards and risks associated with company facilities, operations, equipment, procedures and personnel
- providing and maintaining a safe work environment
- providing safe plant, equipment, materials and substances
- providing the necessary resources to implement the WHSMP objectives (such as time, materials, equipment, funding and personnel)
- monitoring the effectiveness of the WHSMP policies and plans
- promoting Blackwattle Alpaca Farm commitment towards WHSMP
- reviewing investigation outcomes to ensure appropriate measures are put in place to prevent further reoccurrences
- ensuring the health, safety and wellbeing of workers engaged or caused to be engaged by Blackwattle Alpaca Farm
- ensuring the health and safety of other persons is not put at risk from work carried out in accordance with the scope of works
- implement and test the effectiveness of emergency procedures
- ensuring persons engaged by Blackwattle Alpaca Farm are trained and competent to fulfil their roles and responsibilities
- acquiring up to date knowledge of WHSMP matters
- understanding the scope of works being carried out and the hazards associated with those works
- providing the appropriate resource and processes to implement the WHSMP
- ensuring appropriate processes are in place to report and respond to incidents, hazards and risks
- implementing processes for identifying and complying with duties under the WHS Act 2012

1.6.2 Workers

Are responsible for:

- complying with all WHS instructions and standards
- correctly using personal protective clothing and equipment provided
- taking good care of equipment including visual inspections
- ensuring own health and safety and that of others

- reporting hazards, incidents, injuries and near misses to the Site Supervisor
- ensuring they are competent to perform the tasks they are given, and if they are not competent, they are to inform the Site Supervisor of the situation
- cooperating with Site Supervisor to enable them to carry out their duty of care

1.7 Consultation and Communication

The primary method of consultation is by direct communication between workers and the Site Supervisor. This is also supported by weekly team meetings.

Safety issues will be discussed, as required, during team meetings and will be documented on the meeting notes and in the Quarterly Business Report. Any safety corrective actions will be filed, and managed, through the Risk Assessment and Register Spreadsheet.

Safety issues to be raised with the following people, in order:

- Angela Smith (Owner and Site Supervisor)
- Matthew Smith (Owner)
- Shed Supervisor

Health and Safety Representative (HSR)

A HSR will be elected in accordance with Part 2.1 of the WHS Regulations 2011, where workers request representation.

Health and Safety Committee

A Health and Safety Committee will be formed, in accordance with Division 4 of the WHS Act 2011, where workers request a committee. The committee, once formed will comply with all relevant obligations and requirements under the WHS Act 2011.

1.8 Training and Competence

WHS training is fundamental to preventing incidents, illness and injuries and WHS training will be conducted when identified, following:

- an incident
- the completion of a risk assessment
- the completion of safe operating procedures
- where a need is identified by workers or Site Supervisor

WHSMP training is multi-tiered and targets specific roles and responsibilities to ensure persons are competent to fulfil the WHSMP obligations associated with the project and legislative requirements.

Completed training will be documented in the Training Register (within the Risk Assessment and Register Spreadsheet).

1.8.1 On-Boarding Induction

All persons involved in the Blackwattle Alpaca Farm scope of works will complete the Blackwattle Alpaca Farm On-Boarding Induction Program before commencing any work. The On-Boarding Induction Program is aimed at building our WHS culture from the front door and includes:

- overview of the business and its activities
- the goals - what we want to achieve, 'No One gets Hurt' Zero Harm
- the importance of your role - your job is important
- the standards - expected of us

- Personal WHS Commitment - a signed personal pledge of willingness to actively promote and comply with WHSMP expectations and perform your work in accordance with operational WHS practices and procedures

1.9 Visitors

Whist Blackwattle Alpaca farm welcomes visitors to the site, there are some site rules about entry to the site. When dealing with animals such as alpacas/llamas, they are not predictable in behaviour, so it is important for all visitors to follow any safety directions they are provided by the Site Supervisor, wear appropriate PPE (enclosed footwear, comfortable clothing) and all visitors understand that they handle the animals at their own risk).

Visitors who come onto site and are not performing any works are provided with a Visitor's Induction that will include as a minimum:

- site rules
- restricted areas
- personal protective clothing and equipment
- amenities
- reporting hazards
- emergency procedure and muster point

Visitor safety information is made available via our website (<https://blackwattlealpacas.com.au/tours-events/>) and in the Tour Booking Confirmation email through our online booking system, Rezdy. This information will be reviewed and updated regularly.

Visitors must be escorted when on site. They must adhere to all safety signage and or instructions provided. Workers are provided with instructions to supply to all visitors via the farm Alpaca Tour SOP.

Additional safety information is provided to visitors via the Blackwattle Alpaca Farm Information Handout.

Contractors performing works onsite on a regular, routine basis are provided with a site induction prior to the works commencing.

Contractors who are required to conduct irregular or non-routine works must produce a job hazard analysis or safe work instruction prior to works commencing.

1.10 Farm Tours

Blackwattle Alpaca Farm offers a range of guide farm tours. [Tour options available here.](#)

Children are encouraged to participate in farm tours, however height restrictions apply during interactions with the alpacas and other livestock.

Children with a head height lower than the height of the alpaca wither are not permitted to handle or interact with the alpacas unless they are being directly held by a parent or guardian on their hip, or the interaction is over a fence, to reduce the chance of kick injury to the child. This information is supplied at point of booking, via the website and at arrival to the farm.

1.11 Suppliers and Service Providers

Blackwattle Alpaca Farm has a responsibility to ensure the health and safety of all workers onsite including suppliers and service providers (sub-contractors). Blackwattle Alpaca Farm also has a responsibility to ensure all purchased or hired goods, substances or plant and equipment comply with the relative WHS standards.

The potential for suppliers and service providers to be unaware of the Blackwattle Alpaca Farm standards and requirements is real and therefore they could increase the risk of injury to themselves and others.

Suppliers and Service providers (Sub-contractors) are to be engaged and managed in accordance with the below procedure.

The contractor/subcontractor and suppliers ensure:

- Only suppliers and subcontractors who have the right competencies and experience to perform the work satisfactorily are engaged.
- Purchased products and services that meet Australian Standards.
- Wherever possible purchasing local products or suppliers.
- Suppliers and service providers are evaluated and selected based on their ability to supply products and services that achieve cost effective and high standards of work.
- The purchased products conform and are verified when the product is delivered.
- The conformance of works executed by subcontractors is verified through planned surveillance and inspections.

The Site Supervisor is responsible for ensuring suppliers provide current and relevant documentation with the products they supply including Safety Data Sheets (SDS) and that the documentation is made available to the end user.

1.12 Deliveries/export

Blackwattle Alpaca Farm exports, internationally and domestically, yarns and alpaca goods. All goods will be packaged to maintain the high quality products. All items will be confirmed against the order before packaging.

Orders coming into the farm will be delivered during business hours of Monday - Friday from 8-5pm. Due to the unexpected nature of deliveries, drivers may not be inducted to the full site and are not permitted to enter into unauthorised areas that are signed. Orders are not considered to be delivered until they are off the vehicle they are being transported on and remain as the responsibility of the driver until removed by the driver and signed confirming the package is correct and in good condition. Where packages are damaged, they are not to be signed as accepted.

1.13 Schools

The education of up and coming potential farmers in animal husbandry is a keen aspect of Blackwattle Alpaca Farm, with the education of youth and children. Children on site pose a greater risk and therefore the process is that all schools need to provide a risk assessment prior to attending the site. As part of this process the education department must provide adequate supervision for a ratio of children with mixed gender. The educators will hold full responsibility for ensuring that the students abide by site rules. The risk assessment will be provided at least 1 week prior to the attendance of students. If any students require specialist needs or assistance this must be communicated at least 2 weeks prior to attendance to confirm the farm can cater for these needs.

1.14 Emergency Preparedness and Response

Potential emergencies identified in relation to the scope of works include:

- traffic/motor vehicle accident
- critical weather condition
- personal injury
- fire
- spills
- intruders/trespassers
- personal threats or abuse
- suspicious articles

Information for dealing with these potential emergencies is outlined in the Emergency Procedure. Training in the procedures will be coordinated by the Blackwattle Alpaca Farm Site Supervisor. Emergency procedures will be tested at least annually to ensure they are current and effective.

1.15 Incident Reporting

The term incident includes:

- **Injury or illness**
- **Near Miss** - an event which had the potential to cause injury to a person, ill health, damage or loss.
- **Hazard** - a situation or thing that has the potential to harm a person.
- **Investigation** - a term used to describe the analysis of the incident carried out. Investigations will look at what caused the incident and what preventative actions should be implemented to prevent a similar incident occurring in the future. All incidents must be investigated and corrective actions must be added to the Incident Register.

Incidents must be reported, by completing the Incident Report Form, and supplied to the Site Supervisor.

Hard copies of the Incident Report Form must be available.

Where the injured person is unable to complete the form themselves then another person should do so on their behalf. Incident report forms should be completed as soon as possible following the incident and after the injured person has been treated. **Note:** People come before reporting.

Injured person(s) should be provided with the appropriate medical assistance (e.g. treated by a first aid trained person, taken to the nearest medical centre or hospital) as soon as possible following the incident. For serious injuries assistance from emergency services may be required.

Master copies of all Incident Report Forms are filed by the Site Supervisor. The Site Supervisor is also responsible for transferring the incident details from the Incident Report Form into the Incident Register.

Incident data and information will be included in the Blackwattle Alpaca Farm Quarterly Business Report.

All incidents must be investigated. The Site Supervisor is responsible for maintaining and updating the Incident Register, including the results of all investigations.

Where required, consultation from other persons (e.g. site owners/managers, regulator such as SafeWork NSW) may be required during the investigation process.

1.16 Notifiable Incidents

The Site Supervisor is responsible for reporting all notifiable incidents immediately once they become aware that a notifiable incident has occurred. Notification is required where an incident at a workplace results in:

- death
- serious injury
- a dangerous incident

Serious injury includes incidents that result in a person requiring:

- medical treatment within 48 hours of exposure to a substance
- immediate treatment as an in-patient in a hospital
- immediate medical treatment for:
 - amputation
 - serious injury
 - serious eye injury

- separation of skin from underlying tissue (e.g. de-gloving or scalping)
- electric shock
- spinal injury
- loss of bodily function
- serious lacerations

A dangerous incident means any incident in relation to a workplace that exposes a person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam.

Notification:

- Verbal notification via phone as soon as becoming aware that a notifiable incident has occurred.
- Written notification as soon as possible following the verbal notification or within the timeframe advised by SafeWork NSW:
 - online via the internet using the electronic form
 - in hard copy by facsimile or post

Notification must comply with the State or Territory regulators notification requirements, including the form to complete (e.g. SafeWork NSW Incident Notification Form). The Site Supervisor must check notification requirements with [SafeWork NSW](#).

1.17 Incident Investigations

Incidents will be investigated and outcomes communicated to all workers or contractors. The Site Supervisor is responsible for reporting 'reportable' incidents to the regulator as soon as practically possible after the event.

1.18 Corrective Actions and Safety Alerts

A corrective action register provides a permanent record of health and safety issues. Following incident investigations, the Corrective Action Section of the Incident Register must be completed by the Site Supervisor, where corrective actions to address hazards is required. Where no corrective actions are required N/A should be entered.

Outstanding corrective actions will be reviewed, on a regular basis, the Site Supervisor(s).

If the incident could occur in another location, but may be relevant to Blackwattle Alpaca Farm, then a safety alert email should notified to all workers, alerting them of the potential hazard. Safety alerts will be issued by the Site Supervisor, where required.

1.19 Issue Resolution

Health and safety issues need to be resolved as soon as possible after the issue has been raised. The following applies:

- First speak to the person in charge where the issue is located (e.g. Site Supervisor).
- Discuss and agree a course of action to resolve the issue.
- Fix the issue.
- If the issue cannot be fixed then the issue must be addressed up the chain to the next responsible person.
- Failure to resolve the issue at this level will be referred to the relevant regulator to assist in the resolution.

Health and safety issues should be documented. Complete an Incident Report Form and forward to the Site Supervisor for inclusion on the Incident Register.

1.20 Corrective Actions

Actions identified through investigations and/or inspections are to be recorded in the Incident and Hazard Register.

The register will be monitored by the Site Supervisor to ensure actions are adequately closed out. Corrective actions will be risk assessed on the severity, to determine timelines for action. All Corrective Actions must be completed within a month of being identified. High risk Corrective Actions must be addressed within 2 business days of being identified.

1.21 Audits and Inspections

An external WHSMP audit will be arranged and coordinated by the Site Supervisor(s) to ensure compliance. External audits will be conducted every 3 years by a competent auditor with an understanding of agricultural and commercial compliance.

1.22 Health and Hygiene Management

The preliminary risk assessment identified the following potential health hazards associated with the scope of works:

- noise
- biological agents (including flu's , zoonosis and airborne transfers)
- airborne contaminants, dusts, particles and fibres
- ventilation
- light
- hazardous substances
- fitness for duty (e.g. fatigue, alcohol and other drugs)

These hazards are recorded in the Incident and Hazard Register and will be reassessed by the Site Supervisor to evaluate the effectiveness of the control measures. Health and hygiene will be managed in accordance with practices outlined in the National Code of Practice for noise exposure, workplace amenities. These hazards will be highlighted and discussed in the worker induction.

Safe Systems of Work

Blackwattle Alpaca Farm has developed a range of work systems and practices aimed at preventing incidents. There are a range of key elements that comprise the work systems and practices and together they provide multi levels of protection. These include:

1.23 Conduct

1.23.1 Fitness for Duty

It is mandatory for workers to present themselves fit for duty. This means not being affected by drugs, alcohol, stress or fatigue.

Drugs and Alcohol

It is mandatory to present for work with zero blood alcohol content (BAC) and be free of the effects of illicit drugs.

Workers may be subject to drug and alcohol testing as part of their employment, and this occurs:

- during random selection testing
- after an incident
- for any reasonable suspicion
- on returning to work after a period off

Fatigue Management

Fatigue increases the risk of incidents because of delayed reaction times and a reduced level of alertness. Blackwattle Alpaca Farm ensures that adequate rest periods are planned and rostered into all work hours, including tea breaks, lunch breaks and working hours that ensures adequate rest periods.

Workers have an equal responsibility to ensure they take maximum advantage of those periods to rest and/or sleep.

1.23.2 Culture

A proactive safety culture will be a key message as part of the Blackwattle Alpaca Farm's safety management systems. All Blackwattle Alpaca Farm workers will be trained in all relevant safety policies and procedures. A culture of safety first will be promoted and expected from all workers involved in the Blackwattle Alpaca Farm operations.

1.23.3 Behaviour

Offensive behaviour, language or harassment is not accepted under any situation at Blackwattle Alpaca Farm.

All forms of harassment are unacceptable. Offensive behaviour and/or language includes all behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, sexual orientation, transgender status, marital status or disability.

1.23.4 Safety Attitude

When conducting work for Blackwattle Alpaca Farm, workers are expected to:

- think carefully before they act
- use all their skills and knowledge to work safely and without harm
- question if something seems wrong

The Take 5 hazard identification and awareness program promotes a work culture of:

- every task
- every time
- before you start
- engage your mind

And

- If it's not safe - fix it, report it.....but never leave it!
- Speak up for safety, sometimes it's all it takes to prevent someone getting hurt.

1.23.5 Reliability

Workers are required to notify the Site Supervisor at the earliest possible time in the event they are unable to attend work - in the event a worker does not present for work and no notification has been made, the Site Supervisor will contact the worker, where possible, to confirm their status and rule out the possibility of an accident on the way to work.

1.24 Traffic management

All vehicles entering the site do so at their own liability/responsibility. Although the farm is a private property, the Site Supervisors believe all state road rules apply to the site, therefore the driver must take all reasonable care on the site.

Currently the farm parking is limited on site. All visitors must park in the designated areas. Buses must seek prior approval to confirm there is suitable space to turn a vehicle safely. All visitors take full responsibility for their vehicles when on site. The farm driveway will be maintained to ensure 4wd access is always possible. Blackwattle does not take any responsibilities for vehicles that park in undesignated areas and get stuck in mud/grass areas, the owner must pay for any costs to retrieve the vehicle.

All vehicles on the farm must only travel at walking speed (10Km per hour). Any persons that may speed or place person or animals in harm's way can be refused entry by the Site Supervisor.

1.25 Plant Management

1.25.1 Plant Use

Blackwattle Alpaca Farm has a variety of plant that may be used on site. Safe operation is imperative so only approved persons will operate each piece of equipment.

Operators of registered roadworthy vehicles are to have the relevant vehicle license.

Farm vehicles (e.g. quad bike, ride on mower) will only be operated by those that have been inducted and can demonstrate a level of competency in using the equipment around animals. Farm plant should be avoided being used when visitors or members of public are on site for tours, if it must be operated; no passengers or other persons can sit or ride on the vehicle.

High risk equipment such as chainsaws will only be operated by Matthew Smith, if Matthew is not available an external contractor, trained in the use of chainsaws, are to be contacted.

Blackwattle Alpaca Farm requires that all plant and equipment powered by electricity, petrol or diesel motors, which has the potential for physical danger, be operated by workers with a 0.00 BAC, for the health and safety of the operator(s), those people assisting and the health and safety of the public.

Driving ability may be affected by prescribed medications, or by those bought 'over the counter' from a supermarket or pharmacy. These medications include benzodiazepines (minor tranquillisers), antihistamines and antidepressants. A worker must identify they operate plant to their doctors, dentists and pharmacists to discuss the risks associated with medications they prescribe or provide to ensure they are safe to operate plant on the site.

Contractors are not permitted to use any of the farms mobile plant, except in exceptional circumstances (such as an emergency life/death situation).

Do not locate equipment next to water taps or sinks unless it is designed to do so.

Ensure that power boards and not double adaptors are used for extra power requirements.

Regularly inspect equipment-leads, casings and plugs for damage and wear and tear.

Do not locate equipment in potentially explosive atmospheres.

Do not locate flammable liquids or solids near equipment where a spark may occur.

1.25.2 Disposal of Plant

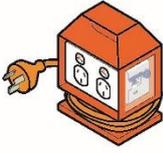
Where equipment is sold, Blackwattle Alpaca Farm, becomes a supplier and therefore the following applies:

- equipment faults are identified
- the person receiving the equipment is given a written notice of the condition and any known faults
- any manufactures information and maintenance records supplied, where possible

Where equipment is being sold as scrap or for spare parts, then Blackwattle Alpaca Farm must inform, in writing, the person who is receiving the equipment that the equipment is being sold as scarp or for spare parts that in its current condition/form is not to be used. The Equipment Disposal Form can be used and adapted. Copies of this form are filed by the Site Supervisor.

1.26 Managing Electrical Hazards

Where there is a significant risk of electric shock due to either the nature of the equipment (e.g. equipment containing liquids) or work practices (e.g. electronic repair workshops) Residual Current Devices (RCDs) should be installed (as shown below). Consideration should also be given to installing isolation transformers or the use of low voltage equipment.

Fixed RDC Units		Portable RCD Units	
			
Switchboard RDC Unit	Fixed socket outlet	Portable fitted to power cord	Portable power board

Note: When electrical equipment is new, the supplier is deemed responsible for the initial safety of the new equipment for 12 months; therefore equipment does not need to be inspected or tested until the next available testing period.

Visual Inspection

In service testing requires a physical inspection of all electrical equipment for:

- Obvious damage or defects in accessories, connectors, plugs of extension outlet sockets; and discolouration that may indicate exposure to heat, chemicals or moisture.
- That flexible cables are anchored to equipment, plugs and cord extensions
- That inner core of flexible supply cords are not exposed or twisted.
- That flexible cords should be in good condition i.e. check for cuts, abrasions or damage to areas
- External components are not damaged (these may form part of the insulation)
- Power and extension cords are anchored and separated from other hazards such as liquids or mechanical action.
- Covers, guards, controls, alarms or mechanical safety features are in good working order.
- Ensure that power outlets, and power boards are not over-loaded and that the cords are kept away from traffic areas. Double adaptors pose special problems and are not to be used.

1.27 Working at Heights

All works must be conducted at ground level where practicable. Jobs that have been identified as requiring a person to work above ground level include:

- roof mounted air conditioner repairs and maintenance
- water storage tank access and inspection
- building roofs inspections and repairs

All of these jobs will have safe work instructions developed for them and these instructions must be followed, prior to the start of the task.

Ladders

Ladders should primarily be used for access and egress only. All ladders are to be inspected prior to use. If a ladder must be used to perform tasks it must have:

- adequate sturdy work area – for all persons
- flat access steps

1.28 Test and Tag

All electrical items use on the farm or in the farm shop and drying area must be tested and tagged accordingly.

All electrical equipment testing is to be carried out by a competent person trained in the use of a Portable Appliance Tester (PAT). No other form of electrical equipment testing is permitted by a person that is not a qualified electrician. The purpose of testing is to detect unobservable faults not found by the visual inspection process.

Compliant equipment shall be fitted with a tag which should be coded to identify the period in which the test was done and shall include:

- the name of the person or company who made the inspection and carried out the test or maintenance; and
- the test, inspection or maintenance date; and
- a re-test date if required

New electrical equipment need not be tested as the supplier is deemed responsible for the electrical safety of the new equipment in accordance with the principles of safe design and manufacture. Any worker who purchases electrical equipment should ensure that all purchased equipment is suitable for immediate connection to the local power supply upon delivery. Equipment delivered without the correct plug should have a new plug affixed by a qualified electrician. It is known that some work areas place electrical equipment out of service and place it into storage as the equipment is only used seasonally or infrequently. The item can be used if it has been stored in a non-hostile environment and the test tag is still within the test date. If there is no test tag on the equipment or it is out of date it must be retested prior to being used.

Testing

For information the following recommended testing schedule of in service **electrical** equipment, based on **Table 4 of the Australian Standard AS/NZS 3760** is included.

Environment	Class 1	Class 11	Power boards/cords
Farm electrical	6 Months	12 Months	6 Months
Where flexible cord subject to flexing in normal use	12 Months	12 Months	12 Months
Where flexible cord Subject is NOT subject to flexing use.	5 years	5 years	5 years
Hire equipment	Prior to hire	Prior to hire	Prior to hire
Repaired, serviced and second hand	After repair or on re-introduction to area	After repair or on re-introduction to area	After repair or on re-introduction to area

1.29 Lock Out

“Do not Operate Tags” prevent the use of unsafe or faulty equipment.



Equipment or machinery on which a ‘Do Not Operate Tag’ has been placed must not be started, used or operated except by a person who has placed the ‘Do Not Operate Tag’ on the equipment. Where equipment has to be operated to move it to a safe position, the worker involved shall undertake an assessment of the process to ensure that no additional hazards are introduced by this activity.

1.30 Fire Emergency Equipment

Fire extinguishers and fire blankets are installed, where required.

All fire emergency equipment, extinguishers and fire blankets, will be tested by an approved provider every 12 months. The Site Supervisor is responsible for maintaining maintenance records, including firefighting equipment.

The Maintenance Register can be used and adapted where no maintenance record is currently being used.

Firefighting equipment must have appropriate signage.

1.31 Manual handling

The nature of farm work, and that of hand dyeing yarn, is very labour intensive. It is important that workers follow safe manual handling practices.

To ensure safe manual handling, equipment such as trolleys will be available for use of movement of yarn stock. Storage will be maintained with light items above the shoulder and heavy items are to be stored between the shoulder and the waist line to reduce excess lifting. All heavy items must be a two person lift.

Handling animals is very unpredictable; any animal handling for medical applications to the animal or shearing will be done by qualified personnel (e.g. vet, farrier or shearer) or Site Supervisor.

Visitors handling animals can only do so at the directive of the Site Supervisor as suitable animals that show a good disposition for human handling.

Where possible manual handling will be eliminated or at least reduced to a safe level. Where possible mechanical aids are to be used. The following guide should be used when conducting any manual handling tasks.

- size up the load - if it's too heavy get help
- position your feet with proper balance and control
- if the load is too low, bend your knees and keep your back straight
- firmly grasp the load
- when lifting the load, straighten your legs and keep your back straight, don't twist or bend
- keep the load close to your body
- when transporting the load, move your legs, do not twist your upper body
- lift the load by keeping your back straight and bend your knees
- where possible wear non slip gloves and safety boots to protect your hands and feet

1.32 Firearms

Firearms are kept on the property for the destruction of vermin and when required humane destruction of an animal in the absence of a vet. The only person qualified to operate firearms is Matthew Smith and he alone has full responsibility for the safe storage and maintenance of the firearms. The firearms must be stored, used and maintained in accordance with the NSW Firearms Act and Regulation. No person, other than Matthew, shall have access to firearms or ammunition.

The use of a firearm will be used in the absence of visitors to the site. If, and when it is used workers, will be notified of when, where and expected time of completion of use.

1.33 Chemicals

When chemicals are required on the site nonhazardous chemicals will be chosen as a priority at reducing the risk to workers and environmental footprint. All chemicals will be:

- stored correctly as per the SDS

- segregated if required
- labelled with all the safety information
- no chemicals will be stored in drink or food containers
- all unused containers will be rinsed three times and marked with a cross to confirm the container is rinsed and safe to be disposed of safely
- when required placarding will be displayed at the front of the property
- a list of all chemicals used as part of the farming/dying process will be maintained, this excludes chemicals kept on the property for domestic use in the family home

Hazardous substances are to be stored in a dedicated enclosure away from ignition sources. Where fume extraction fans are provided they are to be used when handling hazardous substances.

1.34 First aid

A first aid kit that addresses all the potential risks on site will be kept in the farm shop for ease of location. The kit will be checked every 6 months or after an incident that depletes the stock. Angela Smith will hold current first aid qualifications, if she is not available in an emergency, workers must contact '000' for assistance. No person at Blackwattle Farm will administer any form of medication to visitors, unless under the direction of emergency services.

First aid kit locations:

- Dye Studio
- Bum Bags (to be used for tours)

Bum Bags will contain the following:

- snake bite kit
- basic first aid supplies (e.g. band aids)
- hand sanitiser
- hand wipes

Worker(s) to inform Site Supervisor when replacement items are required for bum bags.

FIRST AID ACTION PLAN

- raise the alarm (000)
- danger
- response
- airway
- breathing
- circulation
- report incident and investigate

1.35 Extreme weather conditions

Farm Closure

In extreme weather conditions such as over 40 degrees and heavy rain, snow, fog, the farm will cease operations of tours in the safety of the workers, animals and visitors. Angela and Matthew will decide on temperatures that may cause the closure of the Farm and Farm Shop, and all related activities.

Cease Hand Dyeing

Hand dyeing will not be undertaken on extreme heat days, due to equipment use has an open flame and the increase in heat for worker(s) to work in close proximity may cause health issues.

During hot weather conditions workers will be offered flexible working arrangements which may include the following:

- working from home
- change of start and finish times
- different non-heat generating tasks

On hot days, where possible dye activities will be conducted outside under the shaded patio location. Where this is not possible work will be scheduled in the cooler times of the day and no-dyeing work (heat generating work) will be completed.

Animal Care

Animals require care in all weather conditions; Angela and Matthew will manage the health of the animals in extreme weather conditions.

Dehydration Considerations

The following must be considered in the hot weather:

- Dehydration is the loss of water and salts from the body. The human body consists of nearly 60% water. Brain tissue is said to consist of about 85% water.
- It is estimated if we lost 1/10th of the water out of our body we would not be able to stand let alone walk.
- Ensure worker(s) drink ample quantities of water, in particular during extremely hot days.
- Cold drinking water is supplied (bottled). Worker(s) are encouraged to bring their own water, which can be refilled and cooled at work. An on counter water cooler is supplied and the kitchen area has a fridge and freezer for worker use.

CAUTION - dehydration affects mood and decision making process, which may lead to injury or accident.

1.36 Hand Dying

The process of hand dying is conducted over gas hot plates and must be supervised at all times, ensuring the flame does not go out or that the pots boil dry. Standard operating procedures have been developed on how to produce specific colours; these must be read and understood before any activity is undertaken. PPE is to be worn, where required, when undertaking the activity.

There is a significant amount of repetitive manual handling actions are undertaken as part of this activity, so a rotation of tasks needs to be considered for all workers to ensure that no muscular skeletal disorders commence.

1.37 Farm Speed Limit

The speed limit is set at 10kph at Blackwattle Alpaca Farm.

1.38 Farm Traffic

All Blackwattle Alpaca Farm vehicles will operate in line with set traffic management plans. This includes on-road operations and farm traffic.

Farm plant will always take priority over pedestrians and other vehicles due to limited vision, all persons. Visitor parking can only occur in the designated locations on the farm.

1.39 Parking

Workers vehicle parking is provided on site. When using parking facilities workers are required to observe traffic and pedestrian rules at all times.

Buses will be parked by the designated driver of the vehicle. All buses must have prior approval to attend the site, due to limited turning around on site. No person can dismount from the bus until it is at a complete stand still and in a safe location for the passengers to disembark.

1.40 Pedestrians

Where there are no walkways, pedestrians must take the safest route away from traffic lanes and remain vigilant at all times. Plant vehicles take priority over pedestrians.

1.41 Prohibited Onsite

The following are prohibited onsite:

- pets
- firearms
- illicit drugs
- alcohol (unless provided by Blackwattle Alpaca Farm as part of an on-farm event)

1.42 Safety Signage

Safety signs are safety instructions and must be complied with. Information about safety signage is provided in the induction programs and consists of:

- regulatory signs
- mandatory signs
- hazard warning signs
- emergency information signs
- safety information signs
- evacuation signs

1.43 Smoking

Blackwattle Alpaca Farm respects the right of all workers to have a healthy and safe workplace. Smoking is restricted to a designated area on site. It is prohibited to smoke outside this area.

Smoking is also prohibited in any:

- company building
- company vehicle
- restricted area - including 25 metres from any fuel outlet
- or where no smoking signs are displayed

1.44 Access Ways

Access ways and areas in front of emergency equipment are to be kept clear and free of obstructions at all times.

1.45 Barricades

Barriers, barricades, isolation tape, safety cones and portable signs all play an important role in alerting people of hazards and dangers. They are not to be crossed unless authorised to do so. Crossing a safety barrier is a breach of law and as such penalties can apply.

1.46 Compressed Air Tools and Equipment

Compressed air may be used on site for a variety of purposes. Compressed air is a hazard and as such must be treated with caution. The following work practices must be applied at all times when using compressed air, tools and equipment:

ALWAYS

- check hoses and fitting for defects before use
- place hoses away from main access ways, or up off the floor on stands and hooks when in use
- hoses are to be securely held to prevent whipping
- roll up or retract hoses as soon as they are finished with
- wear eye protection when using compressed air, and if necessary wear hearing protection

NEVER

- apply pressure to a sealed container unless it is designed as a pressure vessel
- direct air streams towards your body or anyone else's
- play practical jokes with compressed air
- disconnect hoses before pressure has been released
- leave compressed gas cylinders unrestrained
- put oil on oxygen fittings – potential for explosion

1.47 Gas Cylinders

- cylinders shall be kept in an upright position and secured with non-flammable material
- cylinders shall be removed from the work area when empty
- cylinders shall be shut off when not in use
- cylinders shall be stored away from electrical equipment
- when transporting cylinders ensure cylinders are kept upright on pallet cages or are placed in approved bottle racks on vehicles
- all cylinders are to have contents tag/label
- cylinder fittings are to be kept clear of clear of oil, grease and other contaminants

1.48 Fall Prevention

Where a person is at risk of falling ANY distance, effective measures shall be taken to prevent that from happening.

Workers are not to work at height without fall prevention measures in place e.g. handrails or personal harness and lanyards.

Workers must hold the appropriate high risk licence to operate required for working at heights.

1.49 Housekeeping

Housekeeping is the standard your workplace advertises and it's the first sign of a safe work place. Personnel are required to keep their work areas clean and tidy at all times and apply the housekeeping action plan S.P.R.E.A.D:

- Spills - clean them up immediately.
- Put Things Back - as soon as you have finished with them.

- Rubbish Bins - adequate bins are to be placed around the work areas they are to be emptied regularly and before they overflow.
- Energy Hoses and Leads - are to be rolled up when finished with.
- Access Ways - are to be kept clear and free of obstructions at all times.
- Designated Areas - all tools and equipment will be allocated a designated area in which they are stored. They will be placed in these areas when not in use.

Note: Hazardous waste products must not be placed in general waste bins.

1.50 Noise

- Persons are required to wear hearing protection when working in a noisy environment.
- This may include when operating mobile plant and equipment, when grinding or hammering, or anywhere that the noise levels exceeds 85 DB.
- If unsure about noise levels, wear hearing protection whenever noise is uncomfortable. Even low level noises can affect your health.

1.51 Mobile Phones and Music Devices

Blackwattle Alpaca Farm company policy regulations forbids the use of personal mobile phones or any other electronic device at any time by any worker, who is in control of or driving a Blackwattle Alpaca Farm vehicle.

The use of hands free or Bluetooth headsets are permitted to be used on any Blackwattle Alpaca Farm vehicle.

1.52 Portable Non Powered Tools

- Tools will be inspected before use and treated with due care during use.
- Tools will only be used for the purpose they are designed.
- Damage or unsafe tools will be tagged out immediately and repaired or replaced as soon as practical.
- All tools will be put back in their designated areas when finished with.
- If working at height with hand tools they must be secured in such a manner as to prevent them falling.
- Wear correct PPE when using hand tools.

1.53 Machine Guarding

- All hand tools, machinery or other equipment must be operated with the manufacturers guard in place.

1.54 Hot Works

- When any welding or cutting is to be done, it will be by a competent person, and the correct PPE will be worn. This will include long pants and sleeves, or overalls or a welding apron and jacket, welding gloves, welding helmet or oxy cutting safety goggles.
- Fire hazards will be removed where possible and where required a second person on fire watch will be made available.
- Fire extinguishers will be placed nearby and a competent person in readiness to use them.
- Welding screens are to be used when welding or grinding to prevent arc flashes and contain grinding particles.
- When hot works are being performed in areas other than the welding bay a spotter must be used and trained in the use of a fire extinguisher.

1.55 Fire Prevention

Work areas will be kept clean and tidy to minimise fuel and ignition sources. If a fire is detected it must be reported immediately and the fire action plan enacted. Fire hazards will be reduced to a minimum to prevent fires from starting.

FIRE ACTION PLAN

- Raise the alarm (000)
- Secure the area
- Call for back up
- If safe to do so approach with extinguisher and apply to fire
- If not safe to approach clear the area and wait for emergency services
- Report incident to Site Supervisor
- Investigate

1.56 Personal Protective Clothing and Equipment (PPE)

It is mandatory to wear the safety clothing and equipment provided by the company. PPE is not a hazard control, it provides personal protection, and as such the last line of defence against hazards. It is important that PPE be worn correctly

As a minimum the following standards apply:

- Eye Protection: will be worn when there is a risk of airborne particles or hazardous substance splash entering the eye.
- Hearing Protection: will be worn where ever signage indicates or where there is short term exposure to high noise levels or long term exposure to medium noise levels.
- Safety Vests or High Visibility Clothing: will be worn in the vicinity of mobile plant and moving vehicles.
- Safety Gloves: will be worn when handling chemicals, timber, hot metals, lifting chains and rigging equipment, or where signed to do so.
- Safety Footwear: is mandatory when performing work in the workshop, as a minimum, visitors are required to wear sturdy closed in footwear when on site.

Individuals are responsible for ensuring they wear their Personal Protective Equipment (PPE) correctly and it is in good working order. If PPE is defective, it must be reported to the supervisor immediately and the item repaired or replaced. Worker(s) are to inform the Site Supervisor where PPE needs to be repaired or replaced.

1.57 Skin Cancer

Skin cancer is a very real issue for those working in the sun. Sunscreen with Sun Protection Factor (SPF) of 30+ or higher must be used. Sunscreen is supplied and is available in the Dye Studio. Other protection required may include long sleeve shirts, long pants, sun hat and tinted safety glasses.

1.58 Situational Awareness

A fundamental principle in injury prevention is personal awareness and discipline. This means being aware of hazards around you *and* doing something about them. Situational Awareness includes:

- Take 5 Lookup, Look Down, Look Around, Look In, Look Out, Look Under - Look Again.
- Be aware of the safety requirements relating to your job, make sure you don't put yourself at unnecessary risk of harm.
- Be aware of, and follow all safety rules/ regulations and safe work practices.

- Make sure your work place (i.e. truck) is clean and tidy at all times.
- Look for hazards in your workplace, and do something about it, if you can't, report them to your superior.
- Be fit for duty when you arrive at work, without being affected by drugs, medications, fatigue or other influences.
- Don't stand by if something is not safe, speak out.
- Report all injuries and incidents.
- If it can't be done without injury - it can't be done at all.

1.59 Pre-Start Checks

All tools and/or equipment will be inspected and checked prior to use by the operator. The tools and equipment will be checked to ensure they are not faulty or unsafe to use. Any tools or equipment found to be unsafe are to be tagged out of service immediately and reported to the supervisor. The Site Supervisor will action repairs or replacement, as necessary and where required.

1.60 Take 5

Take 5 is a personal hazard identification tool designed to be used before any task and dynamically during the shift. All persons must attend Take 5 training as part of the induction program.

1.61 Reporting and Investigation

All incidents must be reported and investigated in accordance with the Incident Reporting guidance set out in this document. This include:

- near hits
- injuries
- environmental impacts
- loss of loads
- damage to assets
- security breaches or threats

1.62 Site Inspections

Inspections of the workplace must occur to ensure hazards are identified and controls are put in place to reduce the risk of injury. Quarterly site inspections are conducted by the Site Supervisor(s) to identify compliance levels with legislative health and safety standards.

The Workplace Inspection Checklist must be used for inspections.

1.63 Spills

Spill kits, where supplied and required, are not to be used as rubbish bins and clear access to the spill kits is required at all times. If any products are used they are to be replaced as soon as practical.

SPILL RESPONSE PLAN

- If possible stop or control the leak
- Raise the alarm
- Isolate all ignition sources in the area of the spill
- Identify product – refer MSDS
- Approach with caution, ensure correct PPE

- Contain spill
- Report incident
- Clean up
- Investigate

Document Development and Review Records

Document Development and Review Records		
Action	Who	Date
Development of WHSMP	Christine Hartwell	06/01/2019
Review and business name change	Angela Smith	18/02/2020
Review and update	Angela Smith	13/01/2021