

# Workplace Health and Safety Management Plan

ABN: 22 154 073 140

ACN: 154 073 140



**dpc**

## Workplace Health & Safety Policy

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**DRAC Mechanical** values a healthy and safe work environment and promotes a Zero Harm attitude in an endeavor to stimulate and positively support all people to achieve outcomes in a safe manner while contributing to operational effectiveness and business sustainability.

**DRAC Mechanical** recognises its moral and legal responsibility to provide and maintain a safe and healthy work environment for employees, contractors and visitors, ensuring that the business operations do not place any person at risk of injury and/or illness.

**DRAC Mechanical** is committed to providing a high standard of Health and Safety performance that is based on a continual improvement process and best practice principles with an objective of achieving a reduction or elimination of injuries and illness'.

### **DRAC Mechanical is committed to the following:**

- Establishing a commitment to leading by example.
- Working in a safe manner as a key part of business strategy.
- Meeting all legal requirements as a minimum, taking into account, Codes of Practice, Australian & New Zealand Standards when a specific law is not defined.
- Providing written procedures and instructions that will ensure safe plant and systems of work.
- Providing training, information, instruction and supervision to employees, contractors & visitors to ensure their safety.
- Adopting a systematic continuous improvement process that responds to incidents and accidents promptly in an effort to identify and eliminate risks in the work place.
- Ensuring that Health and Safety best practice is integrated into operational procedures and training to ensure that all work tasks are completed safely and without risk to others.
- Ensuring that Personal Protective Equipment (PPE) is used where applicable and maintained appropriately.
- Holding all managers accountable for Health and Safety Performance within their delegated level of responsibility to ensure that Health and Safety objectives and targets are met.
- Ensuring that all employees adopt a duty of care attitude to work in a safe manner, report all hazards/incidents and to correctly follow a safe system of work.
- Consultation and communication with all employees on all Health and Safety matters driven by a Health and Safety consultative committee.
- Continual support to injured/ill workers to ensure an early return to work.
- Providing appropriate assistance to all people at **DRAC Mechanical** to facilitate the implementation of this policy.

The principles in this policy are applicable to operations and functions at all **DRAC Mechanical** sites and locations.

Policy Authorised By: *Chris Dracoulas*

Signed: \_\_\_\_\_  


Date: 9<sup>th</sup> April 2018.

## Return to Work Policy

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**DRAC Mechanical** will actively participate in establishing a healthy and safe work environment and is committed to assisting employees achieve a safe and affective return to work in a manner that will facilitate their best possible recovery. In keeping with best practice injury management, DRAC Mechanical will focus on early intervention; active case management and outcomes based rehabilitation to enable optimal return to work.

The Rehabilitation and Return to Work process is a workplace program that assists injured and/or ill DRAC Mechanical employees to return to work as quickly and safely as possible. Occupational rehabilitation aims to provide an early and safe return to work for employees suffering from work-related injury or illness by using the workplace itself as a vital part of the rehabilitation process.

**DRAC Mechanical** aims to manage the process of rehabilitation by assisting those employees injured at work to recover and return to work. DRAC Mechanical aims to:

- Facilitate a return to work for employees who are injured or ill at work as soon as possible
- Provide information to assist an injured and/or ill employee to return to work
- Determine the needs of the injured and/or ill employee by liaising with the employee, the nominated treating doctor/physio, our workcover insurance provider and other relevant team members
- Provide early access to rehabilitation services, for example accredited workplace rehabilitation providers where required
- Develop and implement the injured and/or ill employee's return to work plan in conjunction with the employee, our workcover insurance provider, the nominated treating doctor/physiotherapist and any workplace rehabilitation provider;
- Provide suitable alternative duties for an injured and/or ill employee as an integral part of the rehabilitation and return to work process
- Consult with employees and where applicable any employee representatives, to assist the rehabilitation and return to work process to operate effectively
- Provide employees with information about workers compensation claims, DRAC Mechanical's preferred treating doctor/physio and accredited workplace rehabilitation provider
- Maintain records of injury management and return to work statistics and develop responses to continually improve DRAC Mechanical's health and safety management systems and return to work processes
- Advise injured and/or ill employees of their participation roles and responsibilities so far as return to work is concerned and the effects of non-compliance
- Complete workers compensation forms where required

The principles in this policy are applicable to operations and functions at all DRAC Mechanical sites and locations.

|                                   |                            |
|-----------------------------------|----------------------------|
| <b>Return to Work Coordinator</b> | Peter Rogers: 0401 885 042 |
|-----------------------------------|----------------------------|

Policy Authorised By: *Chris Dracoulas*

Signed: \_\_\_\_\_



Date: 9<sup>th</sup> April 2018.

## Workplace Behaviors Policy

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**DRAC Mechanical** is committed to ensuring high expectations of employees, contractors, customers and visitors behaviour during time spent in the work environment or engaged in workplace contact with other employees, contractors, customers and visitors.

### Objective and Scope

The objective of this policy is to provide a set of guidelines and behavioural expectations for all employees and contractors at DRAC Mechanical. This policy will provide a guide to acceptable conduct in relation to personal contact and communication in the work environment.

### Respect

Respect personal differences with regard to, national origin, colour, ethnic origin and religious beliefs or activity. Treat others the way you would like to be treated.

### Courtesy

Remember to use manners, acknowledge others, listen to others and be open to different ideas. Do that little extra to assist others. Be aware of the workload of others. Respond promptly to requests from others.

### Recognition

Give recognition for a job well done. Emphasise success rather than failure. People tend to miss the positives if they are busily searching for the negatives. Recognition does not always have to come from above; it can be given from any level of the business.

### Effective Communication

You are at least 50% responsible for any communication between you another person, and you are 100% responsible for your 50%. Communication is the transfer of information from one source to another so that the information is received with the same intent with which it was meant.

### Teamwork

Teamwork is Cooperation between members of a group, which allows normal average people to achieve amazing results. A Team is a group of people working together for a common purpose.

### Setting the Example

Live by the same rules you expect other people with whom you work to adhere to. Attitudes, standards, values and behaviours are contagious. Ensure your examples are up to an acceptable standard, and be resistant to a lower level of standard

### Core Values and Behaviours

\* Honesty \*Courtesy \* Keeping Promises \* Taking Ownership \* Listening \*Respecting

The principles in this policy are applicable to operations and functions at all DRAC Mechanical sites and locations.

Policy Authorised By: *Chris Dracoulas*

Signed:  \_\_\_\_\_.

Date: 9<sup>th</sup> April 2018.

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## 1. Introduction

DRAC Mechanical are highly regarded power generation industry professionals with experience in all facets of standby power generation operating across Australia. Our skilled team of designers and welders are able to turn your conception into a reality.

## 2. Scope:

This WHS&E Management Plan applies to all DRAC Mechanical employees, contractors and other persons at risk from work carried out at DRAC Mechanical work sites and locations and failure to comply with the requirements of this manual may result in disciplinary action.

## 3. Process:

The purpose of the WHS&E Management Plan is to establish and maintain an affective health and safety management system. DRAC Mechanical is committed to implementing a structured approach to occupational health and safety in order to achieve a consistently high standard of safety performance.

## 4. Legal Compliance

Information contained in this manual apply to all employees, contractors and visitors while they are present in any building, facility or grounds owned, occupied or managed by DRAC Mechanical irrespective of their employment relationship with the business.

These policies and procedures have been designed to work in conjunction with the legal requirements of the business operations in multiple jurisdictions across Victoria and Australia.

The content of this Occupational Health and Safety Manual has been aligned with key elements from:

### 4.1 Victoria:

- Occupational Health and Safety Act (Victoria) 2004
- Occupational Health and Safety Regulations (Victoria) 2007

### 4.2 Western Australia:

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996

### 4.3 All other States:

- Workplace Health and Safety Act 2011
- Workplace Health and Safety Regulations 2011

### 4.4 Other Applicable Legislation:

- Accident Compensation Act 1996
- Mines Act 1958
- Environmental Protection Act 1970
- Relevant approved Codes of Practice
- Prevention of Falls in General Construction – Compliance Code 2008

#### 4.5 Key Australian Standards

AS 4024.1-2006 Series Safety of Machinery  
AS 1470-1986 Health and Safety at Work  
AS/NZS 4801:2001 Occupational Health and Safety Management Systems  
AS/NZS 3760:2010 In Service Safety Inspection and Testing of Electrical Equipment  
AS/NZS 4360:2004 Risk Management  
AS/NZS ISO 9001:2008 Quality Management Systems  
AS/NZS ISO 14004:2004 Environmental Management Systems

#### 4.6 Identification of Legislative and Legal Information

DRAC Mechanical's legislative, legal and other identified requirements are sourced via the following processes;

- Worksafe Alerts: It is a responsibility of DRAC Mechanical to monitor the Worksafe website for important updates and alerts. These alerts advise DRAC Mechanical of any legal changes/updates that may be applicable to the business and its various departments and locations.

#### 4.7 Access to Legal and Other Information

DRAC Mechanical can access legal and other relevant documentation via the following avenues;

- Worksafe Victoria: The home page has a Laws and Regulations tab that can be accessed to view various publications of laws and legislation.
- The Worksafe website also allows the download of various codes of practice and guidance notes to assist members of the business to better understand our legal and moral responsibilities.

#### 4.8 Changes and/or updates

DRAC Mechanical has the primary responsibility in notifying the business of any legal, legislative or other relevant changes that may affect the Safety Management of DRAC Mechanical.

It is a requirement that the business reviews its operations annually to ensure that they fall in line with any announced changes.

### 5. Our Commitment to Quality

Strength through service is the driving ethos of DRAC Mechanical.

To ensure the highest standard of customer service, we are committed to providing quality service and support. Customers can be assured that all our equipment is regularly serviced and maintained by our professional workshop staff. Our staff are highly proficient and fully understand the capability of each item of plant and equipment.

To ensure on-the-ground service and support, DRAC Mechanical has 24 call out support staff who are available to provide service when you need it.

## 6. Policy Position

DRAC Mechanical places the highest value on protecting the health and safety of its employees and the environment. Further, DRAC Mechanical believes it is the right of each employee, contractor and visitor who attends a DRAC Mechanical work site to leave that site free of injury or work related illness.

DRAC Mechanical is committed to the principle that all occupational injury and illness is preventable and is therefore committed to creating and maintaining an Incident and Injury Free (IIF) workplace.

DRAC Mechanical will accomplish these outcomes through the disciplined application of our Work, Health, Safety and Environment Management System (WHS&E), which focuses on 'Leadership Accountability' and 'Management System Processes'.

DRAC Mechanical believes that a WHS&E System that is functioning correctly, will help to deliver long-term cost efficiencies through the prevention of work related injury and illness.

## 7. Work, Health, Safety & Environmental Management System (WHS&E) Overview

DRAC Mechanical's commitment to provide a safe and healthy work environment is underpinned by comprehensive Work, Health, Safety & Environment (WHS&E) Policy and Management Standards. These policies and management standards are based on the principles and closely aligned to ISO 4801 Standards. The objectives of the WHS&E Policy and Management Standards are to:

- Provide a risk-based WHS&E framework that is consistent with DRAC Mechanical's Risk Management Policy
- Set out and formalise the expectations for progressive development and implementation of WHS&E at all levels of DRAC Mechanical.
- Drive continual improvement towards leading industry practice.

DRAC Mechanical's WHS&E Policy and Management Standards are based on the principles as contained within AS/NZ 4801:2001. DRAC Mechanical's WHS&E Policy and Management Standards are the foundation of the organisation's management systems, which are designed to ensure that the organisation achieves its workplace health, safety and environmental goals and meets its legal and moral obligations.



## 8. DRAC Mechanical Safety Management System

DRAC Mechanical is managed by Chris Dracoulas to implement all aspects of the company Work, Health, Safety and Environmental Policy.

A comprehensive Incident & Hazard Reporting database is used to aid in complying with the policy.

This Safety Management Plan applies to the operation of DRAC Mechanical and encompasses the purchase, operation and maintenance of equipment in its workshop, on the road and on customer's sites.

## 9. Safety Management Plan, Training and Audit

DRAC Mechanical's Managers and / or Health and Safety Representative shall manage WHSE performance by:

- Inducting its workforce to ensure that they have a thorough understanding of the requirements of the Safety Management System Plan.
- Maintaining, reviewing and amending; as required, the Safety Management System.
- Ensuring that the Safety Incident & Hazard database is used and maintained.
- Monitoring compliance with the Safety Management Plan
- Conducting initial workplace inspections followed by weekly reviews to the end of a contract.

DRAC Mechanical shall update the Safety Management Plan from time to time to achieve continuous improvement and in response to changes in: Best Practice, processes, legislation, DM policies, procedures and standards.

## 10. Reporting

DRAC Mechanical shall communicate the following in routine reports to its workforce:

- Safety Information and Incident Reports
- Information required by law

## 11. Registers and Records

Registers and records to be kept and maintained shall be, but are not limited to:

Hazard Register  
Incident Register  
Risk Register  
Hazardous Substance Register  
Incident Reports

Incident/Accident Investigations  
Induction Records  
Training Records

## 12. Key Performance Indicators and Standards

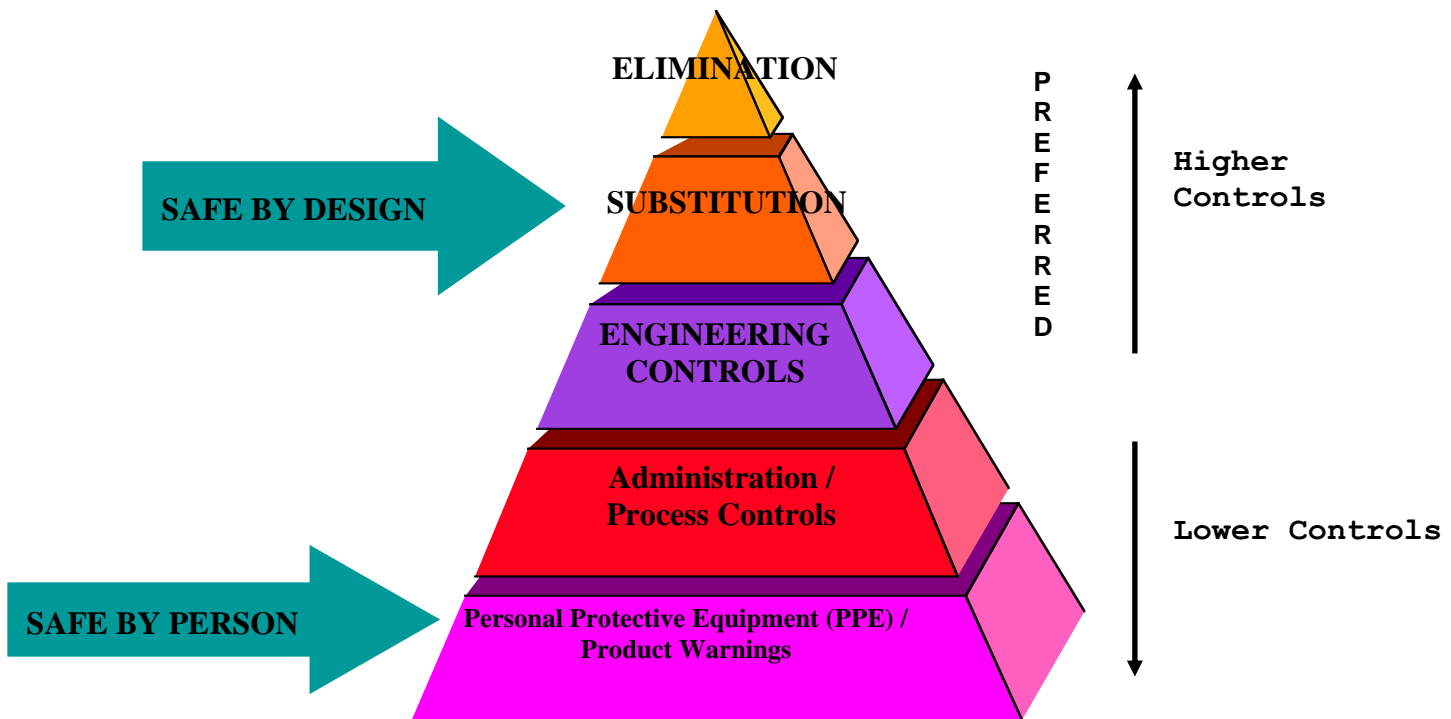
DRAC Mechanical's safety goals are derived from the company Health and Safety Policy and in consultation with the management team. Execution of this plan aims to achieve these goals.

## 13. Safety Goals

DRAC Mechanical's operation goal is to complete all activities in a professional manner without disease, serious incident, injury or loss. The sub goals are defined as follows:

- Identify all major hazards
- Eliminate or negate hazards
- Prevent the realisation of hazards
- Prevent the escalation of incident event
- Minimise exposure of personnel to hazards
- Eliminate or reduce the risks to personnel to as Low as Reasonably Practicable (ALARP)

## Hierarchy of Hazard/Risk Control



#### 14. Performance Indicators and Targets

Performance Indicators will be used to provide measures to monitor the effectiveness of the overall safety performance of the operation. Table 1 provides the minimum operations safety targets and performance indicators. Each site will set their own targets and performance against identified targets will be tracked, measured and reported to management monthly by the Manager / Supervisor and /or WHS&E Officer.

#### OPERATIONS KEY PERFORMANCE INDICATORS

| Indicator | Item   | Performance Measure                                   | Performance Target                                      |
|-----------|--|---|---|
| Lead.     | Company Induction Process  | Personnel induction register                          | 100 % of employees                                      |
|           | Monthly safety meetings  | Monthly safety meeting minutes                        | 100% of Monthly safety meetings                         |
|           | JSA's  | JSA Reports   | 100% of activities requiring JSA's                      |
|           | Toolbox meetings   | Toolbox meeting minutes                               | 100% of Monthly toolbox meetings                        |
|           | Pre-start meetings   | Pre-start meeting minutes                             | 100% of pre-start meetings                              |
|           | Emergency Drills and Exercises   | 1 Drills and Exercises conducted per year             | 100% of Drills and Exercises                            |
|           | Hazard Reports   | Hazard report close out                               | 100% close out of all hazard reports                    |
|           | Incident Reports   | Incident report close out                             | 100% close out of all incident reports                  |
|           | Near Miss Reports  | Number of Near Miss reports closed out.               | 100% of near misses reported, investigated and resolved |
|           | Audits   | Audit reports completed                               | 100% as per audit plan                                  |
| Indicator | Item   | Performance Measure                                   | Performance Target                                      |
| Lag.      | Fatalities   | Number reported fatalities                            | 0 fatalities  |
|           | Lost Time Injuries   | Number reported lost time injuries/LTFR               | 0 lost time injuries                                    |
|           | Medical Treatment Injuries   | Number of reported medical treatment injuries /MTIFR  | 0 medical treated injuries                              |
|           | First Aid Treated Injuries (i.e. can be treated by a Senior First Aider) | Number of reported first aid treatment injuries/FATFR | 0 first aid treatment injuries                          |

## DM WHSE MANAGEMENT STANDARDS

### 15. STANDARD 1 – Leadership and Accountability

Note: \*For additional information see Appendix A and B below.

Key Elements:

- The Director, Chris Dracoulas is responsible for overall management and supervision of risk and HSE matters.
- Ensure that the HSE roles and responsibilities of workers are defined, documented, communicated, kept up to date, understood and applied.
- Set in place systems that recognise, reinforce and reward HSE innovation, initiatives, desired behaviors and achievements, and make clear the consequences of inappropriate conduct.
- Ensure that workers have the right and responsibility to stop or refuse to work in situations that may cause harm or injury, and to immediately bring these situations to the notice of management and to those at imminent risk.
- Comply with legal, and other requirements through the implementation of documented procedures that ensure communication of specific requirements, periodic assessment and review, record keeping and reporting both upwards and downwards.
- Maintain the currency of the risk register, which includes the details of who is responsible for managing specific risks and the frequency of audits and reviews.
- Conduct regular audits with appropriate corrective follow up to ensure compliance with the laws, and these standards.

15.1 Appendix A

| WHO                                  | RESPONSIBILITIES  | KEY ACTIVITIES   | ACCOUNTABILITY MEASURES  |
|--------------------------------------|---|--|--|
| <p><b>Director and Manager/s</b></p> | <p>Maintain a healthy and safe workplace.</p> <p>Ensure Implementation of DRAC Mechanical's OHS Policies, Procedures.</p> <p>Ensure management planning &amp; review processes are in place for OHS.</p> <p>Business level OHS objectives, targets &amp; plans.</p> <p>Promote positive safety conscious culture.</p> <p>Legal Compliance.</p> <p>Monitor &amp; review OHS performance.</p> | <p>Ensure risks are assessed and managed.</p> <p>Ensure risk profile completed annually where applicable.</p> <p>Monitor implementation of <b>the safety management</b> system.</p> <p>Develop and monitor implementation of business level OHS objectives, targets and plans, based on risk profiles and other appropriate information annually.</p> <p>Monitor incidents, and ensure reporting required by current legislation is completed.</p> <p>Promote OHS in communications and lead by example.</p> <p>OHS policy and procedures tabled at regular meetings.</p> <p>Implement and support OHS improvement strategies.</p> <p>Support and attend OHS training/briefings.</p> | <p>Business performance reporting.</p> <p>Annual OHS objectives, targets and plans.</p> <p>OHS audit results.</p> <p>Reduction of risk as evidenced by implemented and effective safe systems of work.</p> <p>OHS consultation structures in place.</p> <p>Reporting to authorities is completed.</p> <p>Perform role in serious incident/hazard investigations.</p> |

## 15.2 Appendix B

| WHO                  | RESPONSIBILITIES   | KEY ACTIVITIES  | ACCOUNTABILITY MEASURES   |
|----------------------|--|---|---|
| <b>All employees</b> | <p>Follow standard safe work procedures.</p> <p>Identify and report all incidents and hazards.</p> <p>Follow reasonable instructions.</p> <p>Act responsibly for the safety of self and others.</p> <p>Participate in OHS improvement activities.</p> <p>Wear designated personal protective equipment where required.</p> <p>Ensure tools and equipment are in a safe condition before use.</p> | <p>Report all unsafe situations immediately to Supervisor/Manager.</p> <p>Take corrective action within own ability and report to supervisor.</p> <p>Report all injuries, near miss and plant or equipment damage.</p> <p>Support fellow employees.</p> <p>Support OHS committees.</p> <p>Ask about and keep informed of work hazards.</p> <p>Attend training as requested.</p> | <p>Processes of Supervision.</p> <p>Current knowledge of OHS Committee and discussions.</p> |

## 16. STANDARD 2 – Legal Requirements, Commitments and Document Control

Key Elements:

- Systems are in place to identify and access all applicable and current HSE acts, regulations, approvals, licenses, permits, codes of practice, policies, standards, protocols, commitments and other relevant requirements, and that they are documented, reviewed and kept up-to-date.
- Compliance with legal and other requirements is demonstrated through the implementation of documented procedures that set out specific requirements for periodic evaluation, audits, inspections, record keeping and reporting.
- Systems are in place to ensure that HSE records are established, maintained, accurate, legible and identifiable.
- Systems are in place to ensure that HSE documents are controlled and secured.

## 17. STANDARD 3 – Risk and Change Management

### Key Elements:

- HSE risk management processes are applied to all activities that DM controls or can influence.
- HSE risks and opportunities are assessed, prioritised and managed as appropriate to the nature and scale of the operations and activities, taking into account the environment, applicable legal and other requirements and financial implications. The hierarchy of control is used in the development of risk mitigation activities.
- Workers and other stakeholders, with relevant knowledge, are involved in the HSE risk assessment and management process.
- HSE risks are recorded and maintained in a risk register, which includes the details of who is responsible for managing specific risks. The risks are reviewed and updated whenever the situation changes, but in any case, no less than annually.
- HSE risks are evaluated by the appropriate staff, consistent with the significance of the risk. Risk management decisions are documented and the implementation of resulting actions tracked.
- Systems are in place to identify, assess and manage HSE risks associated with change, whether planned or unplanned. Systems will take into account personnel, industry standards, processes, facilities, physical environment, equipment, technology, procedures, laws, regulations, standards, materials, products, systems and services.
- All changes, either permanently or temporary are approved by authorised workers, once the level of HSE risk has been demonstrated to be acceptable. The duration of a temporary change is not exceeded without review and approval.
- Management systems ensure that changes are communicated to and understood by those who may be affected, including external stakeholders.

## 18. STANDARD 4 – Planning, Goals and Targets

### Key Elements:

- Plans and programs are in place to ensure that HSE is an integral part of business planning based on relevant issues, risks and opportunities.
- Plans and programs that include designated responsibilities, resources and time frames to achieve HSE goals and targets are in place, with systems to monitor and regularly report on progress. Plans and programs are updated and communicated as changes, modifications or new developments occur.
- HSE performance information is used to refine plans, goals and targets to improve risk management and performance.

## 19. STANDARD 5 – Awareness, Competence and Behavior

### Key Elements:

- Induction training that addresses relevant HSE objectives and identifies HSE hazards and risks in the workplace is to be conducted for workers and visitors at the commencement of their employment or visit.
- As part of the broader competencies required for workers, HSE competencies for individuals and job descriptions are to be periodically reviewed by management and supervisory staff.
- Recruitment criteria for workers are to include an assessment of HSE awareness, behaviors and performance.
- Systems are to be in place to identify, prioritise, plan and implement training programs so that workers are competent to meet the HSE responsibilities expected of them and the requirements contained within this policy and management standards.
- HSE leadership and management training is to be undertaken by all levels of management.
- Employees are to receive training in the recognition, assessment, control and elimination of hazards and at-risk behaviors including the consequences of deviation from the specified operating procedures.
- Supervision and on the job observance by managers, covering all activities that reinforce good HSE behaviors is to be implemented, and relevant information recorded so that the outcomes of training and induction can be monitored and, where necessary, amended.



## 20. STANDARD 6 – Health and Hygiene

### Key Elements:

- Work health and hygiene assessments and ongoing monitoring and medical surveillance programs, are conducted by competent people consistent with exposure risks.
- Details of work-related illness are to be recorded and entered into the HSE management information system so that relevant data can be extracted and analysis of statistics conducted.
- Arrangements, in accordance with the hierarchy of control, are established and maintained to protect workers from health hazards associated with their employment.
- Where the application of the hierarchy of control has not adequately reduced exposure, personal protective clothing and equipment (PPCE) requirements are identified and communicated, appropriate training provided, and properly maintained PPCE made available to all workers.
- Compliance with and effectiveness of PPCE requirements is regularly assessed.
- Workers and visitors have access to adequate medical and first aid services as appropriate to the location and nature of operations.
- Systems are to be in place for the rehabilitation of workers following work-related injuries or illness.
- When and where appropriate, workers may be required to undergo an assessment to ensure that they are fit for work and not suffering from the effects of drugs or alcohol, or from fatigue related problems.

## 21. STANDARD 7 – Communication, Consultation and Participation

### Key Elements:

- Systems are in place to identify stakeholders and to ensure proactive development of strategies, including consultation, to identify and address their concerns and expectations with regard to safety and health.
- These standards and relevant information on HSE matters, risks, plans and performance are communicated to the workforce on a regular basis.
- The participation of any stakeholder in the development, implementation, review and improvement of HSE is recorded.
- HSE information and lessons identified following incidents are shared across all DM locations and workers, and, as appropriate, with external stakeholders.
- Concerns and complaints related to HSE activities and policies are acknowledged, investigated, recorded in a risk register, and the outcomes reported back to relevant stakeholders.
- Reports assessing HSE performance are produced no less than quarterly.

## 22. STANDARD 8 – Design, Construction, Supply & Maintenance of Plant, Machinery and Equipment

### Key Elements:

- All plant, machinery or equipment is assessed prior to purchase to ensure that the design and construction complies with current legislation, relevant industry codes and standards, and utilises sound engineering practice and risk management principles.
- The design, construction and/or selection of new plant, equipment and processes, that DM has control or influence over, takes into account known and projected HSE and life of asset requirements, provision for decommissioning and disposal.
- Inspections and appropriate tests are undertaken by qualified or authorised personnel for all newly acquired or modified plant, equipment and machinery, to confirm that build and operation are in accordance with design codes and standards and HSE legal requirements and expectations.
- Procedures and work practices are written and made available to anyone who needs to refer to them, and they are to be reviewed regularly to ensure that they continue to be applicable, relevant and effective in controlling the risks for which they were developed.
- Systems are established, documented and records maintained to ensure the ongoing

integrity of plant, machinery and equipment. These include procedures for maintenance, inspection, testing, calibration and certification at the necessary intervals appropriate for the type of equipment as required to conform to legal and/or the equipment manufacturers' requirements.

- Equipment which has been modified or adapted for a different use from that which was originally intended is subjected to documented inspection and testing by appropriate technical personnel, and certified for the purpose where applicable, prior to use or sale.
- Design data and operating limits are documented, understood and available for all plant, machines and equipment and are regularly reviewed throughout the working life of the plant, machines and equipment.

### 23. STANDARD 9 – Operation of Plant, Machinery and Equipment

Key Elements:

- Systems, including procedures and work practices, are established, implemented, reviewed and maintained to ensure that plant, machinery or equipment operations are managed to minimise HSE risks and impacts.
- Managers and supervisors ensure that operators of plant, equipment and machinery have passed an appropriate competency test or satisfied the relevant authority or member of a management team, and are competent and confident in their operation and know the rules which govern the use of the equipment before granting authority to operate.
- Where necessary or appropriate, a supervisor is appointed and present to oversee the correct and safe operation of plant, machinery or equipment by workers.
- Systems are in place to induct, train and assess operators of plant, equipment and machinery in their proper operation.
- Risks introduced by simultaneous operations are assessed and managed.

## 24. STANDARD 10 – Suppliers, Contractors and Partners

### Key Elements:

- Suppliers, contractors and partners are subject to risk-based HSE evaluation prior to contractual arrangements being established, taking into account the nature of their products, activities or services and previous HSE performance.
- Contracts include appropriate HSE obligations specifically requiring contractors to implement systems that address these standards, and compliance with relevant HSE legislation. The consequences of non-compliance are stipulated.
- Business partners, suppliers of goods and services, and customers are encouraged to establish and maintain systems consistent with these standards.
- Reporting relationships, lines of communication, responsibilities, accountabilities and system interfaces for HSE are established and documented between suppliers, contractors or partners and DM.
- As part of the broader contractor management system, processes are in place to ensure suppliers, contractors and partners comply with the HSE obligations specified in their contracts.

## 25. STANDARD 11 – Incident Reporting and Investigation

### Key Elements:

- Systems are established and maintained that investigate, report and provide timely communication on all HSE accidents and incidents.
- Investigation processes include the identification and documentation of all factors and underlying causes that contributed to the incident, the controls that were intended to prevent it and analysis of any failures in the controls.
- Incident investigations identify and prioritise corrective and preventive actions, aimed at eliminating or reducing the risk and recurrence of incidents and near misses. Systems are in place to ensure that these actions, including changes in procedures, are documented, communicated, and followed through to completion.
- Information gathered from such investigations is to be analysed to identify lessons and to monitor trends. Lessons learned are to be shared across DM stakeholders as appropriate.

## 26. STANDARD 12 – Monitoring, Audit and Review

### Key Elements:

- HSE performance is regularly measured, monitored, recorded and analysed with results reported to stakeholders and others as appropriate.
- HSE inspections and audits are conducted at work sites at frequencies appropriate to the level of hazards and risks present and the results reported to stakeholders as appropriate. Audits are conducted with appropriate objectivity and impartiality.
- Annual self-assessments are conducted at each site to establish the extent of conformance with these standards.
- Systems are in place that will identify, investigate, report, and manage non-conformities so that corrective and preventive actions are implemented and their effectiveness reviewed to avoid recurrence.
- Annual management reviews are conducted to determine the continuing suitability and effectiveness of HSE management systems. Information reviewed includes audit results, incident reports, performance reports and relevant views from stakeholders. Reviews will include observations, conclusions, recommendations and follow-up.

## POLICY STATEMENTS

The following attached signed policy statements are included as part of DRAC Mechanical's commitment to WHS

### 27. DRUGS AND ALCOHOL POLICY STATEMENT

DRAC Mechanical P/L is committed to protecting the health, safety and welfare of all workers and others in the workplace that may be affected by accidents, incidents or injuries arising from the misuse of drugs or alcohol.

#### Drug and Alcohol Management Priorities

DRAC Mechanical P/L will ensure that:

- Risks arising from the inappropriate use of drugs or alcohol will be identified and assessed.
- Where there is a risk to health and safety from drug or alcohol misuse, effective control strategies will be implemented.
- The Drugs and Alcohol Policy will be explained to all new workers during induction training.
- Workers are encouraged to report drug and alcohol problems that have the potential to present safety risks.
- Suitable training will be provided if needed, so that managers and other workers will know how to deal with drug and alcohol misuse appropriately.
- Interventions in the case of safety-related drug and alcohol problems will be monitored and evaluated, and followed up with further action if required.

#### Manager and Supervisor Commitment

Managers and supervisors are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into the workplace.
- Effective action is taken to prevent accidents, incidents or injuries which could result from drug alcohol misuse.
- Risks arising from drug or alcohol misuse are identified, assessed and controlled.

#### Employee Commitment

Employees are responsible for carrying out their duties in a safe manner, unimpaired by drugs or alcohol.

Chris Dracoulas  
Director  
01 May 2012

## 28. REHABILITATION POLICY STATEMENT

DRAC Mechanical (DM) recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them throughout our workplaces. We recognise that Workers' Compensation and Rehabilitation legislation provides the support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to:

- maintain injured or ill workers at work or;
- ensure the worker's earliest possible return to pre injury duties or;
- maximise the worker's independent functioning, and;
- provide for durable employment.

DM is committed to:

Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.

Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to pre injury duties. These duties must be consistent with the current medical certificate and will be time limited.

Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.

Ensuring all workers are aware that, in the event of work related injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.

Complying with legislative obligations with respect to the standard for rehabilitation.

Adopting a multidisciplinary approach to rehabilitation as required.

Reviewing this policy and associated procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

Chris Dracoulas  
Director  
01 May 2012

## 29. FATIGUE MANAGEMENT

### POLICY STATEMENT

It is the policy of DM to ensure that workers do not place their own health and safety or the health and safety of others at risk. To achieve this, we are committed to providing and maintaining a working environment in which workers are not exposed to hazards arising from the impairment from fatigue resulting from excessive or unreasonable working hours.

### AIMS AND OBJECTIVES

DM will strive to ensure that all workers engaged by this company, whether employed as employees or contractors are in a fit condition to safely carry out their work, and that workers are not impaired in any way by the effects of fatigue or stress. To achieve this, no person will be allowed to enter a workplace or carry out work while suspected of being impaired by or suffering adverse effects of fatigue or stress.

### RESPONSIBILITIES

DM, through its management, will take all reasonable precautions in the placement of workers to ensure that hours of work, shifts, rosters and workplace conditions do not create an unacceptable risk of fatigue. Workers will not be required to work more than 12 hours per day wherever possible, and work in excess of these hours will be subject to a risk assessment to ensure the safety and well-being of workers. Rosters will be designed to ensure that workers are provided with reasonable rest periods between shifts.

All workers must ensure that they report to work in a physical, mental and behavioral condition that will allow them to perform their duties competently and in a manner that does not place themselves or others at the workplace at risk. This will require that workers ensure that they obtain sufficient rest before commencing work to ensure that they can carry out work during their shift in a safe and effective manner, and to observe any other relevant fatigue management strategies that they have been instructed in and are required to carry out.

Chris Dracoulas  
Director  
01 May 2012



### 30. SMOKING POLICY STATEMENT

DRAC Mechanical P/L has a duty under relevant Work Health and Safety legislation to provide a safe and healthy working environment for all workers. It is policy to prohibit smoking in all closed areas and confined spaces of the workplace, including inside company-owned/leased vehicles, in order to protect non-smokers from the effects and dangers of passive smoking, and to minimise the risk of fire caused by the lighting and smoking of cigarettes.

Designated smoking areas will be provided for workers and visitors who feel they need to smoke. Workers may, through consultation and by consensus, nominate such areas, which must be away from flammable materials and products, and in areas which will not cause harm or discomfort to other employees in the workplace. Signage will be erected to identify designated smoking areas.

Chris Dracoulas  
Director  
01 May 2012

### 31. COMMUNICATION AND CONSULTATION POLICY STATEMENT

DRAC Mechanical (DM) believes that injury and illness is needless, costly and preventable. Our company will consult our workers in implementing safe practices and systems that will ensure the health, safety and welfare of our workers.

All DM workers have a right to effective representation on the health and safety aspects of their work. DM not only recognises that right, but promotes effective consultation and representation as an integral part of its commitment to worker health and safety.

DM believes that worker involvement at all levels is critical for ensuring a safe workplace and therefore will:

Make time available for all Health and Safety Representative (HSR's) to:

- attend health and safety training sessions;
- prepare for and attend Health and Safety committee meetings;
- consult with the workers they represent, and other Health and Safety Representatives (HSR's) if necessary;
- inspect their workplace;
- participate in incident investigations and the follow up of corrective actions;
- accompany WorkCover/WorkSafe inspectors who visit their Designated Work Group (DWG).

Put in place health and safety consultative structures at the local level.

Develop and implement a procedure for consultation with the HSR's of workers whose health or safety may be affected by proposed changes to the workplace.

Ensure that appropriate allowances are made in the budget for expenses related to the resolution of health and safety issues that may arise.

Monitor, in consultation with HSR's, the suitability and effectiveness of DWG's, and make changes as required.

Chris Dracoulas  
Director  
01 May 2012