

Introduction to Work Health & Safety



Objectives

The objective of this guide is to provide a central informative guide to safety in Queensland's state-owned native forests by:

- Identifying key legislation
- Identifying contractual requirements
- Identifying key definitions:
 - PCBU
 - Reasonably practicable
 - Duty of care
 - Worker
- Explain a Safety Management System
- Introduce supporting safety instruments including
 - Risk management
 - Safe work method statements (SWMS)
 - Site Specific Safety Plan (SSSP)
 - Incident report forms and
 - Investigations.

Legislation

This guide draws on key information from:

- *Queensland Work Health and Safety Act 2011*
- *Queensland Work Health and Safety Regulation 2011*
- *Queensland Forest Harvesting Code of Practice 2007*
- *How to Manage Work Health and Safety Risks Code Of Practice 2021*

The following legislative documents identify key relevant work, health and safety information and will require further investigation:

- *Transport Operations (Road Use Management) Act 1995*
- *Heavy Vehicle National Law Act 2012*
- *Fire And Rescue Service Act 1990*
- *Agricultural Chemicals Distribution Control Act 1966*
- *National Forestry Log Haulage Industry Code of Practice*



Queensland WHS Legislation

The *Work Health and Safety Act 2011* (WHS Act) is the core safety management document in Queensland.

The WHS Act provides a framework to protect the health, safety, and welfare of all workers, and others affected by the work undertaken- including workers, sub-contractors, and the public.

The *Work, Health, and Safety Regulation 2011* sets the requirements under the WHS Act.

The WHS Act and WHS Regulation apply to all persons conducting business or undertaking (PCBU) for all forestry operations on all land tenures.

The WHS Act is supported by the Regulations and various Codes of Practices, Australian Standards, work instructions and guides, aimed at providing practical guidance on achieving WHS compliance.

Code of Practices are approved (under section 274) of the WHS Act - setting the minimum standard to comply under the WHS, unless a higher technical or industry standard is met.

PCBUs are required to align their business with WHS policies, procedures, and other administrative instruments as identified and embedded within a Safety Management System, to comply consistently with the WHS legislation.



**SAFETY IS EVERYONE'S
RESPONSIBILITY**

Key WHS Definitions

“Person Conducting Business or Undertaking (PCBU)”

As identified in the WHS Act, two meanings of PCBU are:

- (a) whether the person conducts the business or undertaking alone or with others; and
- (b) whether or not the business or undertaking is conducted for profit or gain

Note: Refer to the WHS Act for full list.

“Reasonably Practicable”

As identified in the WHS Act, *reasonably practicable* in summary means - to ensure health and safety was and is implemented, taking into account:

- The likelihood of hazard, or risk
- The extent of the hazard, or risk
- What the person concerned knows, or should reasonably know
- The availability and suitability of ways to eliminate or minimise the risk.

“Primary Duty of Care”

As identified in the WHS Act, *Duty of Care* in summary means:

- A PCBU must ensure as reasonably practical the health and safety workers engaged, directed or influenced
- A PCBU must ensure as reasonably practical that persons are not put at risk
- A PCBU must ensure as reasonably practical that a range of factors is ensured, including provision and maintenance of safe plant, systems, facilities, information. Refer to The WHS act for a full list.

“Worker”

Previously known as ‘employee’. The term *worker* includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, students and volunteers.

The Forest Harvesting Code of Practice 2007

The Forest Harvesting Code of Practice (2007) [FHCoP] is the core safety management document for native forest operations in Queensland.

The FHCoP refers to operational schedules, providing information and controls for:

- Harvesting operations safety
 - Felling, extraction, loading, cable operations
- Safe transport
- General WHS
- Instructions for working near utilities
- Identify training requirements
- Prescribing PPE in line with Australian Standards
- Manual task use
- Chemical use
- Fatigue management
- Heat stress management
- Accidents and incident reporting

The FHCoP refers to key schedules from the WHS Act and other relevant legislation. Further, the FHCoP identifies specific actions that the PCBU and worker must ensure occurs during operations.

Contractual Documents

Sales Permit

The Sales Permit identifies that YOU must comply with the *Work Health and Safety Act 2011*, and conduct operations in accordance with the FHCoP.

The Sales Permit outlines YOUR obligations and safety conditions including provisions on:

- Plant and machinery use
- PPE requirements
- Accident and hazard reporting
- Mandatory training and accreditations
- Operations must be conducted in accordance with Safety Management Systems (such as Australian Standards)

Permittees may be subject to independent safety audits on their Safety Management Systems.

Operational Harvesting Plan (OHP)

The OHP includes:

- Schedule of safety conditions (from the Sales Permit)
- Identifies a range of information and any known safety information on:
 - Risks and hazards
 - Emergency meeting points
 - GPS coordinates
 - Haulage routes
 - Site specific hazards

Safety Instruments

Safety instruments (including procedures, guides, resources, materials, tools) assist in implementing work, health and safety (WHS) requirements in the forestry industry.

A Safety Management System (SMS) is an overarching and integrated system for managing WHS (see WHS Act and Regulations).

A range of safety instruments are embedded within a SMS:

- Risk Management Process
- Emergency Response Plan
- Site Specific Safety Plan
- Safe Work Method Statements
- Incident Reports
- Investigations

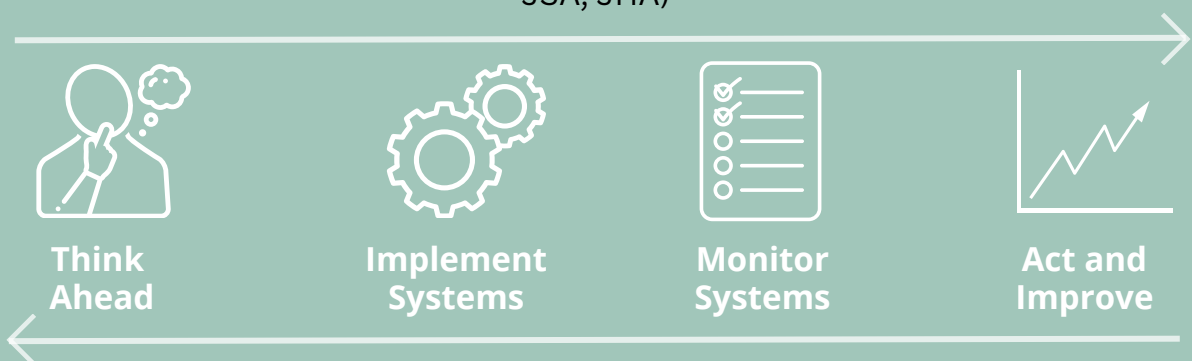
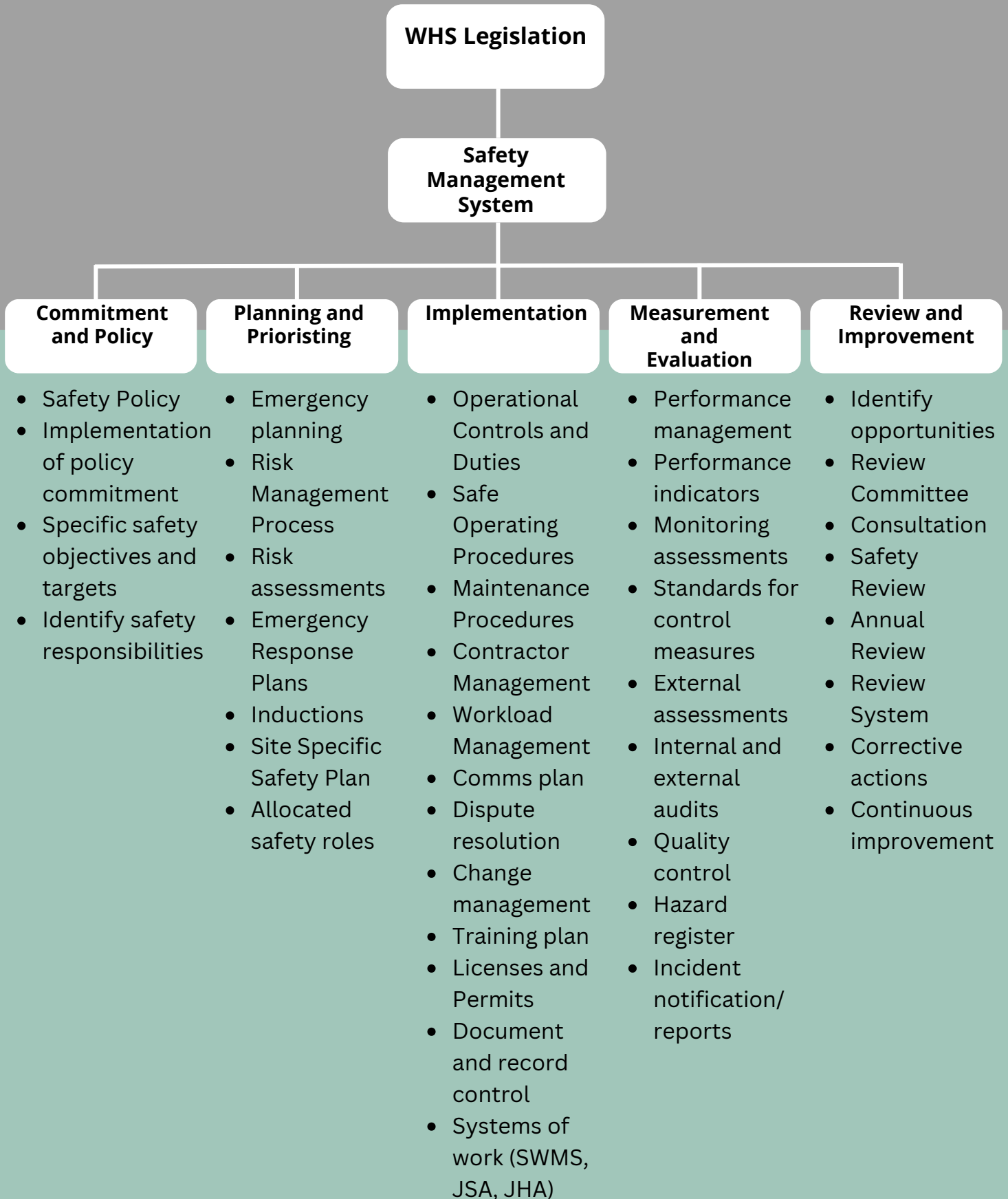
A SMS should be developed individually and tailored to suit specific businesses.

The listed instruments within the below SMS have been adopted from:

- Australian Standards
- Safe Work Australia
 - Forestry Operations Guidance
 - Safety Management Systems

Note: This is not a full list, however does include vital safety instruments to be adopted within the Permittees SMS.

Example Safety Management System



Benefits of Using Safety Instruments

- Compliance with legislation
- Improve individual and organisational safety
- Consistent approach to safety for all
- Demonstrate 'due diligence'
- Verify systems and procedures
- Demonstrate and prove commitment to a safe work environment
- Working towards ensuring everyone is safe!

Introduced are six safety instruments that should be implemented during forestry operations*.

Risk Management Process

Risk management is a key component of WHS - demonstrated by any person through a step-by-step process.



Emergency Response Plan

An emergency plan or emergency response plan is a set of instructions that outlines what workers and others in the workplace should do in an emergency:

- Response methods
- Evacuation procedure
- Emergency notification (Triple '0')
- Medical treatment and assistance
- Communication protocols
- Emergency procedures and
- Information, training and instruction.

**Timber Queensland aims to develop and/or refer to forestry relevant safety instruments, for native forestry PCBU's to implement.*

Safe Work Method Statements (SWMS)

SWMS describes the activity, the resources required, assesses and identifies hazards and controls, and systematically plans the work. A SWMS may be prepared and used for forest operation work activities that are carried out on a regular basis, however should be reviewed prior to commencing work.

Site Specific Safety Plans (SSSP)

A SSSP identifies and lists potential hazards exclusive to a particular site. Once the hazard is identified, suitable controls are recorded and this can be continually updated throughout the duration of the task.

A SSSP can also include key safety information including emergency evacuation information, first aid locations, PPE requirements and phone reception locations.

Incident Notifications/Reports

A PCBU must notify their WHS regulator of certain serious incidents at work, referred to as 'notifiable incidents'. This is a mandatory requirement under WHS legislation.

A 'notifiable incident' is:

- The death of a person
- A 'serious injury or illness', or
- A 'dangerous incident'

Arising out of the conduct of a business or undertaking at a workplace.

Other incident notifications/reports may need to be reported to the PCBU, depending on the event.

Investigation Report

An investigation report may occur when an incident or near miss occurs. The aim of this is to prevent future risks and incidents/near misses.

This report includes background details, information, discussion (cause/potential cause) and recommendations.

Free tools and resources

The Queensland Government has a range of tools and documents available for download:

Your Commitment

- A guide to understanding work health and safety responsibilities
- Safety fundamentals WHS action plan
- Training record register
- Hazard/incident report
- WHS induction checklist
- 'If you are injured at work' poster
- Template WHS policy
- 'Safety leadership in small business' fact sheet

Consultation

- Consultation, representation and participation
- Safety fundamentals WHS action plan
- Toolbox talk record

Managing Risks

- Common hazards and how to control them
- Risk register and management plan
- Mentally healthy workplaces
- Hazardous manual tasks risk management worksheet
- Safety fundamentals WHS action plan
- Hazard/incident report
- Training record register
- Risk assessment template

Reporting

- Hazard/Incident Report
- Safety Fundamentals WHS Action Plan
- Injury at work procedure template
- How to make a claim & report an incident

Worker Capability

- WHS induction checklist
- A guide to understanding work health and safety responsibilities

Safe Working Environment

- Hazardous chemical register
- Hazardous chemicals
- First aid and emergency plans

Training

- Safety fundamentals workshops

Other templates include:

- Work Health and Safety Policy template
- Safe Work Procedure template
- Training record template
- Risk Management
- Hazard ID tool
- Record staff toolbox
- WHS safety policy template
- Process for developing SWP
- Risk management plan for multiple hazards
- Policy and statement template

Useful Websites:

- *Safety Fundamentals Toolkit*
<https://www.worksafe.qld.gov.au/safety-fundamentals/home>
- *WorkSafe Tools*
https://www.worksafe.qld.gov.au/resources/tools?query=&sort=metaindustryCount&sort=metaindustryCount&sort=metaindustryCount&sort=metaindustryCount&sort=metaindustryCount&sort=metaindustryCount&sort=metaindustryCount&sort=metaindustryCount&sort=metaindustryCount&sort=metaindustryCount&f.industry%7Cindustry=agriculture%2C-forestry-and-fishing&start_rank=109

Acknowledgments

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Disclaimer

Information provided in this document is for general guidance only, it does not replace Commonwealth and State Government legislation. This guide is based around Safe Work Australia information. This field guide has been developed for Queensland state forests, however some of the information and controls may assist private native forestry operations to meet legal obligations.