2017 EHS MANAGEMENT PLAN

Index

COMPANY OR ORGANISATION DETAILS					
Business or Trading Name	Cameron Outdoor Pty Ltd				
Business Activity(s)	Commercial Landscaping and Concreting				
ABN / ACN	27 756 382 105				
Name(s) of Director or Manager	David Cameron				
Business Address	76 Dalmahoy St, Bairnsdale VIC 3875				
Postal Address (if different)	P.O. Box 187, Bairnsdale VIC 3875				
Telephone	03 5152 6645		Fax	03 5152 6610	
Email	admin@cameronoutdoor.com.au				
Insurances (attach copies of Certificates of Currency)	Company	Policy number	Expiry date	Limit per claim	Limit per year
Workers Compensation	Xchanging	12679762	30/06/2017		
Public Liability	CGU	15T0358920	18/01/2018	$20,000,000	
Professional Indemnity	Dual	P/P1/D/106062/15/6.7	11/11/17	$1,000,000	
Sickness and Accident					
Person responsible for managing OHS	David Cameron				
Contact Phone	0428 608 782				
Contact Email	david.cameron@cameronoutdoor.com.au				
We do / do not intend to subcontract all or part of our work. If engaged, the subcontractors intended to be used in this workplace are:					
Subcontractor name					
Contact details					
We will ensure that the above subcontractors provide a Work Method Statement for the work that they will be carrying out, and that they will review and amend the WMS as appropriate.					
Signed (Director/Manager/Supervisor)			Date		

WORK PLACE, HEALTH, SAFETY AND ENVIRONMENTAL POLICY

POLICY STATEMENT

As part of our commitment to achieving the principles of health, safety and environmental sustainability, we recognise our moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors, and to ensuring that our operations or activities do not place the local community or environment at risk of injury, illness, harm or damage.

AIMS AND OBJECTIVES

We will adopt procedures to

- provide and maintain healthy and safe workplaces, safe plant and systems of work;
- provide written procedures and instructions to ensure safe work practices;
- ensure compliance with legislative requirements and current industry standards;
- provide such information, instruction, training and supervision to employees, contractors and customers as is necessary to ensure their continued health and safety;
- ensure compliance with the New South Wales Work place Health and Safety Act 2011 and Work place Health and Safety Regulations 2011
- provide support and assistance to employees and involve them in consultation on health and safety issues, and
- minimise environmental impacts through waste reduction, recycling and reduction of pollutants.

RESPONSIBILITIES

We recognise that the overall responsibility to provide a safe and environmentally sustainable workplace rests with management, who will be accountable for the implementation of this policy. These responsibilities include

- ensuring that all WHSE policies and procedures are implemented;
- establishing measurable objectives and targets to ensure continued improvement aimed at the elimination of work-related injuries and illnesses; and
- providing adequate resources to meet these WHSE commitments, including training and education;
- consulting with employees and other parties to improve decision-making on WHSE matters; and
- ensure that effective injury management and rehabilitation is provided for all injured employees

Employees also have responsibilities, which include –

- following all WHSE policies and procedures; and
- recognising hazards which may affect the health and safety of themselves, others, or the environment.

We are committed to encouraging consultation and co-operation between management and employees, and will formally involve employees and elected employee health and safety representatives in any workplace change or any matters that may affect the health and safety of employees in any workplace.

IMPLEMENTATION and REVIEW

Policy to be fully implemented by

Next bi-annual review:

AUTHORISED BY

Director/Manager

(Signature) (Position) (Date) 23/3/2016

1.0 WHSE MANAGEMENT PLAN

1.1 PURPOSE

This WHSE Management Plan is a document that nominates who is responsible for WHSE at a workplace, and who will deal with WHSE incidents. It identifies the WHSE hazards associated with the workplace, and details the risk management processes that will be implemented for the identified hazards.

The WHSE Management Plan identifies the hazards associated with the particular work being undertaken on a workplace, along with the hazard and risk control measures that will be implemented to adequately protect people at the workplace (or who are likely to be affected by workplace activities and operations) from the risk of injury or illness.

The WHSE Management Plan addresses the following components:

1. Policies, Roles and Responsibilities
2. WHSE Consultation
3. Hazard Identification
4. Risk Management
5. Training, Competency and Inductions
6. Hazard, Incident and Injury Recording
7. Review of Implementation.
8. Environmental

The WHSE Management Plan will be approved and signed by the Managing Director before implementation.

1.2 POLICIES, ROLES AND RESPONSIBILITIES

(a) Policies

The Workplace Health, Safety and Environment Policy (WHSE Policy) sets out the WHSE and environmental aims and objectives of the company or organisation, and forms the basis of this Safety Management Plan which sets out how the WHSE aims and objectives of the Policy are to be achieved, and how the company or organisation will meet its environmental aims and objectives where it has been recognised that company or organisation activities or products will have a measurable environmental impact.

The Rehabilitation and Return to Work (RTW) Policy states the intention of the company or organisation to ensure that any worker who may suffer a work-related injury or illness will be encouraged, with the assistance and support of their treating practitioner, to return to meaningful work as soon as possible after the injury or onset of the illness.

All Policies are signed and dated by the Business manager of the company or organisation, and are reviewed annually.

(b) Roles and responsibilities

A table of responsibilities of nominated persons in relation to WHSE issues at the workplace is included in this Plan. These responsibilities will also be included on the WMS for the relevant activity or project. This table will be updated when any changes occur in the personnel nominated in the table, and a revised copy appended to the Plan.

This plan includes statements that nominate individuals who will be responsible for the specific WHSE aspects of the work, and who will be available to deal with any injury, illness or WHSE incidents. Evidence of competency must be provided where regulations require that only competent or licensed persons carry out certain work, and ensure that certificates and licences are current.

2. WHSE CONSULTATION

Workers at a workplace may, in accordance with WHSE laws relating to the workplace, elect an WHSE representative who will be provided with appropriate training (where specified by law), and the appropriate resources to effectively carry out their role. The WHSE representative will be consulted with regard to WHSE issues affecting persons in the work group that he or she represents, and will be briefed on outcomes of site management team meetings at appropriate intervals.

The WHSE representative will be allowed to carry out the following functions in his or her area of responsibility:

- Inspect the workplace, and carry out immediate inspections following any injury, work illness or dangerous occurrence
- Accompany an inspector during a workplace inspection
- Be present at any interview between an employee and an inspector (where agreed by the employee)
- Bring outside assistance to the workplace to assist them with their functions following approval.

Where allowed by law, a suitably qualified WHSE Representative may issue provisional Improvement Notices (PINs) in conformity with the rules specified in the regulations for the issue of PINs.

3. HAZARD IDENTIFICATION

(a) Planning

WHSE risk management identifies workplace hazards and the assessment of the risks associated with the hazards, and documentation of the risk control measures to be taken when carrying out the work. Environmental risk management identifies activities and circumstances at a workplace or site which may adversely impact on the environment. The following steps will be taken to ensure effective WHSE management:

- Identify all actual and potential workplace and work activity WHSE hazards
- Assess risks associated with these hazards and select ways to eliminate or minimise the risks, and
- Implement and prioritise control measures following risk assessment and monitor control measures.

Particular risk control measures (such as specialised facilities and equipment, proven work methods and specialised training) will be implemented for hazardous processes. Where necessary, we will consult with the persons carrying out the work (and/or their elected representative(s)), and together identify and document any hazardous processes, and implement appropriate measures to control the associated risks.

(b) Hazard Identification

Tools such as workplace audits, checklists and hazard profiles will be used to identify and record workplace hazards. It is recognised that these tools may not cover or include all hazards, and steps will be taken to ensure that all hazards which pose a risk of injury, illness or damage are fully identified and included in the Hazard Register. Work Method Statements (WMS) will be developed to provide a means of carrying out work in a manner which ensure that risks are effectively reduced to as low as reasonably practicable (ALARP). Where hazards are found to have been overlooked or become evident during the course of the work, the WMS will be amended to include appropriate controls for these hazards.

Safety Data will be obtained for all plant, tools and equipment used at the workplace, and a current (less than 5 years old) Safety Data Sheet (SDS) will be obtained for all hazardous chemicals, and be included in the SDS Register. Risk assessments will be carried out for all plant and substances used at the workplace, and be included in the Register with the relevant SDS.

4. RISK MANAGEMENT

(a) Risk assessment

All hazards will be assessed for risk, and controls documented for hazards with a risk level greater than a LOW level of risk. These controls will form the basis of and be included in the WMS that is developed for this process or activity.

The appropriate Risk Matrix included in the Appendix will be used to assess the degree of risk associated with each identified hazard, and these results will be used to assist in prioritising risks according to their possible frequency and likely consequences.

(b) Risk control measures

The hierarchy of risk control measures will be used to identify appropriate risk controls. This hierarchy is:

- Elimination of the risk, or, if it is not possible or reasonably practicable to eliminate the risk, to apply other countermeasures (in descending order of preference):
- Substitute the hazard causing the risk with one with a lesser risk
- Control the risk by engineering means (such as provision of guarding, safer plant and equipment)
- Control the risk by using administrative measures (such as entry controls, training, etc), and
- Provide appropriate personal protective clothing and equipment, and train persons in the correct use and maintenance of the equipment.

(c) Work Method Statements

A specific Work Method Statement will be developed using the hazard identification and risk assessment and controls identified above, together with any specific information regarding the site. The WMS will be developed by competent persons responsible for the carrying out of the work in consultation with workers who will carry out the work, and will represent the safest and most practical way of carrying out the work activity.

The WMS will incorporate all requirements of applicable Regulations, codes of practice and standards that apply to the work to be carried out. It will also identify any qualifications, training or competencies required by those persons who will be carrying out the work, and any specialised expertise, equipment or materials necessary for the safe conduct of the work.

The completed WMS will be submitted to the manager or CEO for approval before the commencement of work, and any required amendments made in consultation with interested parties. Where amendments to the WMS are required due to changed workplace conditions, the work being undertaken, or due to unidentified or new hazards, risks or compliance requirements, the WMS will be amended by persons with the requisite knowledge and expertise to ensure that the amended WMS meets the relevant WHSE standards.

The workplace supervisor will ensure that the control measures specified in the WMS are monitored in both their implementation and ongoing adequacy for the activity, while persons undertaking the work will be responsible for informing their supervisor if the implemented controls are inappropriate or do not fully control the risk.

All amendments to the WMS will be recorded and documented on the WMS and in the Document Register.

(d) Identification and control of non-conformance

A non-conformance is any activity or outcome that is in variance with the stated aims and objectives of the company or organisation policy or procedure relating to that activity or outcome. Non-conformances may be identified by internal workplace inspections, or by inspections or audits carried out by second or third parties. Suitable procedures will be implemented to identify and control all non-conformances (including safety breaches and notices), and to implement corrective actions to remedy the non-conformance and to prevent a recurrence.

Regular inspections of the workplace and work activities and processes will be undertaken by competent persons, and the results of these inspections documented. Where applicable, appropriate checklists will be used to assist in the conduct of these inspections. All non-conformances will be recorded, and causative factors identified, together with the corrective actions required and implemented to prevent the recurrence.
Any variations required to work procedures or processes which form part of a WMS will be documented on the WMS, and a revised WMS issued to supersede previous documents, which will be withdrawn. All amendments to WMSs will be listed on the Document Register.

(e) WHSE Improvement Action Plan

The WHSE Improvement Action Plan will be used to allow a structured approach to the rectification of long-term WHSE and environmental issues by identifying the resources necessary for the action, and setting a time frame in which the rectification will be achieved. The WHSE Improvement Action Plan will not be used for rectification of hazards or risks which can be implemented through normal course of business, but for planning changes which will impact the way in which the company or organisation conducts its business or undertakings.

All improvements will be reflected in amendments (where applicable) to relevant Work Method Statements and other appropriate documents.

(f) Emergency Planning

Should you be faced with an emergency follow the site emergency plan.

5. TRAINING, COMPETENCY AND INDUCTIONS

(a) Workplace-specific induction

Persons who will be working in a workplace will be provided with information regarding WHSE issues relevant to this workplace before commencing work activities. This training will be provided in a site induction in conjunction with the WHSE Representative, and any other personnel as required (such as the safety officer). This training will include at least the following topics:

- Workplace WHSE management
- Workplace layout
- Specific task or job requirements
- Traffic hazards and vehicle/plant movement
- General hazards present in the workplace (including specific control measures)
- Hazardous materials controls
- Personal protective clothing and equipment (PPE) requirements
- Workplace emergency procedures (including reporting of incidents)
- Location, selection and use of fire extinguishers
- Identity of first aid attendants and location of first aid kits and facilities.

Workplace-specific Safety Rules will be included in inductions for all employees, subcontractors and visitors to the workplace. We will ensure that all persons under our control adhere to these rules at all times.

Where work is to be carried out on a construction site, all persons required to carry out work on the site must have completed a General Induction course and have been (or are being) issued with the relevant General Induction card (white card) before being allowed to commence work on the site.

Each person will sign an attendance record as evidence that they have attended training and been properly instructed in the topics listed on the attendance record. Subcontractors and visitors to the site will be inducted along the lines of the topics listed above, and will be given by the site supervisor or the WHSE officer before the person will be allowed to commence work or visit the site.

Only persons who have attended this induction will be permitted into the workplace.

(b) Competency based training

Only those persons who hold the relevant Certificate of Competency or class of licence will be allowed to operate specific plant, machinery, equipment or vehicles, or carry out certain occupations. A Training and Competencies Register is included with this plan specifying the training and competencies of persons who will be undertaking these occupations and tasks on this site. These will also be included on the relevant WMS.

(c) Toolbox meetings and training

Regular toolbox meetings and talks will be conducted to discuss particular hazards and risk controls, and to provide additional information regarding site safety rules, etc. These talks will also include training and refresher training on topics such as selection and use of PPE, fire equipment, tools and equipment, etc.

Pre-start meetings may be held to discuss the daily activity plan to ensure that all workers are advised of particular risks that will be encountered and the appropriate risk control measures to be followed in the carrying out of a project, and that sufficient competent personnel are available to carry out work which requires a particular competency. Records will be made and kept of all meetings.

(d) Emergency procedures

All personnel on site will be instructed in the procedures to follow in cases of emergency, including the correct selection and use of fire fighting appliances. Where work being carried out may present a risk of fire, an appropriate fire extinguisher will be provided, and the person(s) carrying out the work instructed in the correct use of the appliance.

6. HAZARD, INCIDENT AND INJURY RECORDING

(a) Workplace incidents, injuries and work illnesses

The purpose of the WHSE Management Plan is to provide a safe and healthy workplace where all persons are free from risk of injury or illness. It is not an expectation that persons will be injured or suffer adverse health effects in the course of their work, and every effort will be made to eliminate injury and illness. All workers will report any workplace incidents, injuries or work illnesses to their supervisor, who will ensure that they are properly recorded on the appropriate form, and reported to the relevant persons and authorities (where required).

All dangerous occurrences, lost-time injuries and illnesses will be reported to the supervisor or WHSE manager, and the site preserved for investigation where required unless disturbance of the scene is necessary to prevent further damage, or to rescue a trapped person or to relieve suffering.

All minor injuries requiring first aid treatment will be recorded in the first aid register which is provided with each first aid kit. First aid kits will be regularly inspected by the person to whom this responsibility has been delegated, and replenished and restocked as necessary.

All workplace incidents, injuries and work illnesses will be investigated to determine all causative factors, and to allow measures to be implemented to prevent a recurrence.

(b) Workers compensation, return to work and rehabilitation

The company or organisation will ensure that a current workers compensation insurance policy is in force at all times.

We will make every effort to ensure a safe and speedy return to work of an injured worker, and will offer suitable alternative duties (where possible) to accomplish this. Where an injured person cannot be returned to previous duties, we will endeavor to rehabilitate the person in accordance with best rehabilitation practice.

7. REVIEW OF IMPLEMENTATION

The Safety Management Plan will be monitored regularly, and reviewed at least annually. The WHSE performance of the company or organisation will be compared to the aims and objectives of the Plan, and new or revised aims and objectives determined, as well as strategies and planning to achieve those aims and objectives.

Negative performance indicators (e.g., injury and incident records, etc), and positive performance indicators (e.g., training, consultation, audits, etc) will be examined and analysed to highlight problem areas and to determine future strategies.

8. WASTE MANAGEMENT PLAN

(a) Objective
To prevent excessive waste accumulation onsite and the potential for contamination of surrounding water bodies/wetlands or storm water inlets. To also assist primary contractors' in their roles and responsibilities to reduce landfill waste and to encourage recycling where possible.

(b) Site Actions
All excess quarry product is to be returned to the supplier facility. Towards the end of the project, Cameron Outdoor as a part of its contract is to remove the full quantity of quarry material and re-instate the affected areas with grass. When the quarry product is being removed from the project, it is to be taken back to the quarry of original supply or to a similar workplace where the product can be recycled. Other materials to be used (eg geofabric) is expected to be in good, reusable order when removed and will therefore be rolled up for future use. Whilst on site, all employees are encouraged to recycle all personal waste items (eg lunch wrapping) and MUST place all waste into bins provided.

(c) Performance measures
Periodic reviews are to be undertaken to see our site is kept free of any waste/rubbish.

(d) Corrective actions
Cameron Outdoor shall review and analyse the cause of any detected problems and develop a corrective action to prevent recurrence.

9. Insurance Policies

DUAL

Certificate of Currency

CLASS OF BUSINESS:	Professional Indemnity
POLICY NUMBER:	[illegible]
INSURED NAME:	David & Sally Cameron T/As Cameron Outdoors
BUSINESS DESCRIPTION:	Landscape Architecture
PERIOD:	From 11/11/2015 To 11/11/2016
LIMIT OF INDEMNITY:	$1 000 000 Any one claim and in the aggregate
DEDUCTIBLES:	Including Defence costs by the insured for each claim: $ 2,500
RETRO DATE:	Policy Inception
INSURER:	DUAL Australia Pty Ltd on behalf of certain underwriters at Lloyd's
SIGNATURE:	

Damien Coates – Chief Executive Officer DUAL Asia Pacific

DUAL AUSTRALIA PTY LTD

Policy Details

Policy Number: 15T0358920
Type of Policy: Business Insurance
Expiry Date: 18 January 2018
Insured: David & Sally Cameron

Cover Details

Section 5 - Liability Sum Insured

Public Liability $ 20,000,000
Products Liability $ 20,000,000

This is to certify cover has been granted in terms of the Company's Standard Policy, a copy of which is available on
request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate,
details your rights and obligations and the extent of your insurance cover.

BUSINESS INSURANCE

Certificate of Currency

Issue Date
19 January 2016
INSURER: CGU Insurance Limited
ABN 27 004 478 371
An IAG Company
AFS Licence No. 238291
181 WILLIAM ST,
MELBOURNE VIC 3000

The policy referred to is current as at the date of issue of this certificate and whilst an expiry date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.
15T0358920/5/7

CERTIFICATE OF CURRENCY

Xchanging
Inspiring Innovation

Authorised Agent of the Victorian WorkCover Authority

1. STATEMENT OF COVERAGE

This employer is registered for WorkCover Insurance to cover its liabilities under the *Workplace Injury Rehabilitation and Compensation Act 2013* (and amendments).

This Certificate is valid from:	**01/07/2015**	**to:**	**30/09/2015**
The information provided in this Certificate of Currency is correct at:			**30/09/2015**

2. EMPLOYER'S INFORMATION

WorkCover Employer Number:

12679762

Legal Name:

CAMERON, DAVID ANDREW & SALLY ANNE

Trading Name:

CAMERON OUTDOOR

ABN:

48 212 296 982

ACN/ARBN:

Arkadi Levitski
Premium & Credit Operations Manager
Xchanging is a trading name of Xchanging Integrated Services Victoria Pty Ltd
ABN 18 003 645 645
For and on behalf of the Victorian WorkCover Authority

Address	GPO Box 751 Melbourne VIC 3001 Level 10 390 La Trobe Street Melbourne Victoria 3000 Australia
Telephone	(03) 9947 3000
Toll Free	1800 802 200
Fax	1300 566 137
Email	info@au.xchanging.com
Website	www.xchanging.com.au

10.Fit For Work Policy

The objective of this policy is to provide a safe work place for all Cameron Outdoor employees, subcontractors, general public and workers of other trades working on a Cameron Outdoor project.

As an employee of Cameron Outdoor you are expected to demonstrate a high standard of work, excellent work ethic and represent our company to the best of your ability.

All employees are expected to read and adhere to the following rules, guidelines, policies and procedures.

If an employee breaches any of the following statements this could lead to termination of contract.

Start times

Cameron outdoor expects you to be on time for work, if not ten minutes early daily.

Employees are expected to attend prestart meeting and sign in and out daily.

All Cameron Outdoor employees are to be qualified and/or licensed for the task they are instructed to do and will have a good understanding of how to achieve the task in a safe and responsible manner. This will mean reading and signing relevant SWMS, considering the people around you and ensuring you are wearing the correct PPE.

Personal Protective Equipment

Site specific PPE is

- High visibility clothing
- Steel capped boots
- Gloves
- Hard hat
- Safety glasses

Cameron Outdoor will ensure you have the correct PPE to partake in the job at hand, but it is each individual's responsibility to ensure your PPE is not lost or damaged.

If you are to return to work without your PPE you will be sent home without pay to collect it.

Smoking

Smoking in Company Vehicles and Machinery is not permitted at any time. Smoking on worksites is only permitted where a designated smoking area has been determined.

Drugs and Alcohol

Cameron Outdoor implements a zero tolerance drug and alcohol policy, if you are to breach of this policy you will be instantly dismissed from working for Cameron Outdoor. All Cameron Outdoor staff must adhere to the random drug & alcohol testing policies set by our Contractors.

If you suspect someone working with or around you is under the influence you must stop works and notify your supervisor immediately.

Alcohol at Approved Company Functions

Alcohol may be permitted for an approved event or company function. At such occasions, low and non-alcoholic beverages will also be provided and all attendees are expected to drink responsibly.

Fatigue

All employees must be well rested before commencing work.

Fatigue is just as dangerous and will not be tolerated on site.

If you or anyone working around you is heavily affected by fatigue you must stop works and notify your supervisor.

Licensing

Do not partake in any task on site unless you have been deemed competent and hold a current license to do so.

Bullying and Harassment

Cameron Outdoor holds a strict no bullying or harassment policy and action will be taken against anyone who breaches this policy.

Bullying and harassment involves abusive language, workplace violence, discrimination (racial and/or sexual)

Bullying and harassment will not be tolerated on a Cameron Outdoor work site or between any of our employees at anytime.

If a Cameron Outdoor employee witnesses or is impacted by bullying and harassment they have the right to approach the site supervisor, business director or the WHSE manager, This will be dealt with in a private and confidential manner.

11. WHS DUTY STATEMENTS

COMPANY:	**Cameron Outdoor**			**Date:**
POSITION:	**Director**	**Name:**	**David Cameron**	

This position is responsible for WHSE in this workplace, and WHSE duties of this position include:

- Implementation of the WHSE management plan
- Application of the Hierarchy of Risk Controls to eliminate, or if elimination if not practicable, to minimise WHSE risks in all design, procurement, manufacturing, fabrication, construction and associated activities
- Communication with stakeholders to minimise WHSE risks
- Participation in planning and design of workplace activities
- Determination of requirements for and implementation of WHSE training and education activities
- Promotion of WHSE best practices through leadership and example
- Provision and maintenance of safe plant, equipment and substances
- Review of WHSE reports and inspections, and implementation of recommendations
- Coordination of incident investigations and reporting to relevant persons and authorities
- Coordination of WHSE meetings and programmes
- Monitoring of compliance with WHSE management plan, including SWMSs
- Provision of assistance to injured employees to return to their pre-injury duties as soon as practicable following a work-related injury or illness.

Authorised by: David Cameron	**Position: Director**
Signature:	**Date:**

COMPANY:	**Cameron Outdoor**			**Date**
POSITION:	**Site Supervisor**	**Name:**	**Clancy Dyer**	

This position is responsible for WHSE in this workplace, and WHSE duties of this position include:

- Implementation of the WHSE management plan
- Observation of and adherence to all WHSE rules and regulations
- Ensuring that all work activities are carried out in a manner which is healthy, safe, and environmentally sound
- Planning to carry out all work safely, taking into account any interfacing with other work activities
- Determination of requirements for and implementation of WHSE training activities
- Conduct of workplace inspections and actioning of WHSE reports
- Setting up of WHSE meetings and programmes
- Assistance in preparation of SWMSs and work activities to be carried
- Investigation to completion of hazard reports, and implementation of corrective actions
- Conduct of workplace inductions, toolbox meetings, and team meetings (including pre-start meetings)
- Participation in incident investigations
- Promotion of WHSE practices through leadership and example at every opportunity
- Conduct of inspection of workplaces to ensure that WHSE control measures are implemented and effective, and
- Conduct of other WHSE duties as directed by the Manager.

Authorised by: David Cameron	**Position: Director**
Signature:	**Date:**

COMPANY:	**Cameron Outdoor**			**Date:**
POSITION:	**OHSE Coordinator**	**Name:**	**David Cameron**	

This position is responsible for WHSE in this workplace, and WHSE duties of this position include:

- Communication of WHSE performance to the Manager
- Assistance to Supervisor in the development and implementation of the WHSE plan
- Provision of WHSE advice to all workers
- Participation in planning and design of all work activities
- Determination of WHSE legal requirements for all work activities
- Ensuring that WHSE work procedures are followed
- Coordination of injury management and return to work for injured workers
- Review of WHSE reports and inspections
- Setting up and participation in WHSE meetings and programmes
- Setting up of programme for regular toolbox meetings
- Monitoring of and insistence on implementation of sound WHSE practices at all times
- Planning and conduct of WHSE inductions
- Conduct of incident investigations
- Communication with Manager and Supervisor on WHSE matters
- Ensuring that appropriate records are kept in accordance with specified guidelines
- Participation in inspections, and ensuring that WHSE recommendations are implemented, and
- Conduct of any other WHSE duties as directed by the Manager

Authorised by: David Cameron	**Position: Director**
Signature:	**Date:**

COMPANY:	**Cameron Outdoor**			**Date:**
POSITION:	**Injury Management Coordinator**	**Name:**	**David Cameron**	

The Injury Management Coordinator is responsible for the management of injuries in this workplace, and WHSE duties of this position include:

- Ensuring that suitable First Aid and treatment facilities and personnel are available
- Ensuring that first aid and injury records are completed and analysed to determine injury sources and trends
- Provision of assistance to injured employees to return to their pre-injury duties as soon as practicable following a work-related injury or illness
- Ensuring that (where appropriate) an injured worker receives access to occupational rehabilitation services
- Liaison with any parties involved in the occupational rehabilitation of, or provision of medical services to and injured employee
- Monitoring of progress of the injured employee's capacity to work
- Taking steps to ensure that injured employee is not exposed to recurrence or aggravation of the relevant injury upon his or her return to work.
- Provision of assistance to meet all legal requirements regarding injury management and return to work.

Authorised by: David Cameron	**Position: Director**
Signature:	**Date:**

COMPANY:	**Cameron Outdoor**			**Date:**
POSITION:	**Employees**	**Name:**	**Various**	
Employees are responsible for the following WHSE duties:				
• Working in a safe manner without risk to themselves, others or the environment				
• Complying with the WHSE management plan, and following SWMSs,				
• Reporting of all incidents to the Supervisor				
• Reporting of all injuries and illnesses to the designated First Aid Officer or Attendant				
• Reporting of all WHSE hazards to the Supervisor				
• Active participation in agreed WHSE consultation mechanisms, including provision of suggestions on how WHSE issues can be addressed or WHSE methods may be improved				
• Seeking of assistance if unsure of WHSE rules or work methods				
• Reporting of any faulty tools, plant or equipment to the Supervisor				
• Compliance with and adherence to all workplace rules				
• Correctly using, maintaining and caring for all personal protective equipment provided, and				
• Compliance with all emergency and evacuation procedures.				
Authorised by: David Cameron			**Position: Director**	
Signature:			**Date:**	

COMPANY:	**Cameron Outdoor**			**Date:**
POSITION:	**Contractors**	**Name:**	**Various (where applicable)**	
Contractors are responsible for the following WHSE duties:				
• Working in a safe manner without risk to themselves, others or the environment				
• Providing compliant WHSE management plan (where required) to principal				
• Providing evidence of SWMS for how work will be carried out safely				
• Complying with the WHSE management plan, and following SWMSs,				
• Reporting of all incidents to the Supervisor				
• Reporting of any injuries and illnesses to the designated First Aid Officer or Attendant				
• Reporting of all WHSE hazards to the Supervisor				
• Active participation in agreed WHSE consultation mechanisms, including provision of suggestions on how WHSE issues can be addressed or WHSE methods may be improved				
• Seeking of assistance if unsure of WHSE rules or work methods				
• Reporting of any faulty tools, plant or equipment provided by the company to the Supervisor				
• Compliance with and adherence to all workplace rules				
• Correctly using, maintaining and caring for all personal protective equipment or other safety equipment provided or required, and				
• Compliance with all emergency and evacuation procedures.				
Authorised by: David Cameron			**Position: Director**	
Signature:			**Date:**	

12. DOCUMENTATION

1. DOCUMENTS INCLUDED IN PLAN

Title of Form	Included in Plan?	
DOCUMENTATION	Yes	No
Company or Organisation Details	✓	
Document Register		✓
Safety Management Plan Checklist		✓
POLICY, ROLES AND RESPONSIBILITIES		
WHSE Policy	✓	
Rehabilitation and Return to Work Policy	✓	
WHSE Management Structure	✓	
Statement of WHSE Responsibilities	✓	
WHSE Duty Statements	✓	
OHS CONSULTATION		
OHS Committee Agenda		✓
OHS Committee Minutes		✓
Pre-start Meeting Record	✓	
Toolbox Meeting Record	✓	
HAZARD IDENTIFICATION		
Hazard Register	✓	
Electrical Equipment Register	✓	
Hazardous Substances Register	✓	
MSDS Register	✓	
Plant and Equipment Register	✓	
Plant Risk Assessment		✓
RISK MANAGEMENT		
Safe Work Method Statement Register	✓	
TRAINING, COMPETENCY AND INDUCTIONS		
Employee Training Record		✓
Training and Competencies Register	✓	
HAZARD, INCIDENT AND INJURY RECORDING		
Hazard Report Form	✓	
Incident Record	✓	
Injury/Illness Record	✓	
REVIEW OF IMPLEMENTATION		
WHSE Management Plan Checklist		✓

12. DOCUMENT CONTROL

If changes are made to this WHSE Management Plan, the amended Plan will be reissued with the next Version Number and the date of issue, and copies provided to all appropriate persons. All superseded versions will be withdrawn, and filed if annotated or destroyed where no annotations or amendments to the Plan have been made.

The Document Register will be used to ensure that the Plan is kept up to date, and will show not only which documents are included in the Plan, but also the current Version Number and date of issue. The Document Register will be amended every time that a document is amended, added or deleted from the Plan, and will always show the most current document versions applicable to the Plan.

OHSEMP VERSION CONTROL

VERSION No.	DATE	AMENDMENTS OR COMMENTS
O.0.001	01/05/2011	
O.0.002	03/06/2011	Review: No changes
O.0.003	01/07/2012	Updated: Reviewed and updated policies
O.0.004	23/04/2014	Review: No changes
0.0.005	03/09/2014	Updated: Reviewed and updated policies
0.0.006	29/06/2015	Updated: Reviewed and updated policies
0.0.007	05/07/2015	Updated: Inclusion of Waste Management Plan
0.0.008	23/3/2016	Updates: Inclusion of Public Indemnity insurance, new expiry dates
0.0.009	20/4/2016	Updates: Inclusion of Duty Statements, Acknowledgement, Index
0.0.010	16/06/2016	Updates: Update Fit for Work Policy

WHSE Management Plan Checklist

General	
Project Name	
Location	

Activities Reviewed	Conforms	
Changes and distribution of the OHSE Mgt Plan are recorded	Yes ☐	No ☐
Project details / Description of works / Organisation details are current	Yes ☐	No ☐
OHSE Policy signed and dated by Director/Manager	Yes ☐	No ☐
Hazards are identified and risks are assessed	Yes ☐	No ☐
Controls for high risk activities are documented (Safe Work Method Statement(s))	Yes ☐	No ☐
Training and Competency Register is current	Yes ☐	No ☐
Site Specific Induction Training records are current	Yes ☐	No ☐
SWMS Training is current	Yes ☐	No ☐
Roles and responsibilities are allocated and signed	Yes ☐	No ☐
Consultation arrangements (nature, topics, intervals) are documented	Yes ☐	No ☐
Plant / Equipment Register is current	Yes ☐	No ☐
Hazardous Substances / Dangerous Goods Register is current	Yes ☐	No ☐
Personal Protective Equipment Register is current	Yes ☐	No ☐
Periodic Workplace Inspection Checklists are completed	Yes ☐	No ☐
Register of Injuries is current	Yes ☐	No ☐
Incident Investigation Reports are completed	Yes ☐	No ☐
Hazard Reports are completed	Yes ☐	No ☐
Electrical Equipment Register is current	Yes ☐	No ☐
Injury Management and Return-to-Work Program is displayed	Yes ☐	No ☐
Workers Compensation Information is current	Yes ☐	No ☐
Other:	Yes ☐	No ☐

PPE Register

Employee name	Date of Issue/ replacement	Item supplied	Signature of recipient *I have received the listed PPE with appropriate instruction/training in its correct use.*

Training and Competency Register

Employee Name	Work on this project	Skills / Competencies / Experience (e.g. tickets / qualifications)	Card No. / Reg. No.	Date of Course	Duration

Pre-Start Talks

Pre-start Talks			
Workplace:		Subject of Talk:	
Presented By:		Duration: Date:	
Persons Present			
Print Name:	Signature:	Print Name:	Signature:
Points Raised / Comments:			

Corrective Action	Action by	Action Complete	
		Sign off	Date

Plant and Equipment Register

Plant Type	Serial No. / Registration No.	Make / Model	Registration with Authority Required? Y/N	Authority Registration Expiry Date (if applicable)	Date last service or maintenance record available	Required Maintenance Frequency	Alteration Details Y / N / NA	Date On Site	Log Book Available

Plant and Equipment Regular Checklist

Plant and Equipment Checklist			
Service Provider Name:		Plant Type / Make:	
Plant No.		Serial No:	

Description	Check		
Risk assessment	Yes ☐	No ☐	n/a ☐
Operator's manual	Yes ☐	No ☐	n/a ☐
Maintenance reports	Yes ☐	No ☐	n/a ☐
Log Book	Yes ☐	No ☐	n/a ☐
Competency ticket/licence of operator	Yes ☐	No ☐	n/a ☐
Fire extinguisher	Yes ☐	No ☐	n/a ☐
Crack test reports	Yes ☐	No ☐	n/a ☐
Chains tested and tagged	Yes ☐	No ☐	n/a ☐
Regulatory Authority plant registration	Yes ☐	No ☐	n/a ☐
Flashing light	Yes ☐	No ☐	n/a ☐
Forward/reverse beeper	Yes ☐	No ☐	n/a ☐
Tested and tagged electrically	Yes ☐	No ☐	n/a ☐
Seat belt	Yes ☐	No ☐	n/a ☐
Roll over Protection (ROPS)	Yes ☐	No ☐	n/a ☐

Plant Operator					
Name		Signature		Date	

Hazardous Substances/Dangerous Goods Register

Product Name	Application	Quantity	Product labelled		MSDS		Classified as Hazardous in the MSDS	
			Yes	No ☐	Yes	No ☐	Yes	No ☐
			Yes	No ☐	Yes	No ☐	Yes	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐

If YES: The risks and control measures associated with the use of the product/ substance and the precautions for its use are outlined in the Safe Work Method Statement

Electrical Equipment Register

Electrical Equipment			
Workplace		Date	

Equipment Description	Plant / Serial No.	Date of Inspection/ Test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next Inspection/Test	Electrician's / qualified person's Signature	License/ Registration No.

Electrical item	Frequency of inspection / test (in accordance with relevant requirements)
Tools & leads or electrical equipment	
Sub-board earth leakage device	

Hazard Report

General			
Date		Workplace	
Submitted By		Signature	
Submitted To		Signature	
Details of Hazard			
Location		Work Activity	
Hazard Identified			
Details of Risk			
Risk Class	High (1) ☐ Medium (2) ☐ Low (3) ☐		
Control Measures			
Corrective Action Required			
By Whom		When	Immediate ☐ Within 24 hrs ☐ Within 7 Days ☐
Completion			
Corrective Action Completed By		Signature	
Time		Date	
Confirmed By		Signature	

Register of Injuries

General			
Workplace Location		Injured Persons Name	
Home Address			
Date of Birth		Occupation	Male ☐ Female ☐
Employers Name	Cameron Outdoor	Employers Address	76 Dalmahoy St, Bairnsdale VIC 3875
Details of Injury			
Date of Injury		Time of Injury	am ☐ pm ☐
Activity in which the person was engaged at the time of injury		Exact location where injury occurred	
Nature of injury e.g. fracture, burn, sprain, foreign body in eye.		Body location of injury e.g. ear, eye, face, neck	
Details of Treatment			
Treatment provided by First Aid Officer	Yes☐ No☐	Remarks:	
Follow up treatment required	Yes☐ No☐	Doctor/ Medical Centre attended:	
Date attended		Medical Certificate Received	Yes ☐ No ☐
Treatment i.e. x-ray, prescription			
Further consultation required	Yes☐ No☐	Injury Management required	Yes ☐ No ☐ *If yes, notify the RTW Coordinator*
Name of Witness:		Address of Witness:	
Name of Person Providing First Aid		Signature	

Incident Investigation Report

Class of Incident		**Reported**	**Further Action Required**
☐ Injury ☐ Property/Plant Damage ☐ Near Miss ☐ Environmental ☐ Other……………………		Yes ☐ No ☐ Details:	☐ Report to Authorities ☐ Other
Details of Incident			
Date of Incident		Time of Incident	am ☐ pm ☐
Witness Name		Witness Contact	
Nature of Incident		Location of Incident	
Description of Incident		Details of damage to equipment/property?	
Injured Person/s (if applicable)			
Name		Date of Birth	
Address			
Occupation		Employer	Cameron Outdoor
Referred/transferred to			
Recommended Preventive Action			
Details			
Completed By			
Name		Position	
Signature		Date	

Workplace Inspection Checklist

Workplace Inspection			
Workplace		Date	
Inspected By		Signature	

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Access/Egress Access paths clear Access paths defined (signage tape, other) Prohibited areas display warning signs and barricaded	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Dust/Air Quality Dust suppressed/watered down Stock piles protected from wind Plant & equipment maintained to minimise emissions	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Electrical Electrical equipment tested & tagged Register of tagging current Portable generator fitted RCD Portable Residual Current Device (RCD) tested/ tagged	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

First Aid/Emergency/Injury First aid kit provided Kit stocks refreshed First Aid Officer available Evacuation procedure in place Emergency contacts displayed Fire extinguisher/equipment available	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Manual Handling Trolleys/aids in use SWMS followed Training/job rotation undertaken	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Hazardous Substances/Dangerous Goods Register current MSDS available SWMS lists precautions for use Storage area bunded Refuelling SWMS followed	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Height work Perimeter protection Handrails in place Penetrations covered Fall restraint/arrest system in use SWMS followed	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Housekeeping Materials stacked Work area lit Bins available & in use Signage in place Leads suspended Walkway/stairs/work area clear	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

Noise Plant & equipment maintained Site hours observed Noisy works identified Hearing protection used (SWMS)	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Personal Protective Equipment Used when required (SWMS) Correctly used by employees	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Plant & Equipment Plant register current Maintenance records provided Daily log book completed Operator ticketed/competency verified SWMS followed	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Public Protection Work area secure from public Overhead protection provided	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Stormwater/run off Silt control fences in place Stormwater inlets protected Discharges contained, e.g. pump out, slurry/other	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Training All employees have: - General industry (safety awareness) training - Site specific induction training - Work activity (SWMS) training	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Vegetation Fencing around drip line of retained trees No material/equipment stored within drip line	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

Waste Management Waste reduction plan in place Waste contractor records available Bins for litter/cigarette butts/other provided Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other	Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Other …………………………… …………………………… …………………………… …………………………… …………………………… ……………………………	Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

All items noted for correction have been rectified			
Name		Signed	
Date		Time	

Acknowledgement

I confirm that I have read and understood the Cameron Outdoor EHS Management Plan;

Employee Name	Employee Signature	Date