

Week #3: SMS Element 1- Management commitment & WHS Policy & The regulatory framework

- We cannot have a safe organisation without Safety Culture and Safety Management System
- Overall system:
 - Commitment & Policy 1
 - Planning 2
 - Implementation 3
 - Measurement and evaluation 4
 - Review and improvement 5

- “Walk the talk”- managers need to lead by example to be successful.

Leadership commitment:

- Initial HS Review:
 - 1. Identify WHS legislation/regulations/requirements
 - 2. Identify hazards/risks
 - 3. Review current WHS resources
 - 4. Identify gaps
- Requires: determining current WHS positions, allocating resources- (budget responsibility, authority, accountability), enacting decisions & assessing performance, clear HS values & policies.

WHS Policy:

- Serves to: Inform/confirm that the company has WHS as an integral part of its operations.
- Should: clearly set out the overall WHS objectives
 - Indicate ongoing improvement
 - Be authorised by senior management
 - Be appropriate & be documented
 - Include commitment to establish measurable objectives
 - State compliance
 - Be available to all

Regulatory framework:

- Safe Work Australia:
 - Coordinate & develop national vision & strategy for workplace safety
 - Assisting in the implementation
 - Undertaking research
- Act: Work, Health and Safety Act 2011



-Workers compensation regulations NSW

-Cannot be penalised for breaching a code of practice, like you can with Act or Regulations

-Not legally enforceable

- WHS Act 2011: The commonwealth & each state and territory government agreed to harmonise WHS laws.
- Harmonisation- aimed for greater consistency, clarity and certainty across Australia. Also, ease in understanding and managing WHS requirement. Helps streamline national economy.
 - Cth, QLD, NSW, NT, ACT enacted the act from 1 Jan12
 - SA & Tas enacted it 1 Jan13
 - WA considering the bill
 - VIC not yet introduced- lowest WHS standards in Australia
- Administering the legislation:

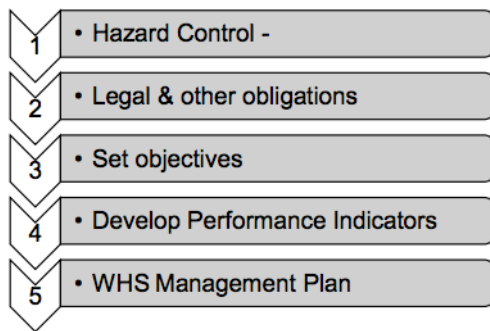
- There is no one national regulator as there are still Vic and WA that have not enacted this harmonisation.
- Safe Work NSW
- Compliance & Enforcement:
 - Sanctions
 - Major discrepancies between fines/sanctions- e.g. fatality- only 90K fine, yet a minor electric shock= 1M
 - Direct compliance
 - Encourage & Assist compliance
- Key elements of the act:
 - Duty of care
 - Meaning of worker
 - Cooperate with other businesses
 - Consult with workers
 - Upstream duties
 - Union right of entry
 - Due diligence
- Worker obligations:
 - Take reasonable care for on HS
 - Take reasonable care that actions do not affect HS of others
 - Comply with reasonable HS instructions, which allow the PCBU to comply with the law
 - Cooperate with reasonable HS policy/procedure, which has been notified to workers

Week #4: Element 2: Planning & Risk management:

- An organisation should PLAN to fulfil its WHS policies objectives, targets.

- Focus of planning is to achieve the WHS goals.

5 stages:



1. Hazard control & Risk assessment: Identify hazards, perform risk assessment and perform hazard/risk control.
2. Legal & Other requirement: Activity specific regulations, specific to the product/service, specific to industry.
3. Objectives/Targets: Formalise what you want to achieve.
4. Performance indicators: Measurable WHS performance indicators.

Leading → Behaviour Hazard ID, Near miss. E.g. Input performance: Objective: all new employees undertake WHS induction training

Target: Training complete within 1-week of commencement

Indicator % new hires completing WHS induction training in the first week of employment

Lagging → First aid, recordable medical treatment, LTI E.g. Objective- eliminate forklift injuries.

Target- zero forklift injuries for the year

Indicator = % injuries associated with forklifts. (lag indicator as it is after the fact)

5. WHS Management plans: Specify how WHS objectives & targets will be achieved. Designate responsibility and ensure the plans outline the means & timeframe to achieve the WHS goals.

- Purpose of the planning phase of SMS- the process to meet our objective
 - To set in motion the procedures that stop lag indicators from coming to fruition

Risk management: The activity of monitoring, assessing and alleviating risk.

- Stage 1 of Planning process is devoted to ensuring a business has appropriate system in place around RM.
- Regulatory requirements:
 - WHS regulation 2011 states that an organisation must have RM
 - WorkCover NSW Code of Practice: 'how to manage work health and safety risks'.

Risk management process:

- Hazard v Risk: Stress is the risk due to the hazard of poor management, understaffing etc.
 - Step 1- identify- by checking the physical work environment, equipment, materials & substances used, work tasks and how they're performed.
 - Step 2- Assess- Determine severity of harm → how harm may occur → how likely the harm is to occur
 - Step 3- Control risks- most important step, involved eliminating the risk as far as reasonably practicable. WHS regulations require duty holders to work through hierarchy of controls.
 - 1- eliminate
 - 2- substitute, isolate and engineer
 - 3- administration, PPE.
 - Step 4- Review control measures- under the regulations, you must review control measures if:
 - Control measure isn't effective
 - Workplace change
 - Identification of new hazard or risk
 - Consultation
 - Request by HS representative

