

THINKSAFE
RKS SAFE
**THINKSAFE
WORKSAFE**



THE NEXT STEP

Systematically managing safety and health hazards using WorkSafe Plan

THINKS
WORKS



Department of Consumer and Employment Protection





INTRODUCTION

Under the **Occupational Safety and Health Act 1984**, you (and all other employers) have a legal responsibility to make sure your workplace is safe and healthy and your employees are not exposed to hazards. Managing safety and health is as much a part of running your business as production, finances, taxes, licenses and employing staff.

There are a number of useful tools available to help you better manage the safety and health risks in your business and workplace.

The "First Step" Guide provides you with the information you need to get started with identifying all the things that could lead to injury or harm to the health of you or your employees, or at worst that could lead to a death occurring in your workplace. It explains some common hazards found in most workplaces, and then shows you how to actually:

- Spot the hazards (...in your workplace);
- Assess the risk (...of injury, harm to health or death occurring); and
- Make changes (...that eliminate or reduce the risk).

If you have already taken the "First Step", you should consider the value of using the WorkSafe Plan to assess how effectively you are managing the hazards in your workplace, assist you to improve your performance and help you take the "Next Step" to meet your duty under the **Occupational Safety and Health Act 1984**.



INTRODUCING A SYSTEMATIC APPROACH TO WORKPLACE SAFETY AND HEALTH

There are many ways to start to bring all aspects of safety and health management together into an ongoing and robust system. A good system fixes safety and health problems, makes sure the solutions to the problems really do work and that they keep on working.

Sometimes just getting started with systematically managing workplace safety and health is the main problem, in which case you can begin by asking yourself the following questions.

Do you know what hazards are in your workplace?

- List your main work activities.
- Break the work activity into basic steps (or tasks).
- Identify and write down the hazards for each work activity.
- Involve the people in your workplace doing the work activities.
- Use safety and health information in codes of practice, standards, material safety data sheets, information from suppliers of plant and other industry sources.
- Use information from your records of work-related incidents (including property damage and near misses), injuries and diseases.
- Carry out inspections of your workplace.

How likely is it that an incident, injury or disease will happen?

- Assess the safety and health risks for employees and others who may be affected by your work activity – gather information about each hazard, consider how many people are likely to be exposed to each hazard and for how long, and consider the consequences eg: insignificant, first aid required, extensive injuries, catastrophic.
- Give high priority to areas where there could be many incidents or where injuries and diseases could be serious.

What are you doing to prevent incidents, injury or disease?

- Be a leader. A serious commitment to safety and health starts with you as a business owner or senior manager leading by example and providing the resources (eg: time and money).
- Find out about ways of eliminating hazards and reducing risks to the safety and health of your employees and others who may be affected by your work activity.
- Use information from your risk assessment to reduce the risk of incidents, injury or disease.
- Provide training so everyone understands how to and is able to work safely.
- Identify the relevant information from laws, codes of practice and standards and make sure you are complying with the safety and health requirements.
- Conduct a full and independent review of your management of safety and health.



Are you making the best use of time, money and specialist knowledge?

- Involve your employees – they often have good ideas and specialist knowledge.
- Seek advice from external specialists when necessary.
- Plan and coordinate your safety and health activity – and focus on high-risk areas first.

Does everyone know the approach to safety in your business?

- Produce a policy statement that tells your employees "what" you are committed to doing and "how" you are going to meet your duty of care under the **Occupational Safety and Health Act** to provide a safe and healthy workplace.
- Make sure everyone in your business understands the Policy.
- Display your Policy so contractors, your customers/clients and other visitors to your workplace know about your commitment to safety.

Will your system for managing safety and health continue if key people leave your business?

- Write down what your employees do and how their work activities are done safely. These written procedures will ensure consistent performance of work activities in a safe manner and provide the basis for training of existing and new employees.
- Write down your safety objectives (identify your safety objectives by carrying out a full and independent review of your safety management).
- Write down what actions need to be taken to improve safety in your workplace eg: as a result of identifying hazards and risks, outcomes of inspections/audits – write down what you want to achieve, who is responsible and by what date.
- Keep records of safety and health meetings and management decisions.
- Ensure you have a process for monitoring actions taken and check that they are actually working (eg: has actually reduced the risk of an incident, injury or disease), and make changes where needed.

In working through these questions, you will have shown a strong **COMMITMENT** to improving safety management. You will have used **CONSULTATION** to involve employees, improved **HAZARD MANAGEMENT** and used **TRAINING** to reduce the risk of work-related injury or disease. Systematic **PLANNING** will ensure that you have the people, resources and processes you need for your safety management system to work properly.

You will in fact, have the basic five elements of WorkSafe Plan.

1. Management Commitment
2. Planning
3. Consultation
4. Hazard Management
5. Training

WORKSAFE PLAN

WorkSafe Plan is Western Australia's instrument for assessing systematic management of occupational safety and health in workplaces.

WorkSafe Plan is an assessment process that rates an organisation's systematic management of safety and directs attention to areas that could be improved. Organisations may use WorkSafe Plan at any time. It promotes the safety management practices needed to establish and maintain working environments where employees are not exposed to hazards. Safe working environments, with safe workplaces, plant and systems of work, are an important part of the general duties of care provided for by the **Occupational Safety and Health Act 1984**.

Effective and systematic management of safety and health involves commitment by management, good planning and setting of safety objectives, implementation, monitoring and feedback from audits and reviews and continuous improvement. WorkSafe Plan provides a tool to review performance and identify what needs to be done to improve.

WorkSafe Plan can be used to compare the performance of workplaces or business units across an organisation or organisations in the same industry and it can be used repeatedly to regularly check on progress. Using WorkSafe Plan makes good sense for organisations of all sizes.

WorkSafe Plan is divided into five elements, each one with a standard and series of indicators. Together these provide the key parts of a coordinated and systematic approach to managing safety and health.



HOW WORKSAFE PLAN IS USED

Organisations may use WorkSafe Plan assessments in house to improve safety management.

An organisation own employees may be trained to use the assessment and this training is recommended if the organisation is to make the best use of the WorkSafe Plan rating method. If the organisation wishes to request a WorkSafe Plan Certificate of Achievement, an accredited WorkSafe Plan Assessor, who is not an employee of the organisation, must complete an assessment and rate the safety management system. However, this can be completed after the organisation has assessed and improved its safety management using existing resources.

WorkSafe Plan Assessors are trained by an independent training agency to provide a service to industry.

WorkSafe (a division of the Department of Consumer and Employment Protection) has set up a system where private Assessors complete WorkSafe Plan assessments. The Assessors are trained by an independent training agency and accredited by WorkSafe when they have successfully completed all parts of a competency based assessment.

The Assessors may be subject to random audits of their assessments, but at all other times, they operate independently of WorkSafe.

There is a list of accredited WorkSafe Plan Assessors and information on Assessor training available from the internet.

WorkSafe Plan Assessors provide a written report to each organisation when the assessment is complete.

The Assessor's report contains the levels of achievement for each element of WorkSafe Plan. This report is not submitted to WorkSafe.

If the organisation wishes to apply for a Certificate of Achievement, the Assessor is only required to submit the final results to satisfy WorkSafe that the organisation has achieved the level required for a Certificate to be issued.

Organisations can compare their performance with others in their industry.

WorkSafe publishes statistical information on lost time injuries and diseases on the internet.



The Department of Consumer and Employment Protection encourages best practice by presenting WorkSafe Plan Certificates of Achievement to organisations with high ratings in each element of the safety management systems assessment.

Certificates are presented at three levels:

- Silver Certificates for organisations meeting minimum standards;
- Gold Certificates for organisations demonstrating good progress toward a best practice approach to safety management; and
- Platinum Certificates are for organisations that achieve the highest standard.

To obtain a WorkSafe Plan Certificate of Achievement, each organisation must also show that their rates of work-related injury and disease are reducing or kept at low levels.

Information is available on the internet about WorkSafe Plan to assist people to improve their safety management system.

WorkSafe Plan information including training information and the WorkSafe Plan workbook is available at www.worksafe.wa.gov.au/worksafeplan.

The internet [www.worksafe.wa.gov.au/worksafeplan] will take you straight to the WorkSafe Plan location where you will find the following information.

- The WorkSafe Plan workbook.
- Platinum, Gold and Silver Certificates of Achievement.
- Accredited Assessors.
- The Assessor training program.
- Injury and disease statistics used as benchmarks for WorkSafe Plan.

You could contact the training agency that provides WorkSafe Plan Assessor training to discuss your training needs.

You could also contact an accredited WorkSafe Plan Assessor to discuss the services that he or she could provide to your organisation. A list is available from the internet.

You may purchase a printed copy of the WorkSafe Plan workbook from the department - or take as many copies as you wish from the internet. Use it to assess the safety management system in place in your organisation. Planning to improve safety management could begin with the WorkSafe Plan information provided in the workbook.

If you would like to discuss WorkSafe Plan with an officer from WorkSafe please call 1300 307 877.

WORKSAFEPLAN ELEMENTS

WorkSafe Plan has five elements. Organisations should aim

ELEMENTS	MANAGEMENT COMMITMENT	PLANNING
<p>STANDARDS</p>	<p>There is commitment to achieving high standards of occupational safety and health performance through effective safety management</p>	<p>Planning is used to establish and maintain a safety management system that is set up to continuously improve occupational safety and health</p>
<p>INDICATORS</p> <p>The elements have a number of indicators that measure the extent to which the standards have been achieved.</p> <p>There is a total of 50 indicators in the five elements.</p> <p>Each indicator is given a score out of ten and the scores are averaged to achieve an overall rating of performance in each element.</p>	<ol style="list-style-type: none"> 1. The employer's responsibilities have been identified. 2. General duties are understood. 3. The employer is involved in safety management. 4. Occupational safety and health activity is coordinated. 5. There is an occupational safety and health policy. 6. The occupational safety and health policy is understood. 7. Resources are provided. 8. Safety management activities are completed on time. 9. Everyone is accountable for occupational safety and health in their area of responsibility. 	<ol style="list-style-type: none"> 1. Safety management is planned systematically. 2. There are objectives. 3. Performance is measured. 4. Specialists are used. 5. Safety management is assessed annually. 6. Recommendations are acted upon. 7. Information is accessible. 8. Contractors are selected with safety in mind. 9. Contractors work to agreed safety standards. 10. There are arrangements for the safety of visitors. 11. There are arrangements for employees with special needs. 12. There are emergency procedures.

to achieve the standard for each element

CONSULTATIONS	HAZARD MANAGEMENT	TRAINING
<p>A mechanism for consulting with employees has been developed and is working effectively.</p>	<p>There is an effective system to identify hazards and assess and control risks.</p>	<p>Training is organised to reduce the risk of work-related injury and disease and is evaluated to ensure its effectiveness.</p>
<ol style="list-style-type: none"> 1. Consultation requirements are identified. 2. Consultation requirements are understood. 3. Consultation is planned. 4. There is consultation regarding occupational safety and health planning. 5. There is consultation regarding hazard management. 6. There is consultation regarding occupational safety and health training. 7. Consultation is evaluated. 	<ol style="list-style-type: none"> 1. Requirements for reducing risks at work are identified. 2. Requirements for reducing risks at work are understood. 3. Injuries and diseases are reported. 4. Injuries and diseases are investigated. 5. Workplaces are inspected. 6. Hazards are identified. 7. Risks are assessed. 8. Work activities have been analysed. 9. Risk controls are planned. 10. Risk controls are in place. 11. The hierarchy of controls is used. 12. Risk controls are evaluated. 13. Risk controls are corrected. 14. New hazards are managed. 	<ol style="list-style-type: none"> 1. Training requirements are identified. 2. Training requirements are understood. 3. Training needs are analysed. 4. Training is planned. 5. Training has clear objectives. 6. Training is provided. 7. Training is evaluated. 8. Employees can follow emergency procedures.

Three steps to
managing
workplace safety:

1. The first step
2. The next step
3. WorkSafe Plan



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