Document Templates

- WHS Induction
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WHS Induction

Whenever you hire new workers, it's important that you incorporate safety into their induction to the worksite – before they start their job.

Whenever you hire new workers, it's important that you incorporate safety into their induction to the worksite – before they start their job. Not only will this help them understand how to do their work safely, it will let them know that you take safety seriously.

Use a checklist to make the induction easier and more thorough. Keep the checklist on file as a record of employee training.

Induction topics need to include:

- rights and responsibilities
- workplace hazards
- safe work procedures.

Read more at the SafeWork NSW website - click here

> A list of templates and relevant documents can be found under "Attachments" on the side of this page.

Emergency Plans

It is a legal requirement that all workplaces have an emergency plan.

No one can predict when an emergency is going to take place. Emergency situations may arise due to a fire, explosion, chemical spill, medical emergency, natural disaster, bomb threat or violence. Your plans will help staff and visitors in any type of emergency.

Having a **pre-prepared plan** is the best way to respond to an emergency before it happens. Your plans will help workers and visitors in the event of an emergency.

A **work-related emergency** could be any event that endangers workers, visitors or members of the general public, causes damage or disrupts workplace operations.

Read more at the SafeWork NSW website - click here

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Incident Reporting

If there is a serious injury or illness, a death or a dangerous incident, you must report it to us immediately on 13 10 50 as an urgent investigation may be needed.

You must take care not to disturb the incident scene until an inspector arrives at the site, or until direction is given by an inspector. You can help an injured person and ensure safety of the site.

Incidents can be notified 24 hours a day, 7 days a week by calling 13 10 50.

You must also:

- provide first aid and make sure the worker gets the right care
- record it in the register of injuries
- notify your insurer within 48 hours.

Please note that your responsibility to not disturb the incident scene does not prevent any action to:

- assist an injured person
- remove a deceased person
- make the site safe
- assist with a police investigation, if directed
- comply with an inspector request.

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Manual Handling

Hazardous manual tasks can be harmful to workers' health and safety. Workplaces must put in place measures to protect workers from injuries and diseases.

Manual tasks, also known as manual handling, involve using your body to lift, lower, push, pull, carry, or otherwise move, hold, or restrain any person, animal, or thing. Manual tasks cover a wide range of activities, including:

- pushing and pulling
- lifting and lowering
- carrying and restraining.

Examples of manual tasks include:

- stacking shelves
- working on a conveyor line
- entering data into a computer.

Read more at the SafeWork NSW website - click here

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Risk Management

Employers or businesses, or anyone who falls under the definition of a ‘person conducting a business or undertaking’ (a PCBU), has legal obligations under work health and safety laws.

1. identify hazards in the workplace
2. assess the risk those hazards create
3. then eliminate or minimise them as much as possible.

An employer and/or PCBU has a legal duty eliminate or minimise risks to health and safety of workers at work in their business or undertaking.

The person with management or control of a workplace also has a legal duty to make sure, so far as is reasonably practicable, that there are no health and safety risks to anyone working in or visiting the workplace. This includes when people are entering or exiting the workplace. It generally does not include residences, unless the residence is occupied for the purpose of conducting a business.

A workplace can include a vehicle, vessel, aircraft, mobile structure or any installation on water that a worker might be at while at work.

Read more at the SafeWork NSW website - click here

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SWMS - Safe Work Method Statement

A safe work method statement (SWMS) is a safety planning document that must be developed for work that is considered high risk construction work under the Work Health and Safety (WHS) Regulation 2017.

A SWMS must be site-specific and made available to workers, supervisors and any other persons at the workplace, so they can understand the hazards, risks and safety controls that must be used to keep workers and others safe.

A SWMS is intended to be a simple safe system planning and implementation tool, used by supervisors and workers to stay safe on construction sites when undertaking high risk construction work.

Read more at the SafeWork NSW website - click here

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Toolbox Talks

Effective safety communication always begins with your message. The message is the safety information you want to transfer to your workforce, irrespective of their job role. Clear safety messages:

ENSURES all workers are aware of the identified safety hazards, and know what to do to overcome them.

CREATES trust between workers that safety hazards can be identified and fixed.

REMINDS workers that there are safe ways of doing work, and to watch for safety hazards.

Read more at the SafeWork NSW website - click here

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Training Records

Training should be consistent with the manufacturer’s recommendations and may include:

- operators who control and operate amusement devices,
- attendants working under the supervision of the operator and who assist and guide patrons
- maintenance personnel
- competent persons carrying out inspections and testing.

The supplier should have a register of all the people who have received training, the date when the training was conducted and the type of training that was conducted.

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