



SHIFT Engineering

OHSE Management Plan

PROJECT NAME	
ORGANISATION NAME	Black Dog Engineering T/as Shift Engineering
ADDRESS	Unit 1/63 McLarty St, WAROONA WA 6215
PHONE	Office (08) 9733 3317 Mob: 0427 115 020
FAX	
EMAIL	Accounts: Admin@shiftengineering.com.au Director: Jason@shiftengineering.com.au
ACN/ABN	ABN: 76 159 431 160 ACN: 15 943 1160

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OHSE 002–Project details and introduction

Organisation Details	
Business/Trading name	
ACN/ABN	
Contract Job Number	
Director/Manager	
Address	
Phone	
Fax	
Mobile	
Email	

The following table sets out a brief description of the work to be carried out by SHIFT Engineering during the course of the *INSERT TRADE/ACTIVITY* contract/agreed works on the *INSERT SITE NAME* project managed by *Jason Pisconeri*.

Date	Description of Works	No of Employees (inc subcontractors)

The table below identifies the designated person on site responsible for the management of occupational health safety and environment.

Name	Contact Details
Jason Pisconeri	0427 115 020

SHIFT Engineering does not intend to subcontract all or part of the works. If engaged, the sub-subcontractors intended to be used on this site are:

Business	Contact Details
SHIFT Engineering	Mob: 0427 115 020 or 0419 907 202

SHIFT Engineering will ensure that the above mentioned subcontractors provide a SWMS for their specialised work, and that *SHIFT Engineering* shall review the SWMS, and append the SWMS to this Plan. If they are an employer, *SHIFT Engineering* will also ensure that evidence relating to a current workers compensation policy is provided.

Director / Manager _____

Date ____/____/____

OHSE 003–Occupational health Safety and environment policy

At SHIFT Engineering, a commitment to occupational health, safety and the environment is part of the business.

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- defining roles and responsibilities for occupational health, safety and environment.

Strategies will include:

- ensuring occupational health, safety and environment management principles are included in all organisational planning activities;
- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on occupational health, safety and environment matters;
- ensuring incidents are investigated and lessons are learnt within the organisation;
- distributing occupational health, safety and environment information, including this policy, to all employees and interested parties;
- providing enough resources to ensure occupational health, safety and environment is a central part of the organisation; and
- ensuring effective injury management and rehabilitation is provided to all employees.

Director / Manager _____

Date ____/____/____

OHSE 004–Hazard identification, risk assessment and control

SHIFT Engineering will not commence construction work at a place of work unless:

the principal contractor has provided SHIFT Engineering with a copy of the relevant parts of its workplace OHSE Management Plan (or equivalent);

- SHIFT Engineering has undertaken an assessment of the risks associated with the work activities and has provided to the principal contractor a written Safe Work Method Statement (SWMS); and

SHIFT Engineering has provided induction training to all employees.

SHIFT Engineering maintains and updates the SWMS, and provides the updated SWMS to the principal contractor.

SHIFT Engineering identifies the potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

IDENTIFY HAZARDS:

SHIFT Engineering breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the SWMS, SHIFT Engineering_{has} identified potential hazards and their risks.

To assist in identifying hazards and risks, SHIFT Engineering has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

ASSESS RISKS:

SHIFT Engineering has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

OHSE 005–Hazard categories

The following is a list of the hazards SHIFT Engineering has identified arising from the contracted/agreed work activities. These hazards are addressed within the Safe Work Method Statement(s).

Occupational Health and Safety	
Access & egress	Confined/enclosed spaces
Coring/chasing	Dangerous Goods (Oxy/other)
Demolition/dismantling	Electricity (power tools/other)
Explosive/pneumatic power tools	Fatigue (shift work/hours of work)
Formwork erection/dismantling	Fire/explosion
Fumes/gas	Hazardous substances
Flying/falling objects/debris	Height & falls
Hazardous material	Hot/cold working environment
Hot work (cutting/welding/grinding)	Lasers
Lighting	Manual handling (lifting or twisting)
Machine/equipment guarding	Moving plant/traffic
Materials handling (crane/forklift/other)	Plant & equipment operation
Noise (hearing)	Structural alterations/support
Public (pedestrians/other)	Services (underground/overhead)
Subsidence	Ultra Violet Light (sunlight)
Trenching/excavation	Other.....
Work near/over water	Other.....
Young workers/unskilled labour	Other.....
Biological/bacteria	Other.....

Environment	
Air quality (dust/emissions)	Bulk excavation/spoil
Concrete or paint wastes	Contaminated soil/water
Dewatering/pump out	Habitats (protected flora/fauna)
Heritage & Archaeology	Noise or vibration
Noisy work (neighbourhood)	Spills & response
Slurry or other discharges	Traffic & parking
fibre, asbestos/other	Dangerous Goods/Hazardous Substances (use/storage/spills)
Stormwater/sediment control	Other.....
Waste disposal	Other.....

OHSE 006–Risk matrix

SHIFT Engineering has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1: The organisation identifies the consequence for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Step 2: Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Step 3: Using the risk matrix below, the organisation identifies the risk class/ranking.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

Class/Ranking	Description / Requirements
1	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	Will require operational planning. Actions will be recorded on a Safe Work Method Statement
3	Will require localised control measures



SWMS Number:

OHSE 007–Safe Work Method Statement (SWMS)

Organisation Details			
Organisation Name:	SHIFT Engineering	Contact Name::	Jason Pisconeri
ACN/ABN	ABN: 76 159 431 160 ACN: 15 943 1160	Contact Position:	Director
Address:	Unit 1/63 McLarty St, WAROONA WA 6215	Contract Phone No:	0427 115 020
Project Details:			
Project:		Area:	
Activity:		This SWMS has been developed in consultation with: Reviewed by: _____ Position: _____ Date: _ / _ /	
Resources / Trades Involved:			
Equipment Used:			
Maintenance checks:			
Materials Used:			
Occupational Health Safety or Environmental Legislation:		Codes or Standards applicable to the works:	



SWMS Number:

Qualifications and experience required to complete the task	Personnel, Duties and Responsibilities (Supervisory staff and others)	Training Required to Complete Work
Engineering Details / Certificates / WorkCover Approvals:		

OHSE 008–Objectives and targets

SHIFT Engineering has established the following objectives and targets to support and maintain the effectiveness of the OHSE Management Plan.

Planning

Objective:

Employees are provided with regular and up-to-date information on OHSE for the duration of the contracted/agreed works.

Target:

Review the content of the OHSE Management Plan at maximum 3 month intervals (or more frequent as required) to maintain the currency of information provided to employees and others.

Risk Management

Objective:

Employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.

Target:

Safe Work Method Statement(s) or the equivalent list as a minimum those hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.

Consultation

Objective:

Employees are regularly consulted on matters that affect OHSE.

Target:

Toolbox/Pre-start or other agreed methods of consultation are undertaken on a regularly basis.

Training

Objective:

Employees are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment.

Target:

All employees involved with the contracted/agreed work have undertaken as a minimum the three levels of induction training, i.e. general industry (safety awareness) training, site specific training and work activity training as noted in the Safe Work Method Statement(s) specific to the contracted/agreed works.

Other

Objective:

Target:

OHSE 010–Roles and responsibilities

SHIFT Engineering provides the following key trained and competent personnel on site.

Organisation

SHIFT Engineering

Works Manager
Jason Pisconeri

Injury Management Coordinator
Kurt Brown

Works Supervisor
Jason Pisconeri

OHSE Coordinator
Jason Pisconeri

Employees

ROLES AND RESPONSIBILITIES DEFINED

The roles and responsibilities of employees within SHIFT Engineering regarding OHSE are below.

WORKS MANAGER

Jason Pisconeri is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- using the Hierarchy of Controls in all design, fabrication and construct activities to minimise OHSE risks;
- communicating with the principal contractor to reduce risks;
- being a part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- leading by example and promoting sound OHSE practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing OHSE reports and inspections, and following up on recommendations;
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- coordinating OHSE meetings and programs;
- monitoring compliance with the OHSE Management Plan, including Safe Work Method Statement;
- and
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

Signed by: _____ **Date:** ___ / ___ / ___

WORKS SUPERVISOR

Jason Pisconeri is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- observing all OHSE rules and regulations;
- making sure that work activities are carried out in a safe and environmentally sound manner;
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on OHSE matters to employees;
- being part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- actioning OHSE reports and carrying out workplace inspections;
- setting up OHSE meetings and programs;
- helping to prepare Safe Work Method Statements for the organisation's work activities;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project inductions, Toolbox Talks and team meetings;
- being a part of incident investigations;
- leading by example and promoting sound OHSE practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that OHSE control measures are implemented and effective; and
- other OHSE duties as directed by the Works Manager.

Signed by: _____ **Date:** ___ / ___ / ___

OCCUPATIONAL HEALTH AND SAFETY ENVIRONMENT COORDINATOR

Jason Pisconeri is responsible for OHSE at the workplace and duties include:

- communicating OHSE performance to the Works Manager;
- assisting the Works Supervisor to develop and implement the OHSE Plan;
- providing advice on OHSE to all employees;
- being a part of planning and design in work activities;
- determining OHSE legal requirements for the work activity or trade;
- making sure OHSE work procedures are followed;
- coordinating injury management / return to work for injured employees;
- reviewing OHSE reports and inspections;
- setting up and being a part of OHSE meetings and programs;
- setting up Toolbox Talks on a regular basis;
- insisting on sound OHSE practices at all times;
- setting up and conducting OHSE inductions;
- conducting incident investigations;
- communicating with the Works Manager/Works Supervisor on OHSE matters;
- making sure records are kept under these guidelines;
- being part of inspections and ensuring recommendations are completed; and
- other OHSE duties as directed by the Works Manager.

Signed by: _____ **Date:** ___ / ___ / ___

INJURY MANAGEMENT COORDINATOR

Kurt Brown is responsible for the management of injuries at the workplace and duties include:

- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services;
- liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee;
- monitoring the progress of the injured employee's capacity to work;
- taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- providing assistance to meet all legal requirements regarding injury management and return to work.

Signed by: _____ **Date:** ___ / ___ / ___

EMPLOYEES

Are responsible for the following:

- working in a safe manner without risk to themselves, others or the environment;
- complying with the OHSE Management Plan including all Safe Work Method Statements;
- reporting all incidents to the Works Supervisor;
- reporting all injuries and illnesses to the designated First Aid Officer;
- reporting any OHSE hazards to the Works Supervisor;
- providing suggestion, through agreed consultation methods, on how to improve OHSE issues;

seeking assistance if unsure of OHSE rules;
reporting any faulty tools or plant to the Works Supervisor;
complying with site rules;
correctly using all personal protective equipment; and
complying with emergency and evacuation procedures.

Signed by: _____ **Date:** ___ / ___ / ___

OHSE 011–Training and competency register

Having regard to the hazards and risks associated with the work activity, SHIFT Engineering has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others or the environment.

The following register contains details of the skills and competencies of the organisation's employees.

Employee Name	Name of training / Course	Skills / Competencies / Experience (e.g. tickets / qualifications)	Card No. / Reg. No.		Duration
Jason Pisconeri	Alcoa WA opps induction	Tagging/ hazard identification/isa s	235872	20 12	2 days
	Working at heights training	HI-HI-ALL-SAF-WHA-03(SWH-03) (WHP-03)	11598	20 05	
	Confined space training	HSE-CFE-AWE/HSE-CFE-SAF/HSE-CFE- PERM	11547	20 05	
	Doggmans ticket/forklift	Lf/dg	W0458605	20 05	
	Blue card	Construction industry/safety	466111	14/ 11/	
Kurt Brown	Alcoa WA opps induction	Tagging/ hazard identification/isa s	231169	20 12	2 days
	Working at heights training			cur ren	
	Blue card	Construction industry/safety	164332	20 11	
Todd Elliot	Alcoa WA opps induction	Tagging/ hazard identification/isa s		20 11	2 days
	Blue card	Construction industry/safety	112328	20 08	
	Gantry crane	Riihan305a	Dte6836	20 11	
	Working with heights	Riihs204a	Dte6836	20 11	

OHSE 012–Consultation

SHIFT Engineering promotes the active participation of all employees in OHSE decisions.

Employees are consulted and given opportunity, encouragement and training to be proactively involved in OHSE matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation's policies and procedures or work routines which may affect OHSE;
- make up of and representation on relevant committees; and
- election of OHSE and employee representatives.

All workplace consultation is recorded and occurs on a Monthly basis.

OHSE 014–Workplace inspection checklist

SHIFT Engineering inspects the work activity(s) and work area, and provide a completed Workplace Inspection Checklist each week to the principal contractor for the duration of the works.

Workplace Inspection			
Workplace		Date	
Inspected By		Signature	

Item	Item Correct			Action Priority			Action By	Close Out By	Close Out Date
	Yes	No	n/a	1	2	3			
Access/Egress									
Access paths clear	Yes	No	n/a	1	2	3			
Access paths defined (signage tape, other)	Yes	No	n/a	1	2	3			
Prohibited areas display warning signs and barricaded	Yes	No	n/a	1	2	3			
Dust/Air Quality									
Dust suppressed/watered down	Yes	No	n/a	1	2	3			
Stock piles protected from wind	Yes	No	n/a	1	2	3			
Plant & equipment maintained to minimise emissions	Yes	No	n/a	1	2	3			
Electrical									
Electrical equipment tested & tagged	Yes	No	n/a	1	2	3			
Register of tagging current	Yes	No	n/a	1	2	3			
Portable generator fitted RCD	Yes	No	n/a	1	2	3			
Portable Residual Current Device (RCD) tested/ tagged	Yes	No	n/a	1	2	3			
First Aid/Emergency/Injury									
First aid kit provided	Yes	No	n/a	1	2	3			
Kit stocks refreshed	Yes	No	n/a	1	2	3			
First Aid Officer available	Yes	No	n/a	1	2	3			
Evacuation procedure in place	Yes	No	n/a	1	2	3			
Emergency contacts displayed	Yes	No	n/a	1	2	3			
Fire extinguisher/equipment available	Yes	No	n/a	1	2	3			

M a n u	Yes Yes Yes	No 	n/a 		No No			1 1	2 2	3 3					
Hazard ous Substa nces/D angero us	Yes	No No No	n/a Yes n/a Yes n/a		No No		n/a Yes								
Height work P e r i	Yes	No No No	n/a Yes n/a Yes n/a		No No		n/a Yes								
Housek eeping Material s stacked Work area lit	Yes	No No No	n/a Yes n/a Yes n/a		No No		n/a Yes								
Noise Plant & equipm ent maintai	Yes	No No	n/a Yes n/a Yes		No No		n/a Yes								
P e r	Yes Yes	No No	n/a n/a												
P l a n t	Yes	No No No	n/a Yes n/a Yes n/a		No No		n/a Yes								

Public Protection								
Work area secure from public	Yes	No	n/a	1	2	3		
Overhead protection provided	Yes	No	n/a	1	2	3		
Stormwater/run off								
Silt control fences in place	Yes	No	n/a	1	2	3		
Stormwater inlets protected	Yes	No	n/a	1	2	3		
Discharges contained, e.g. pump out, slurry/other	Yes	No	n/a	1	2	3		
Training								
All employees have:								
- General industry (safety awareness) training	Yes	No	n/a	1	2	3		
- Site specific induction training	Yes	No	n/a	1	2	3		
- Work activity (SWMS) training	Yes	No	n/a	1	2	3		
Vegetation								
Fencing around drip line of retained trees	Yes	No	n/a	1	2	3		
No material/equipment stored within drip line	Yes	No	n/a	1	2	3		
Waste Management								
Waste reduction plan in place	Yes	No	n/a	1	2	3		
Waste contractor records available	Yes	No	n/a	1	2	3		
Bins for litter/cigarette butts/other provided	Yes	No	n/a	1	2	3		
Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other	Yes	No	n/a	1	2	3		
Other								
.....	Yes	No	n/a	1	2	3		
.....	Yes	No	n/a	1	2	3		
.....	Yes	No	n/a	1	2	3		
.....	Yes	No	n/a	1	2	3		
.....	Yes	No	n/a	1	2	3		
.....	Yes	No	n/a	1	2	3		

All items noted for correction have been rectified

Name		Signed	
Date		Time	

OHSE 015–Plant and equipment

SHIFT Engineering carries out regular inspections and maintenance of all plant and equipment.

SHIFT Engineering ensures plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.

The inspection and maintenance history of each item is documented.

Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation

SHIFT Engineering ensures control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and documented in the Safe Work Method Statement

Pre-start checks, schedule of maintenance and fault reports are notified to the Works Supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above apply.

OHSE 017–Plant and equipment pre-start checklist

SHIFT Engineering completes the following checklist prior to initial plant operation at the workplace.

Item	Description	Check	
Risk assessment	A checklist should identify general hazards and associated risks relating to the use of the plant & equipment e.g. entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.	Yes	No
Log Book	A current log book recording daily safety Pre-start checks. These are subject to random inspection.	Yes	No
Maintenance Reports	Proof of ongoing maintenance, i.e. maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.	Yes	No
Operator's Manual	An operator's manual relevant to the item of plant and which is to be kept with the plant.	Yes	No
Operator Certification	Copy of operator's certification or licence to operate the plant. Where no statutory certification is required, evidence of competence by the operator in the use of the plant.	Yes	No

Plant Provider					
Name		Signature		Date	

Plant Inspected	
Plant Type/Make	
Serial No.	
Company	

Inspection Verified By					
Name		Signature		Date	

OHSE 018–Plant and equipment regular checklist

The following checklist is completed by SHIFT Engineering as a general and regular check on plant operation at the workplace.

Plant and Equipment Checklist				
Service Provider name	SHIFT Engineering			
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 Provider				
Name		Signature		Date
Inspection Verified By				
Name		Signature		Date

In undertaking regular checks of plant and equipment, SHIFT Engineering includes consideration of relevant aspects as follows:

Scissor Lifts / Boom Lifts	Excavators / Backhoes / Bob Cats
<ul style="list-style-type: none"> Risk Assessment SWMS Operators Manual Maintenance Reports Log Book Certification/Competency of Operator Safety Booklet Company Name 	<ul style="list-style-type: none"> Risk Assessment SWMS Operators Manual Maintenance Reports Log Book Certification/Competency of Operator Fire Extinguisher Seat Belt Flashing Light Forward & Reverse Beeper
Fork Lifts / Manatou's	Cranes
<ul style="list-style-type: none"> Risk Assessment SWMS Operators Manual Maintenance Reports Log Book Certification/Competency of Operator Fire Extinguisher Seat Belt Flashing Light Forward & Reverse Beeper 	<ul style="list-style-type: none"> Risk Assessment SWMS Operators Manual Maintenance Reports Log Book Certification/Competency of Operator Fire Extinguisher Crack Test Report Regulatory Authority Plant Registration Chains Tested and Tagged
Concrete Pumps	Other...
<ul style="list-style-type: none"> Risk Assessment SWMS Operators Manual Maintenance Reports Log Book Certification/Competency of Operator Fire Extinguisher Crack Test Report Line thickness Testing Regulatory Authority Plant Registration 	

OHSE 019–Hazardous substances/dangerous goods

SHIFT Engineering provides a current (within 5 years of the date of issue) MSDS to the principal Contractor for all products and substances to be used for the work activity.

Before a product or substance is used for the work activity, SHIFT Engineering reviews the Material Safety Data Sheet (MSDS) to determine if the product or substance is classified as hazardous.

All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the MSDS are followed when using the substance and are included in the Safe Work Method Statement.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current MSDS.

All products and substances to be brought to the workplace are documented.

SHIFT Engineering considers the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Safe use and engineering controls;
- Environmental hazards; and
- Storage requirements.

All storage and use of hazardous substances and dangerous goods is in accordance with the MSDS and legislative requirements.

All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.

Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

OHSE 020–Hazardous substances/dangerous good register

The following hazardous substances exist in the work place. A copy of the MSDS has been forwarded to the person responsible for First Aid.

Product	Application	Quantity	Product labeled		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
			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

OHSE 021–Electrical equipment

SHIFT Engineering ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

SHIFT Engineering ensures that all electrical equipment brought on site is listed in the Electrical Equipment Register. The register is completed prior to commencement of the works and maintained for the duration of the works on site.

All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site.

OHSE 022–Electrical equipment register

SHIFT Engineering records all electrical equipment brought on site in the Electrical Equipment Register.

Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.

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	

OHSE 023–Hazard reporting

SHIFT Engineering encourages all employees to report hazards **immediately** to the Works supervisor.

Where the hazard cannot be corrected immediately, SHIFT Engineering records the details of the hazard in the Hazard Register

SHIFT Engineering investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

SHIFT Engineering identifies a risk class/ranking for all hazards by referring to the categories ranging from high to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

SHIFT Engineering regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

SHIFT Engineering will issue a copy of any completed Hazard Report form to the principal contractor, as required.

OHSE 024–Hazard report

Where a hazard cannot be immediately corrected, SHIFT Engineering records the hazard in the Hazard Report.

General			
Date			
Workplace			
Submitted By		Signature	
Submitted To		Signature	

Details of Hazard	
Location	
Work Activity	
Hazard identified in relation to the work activity	

Details of Risk

Risk Class High (1) Medium (2) Low (3)

Control Measures			
Corrective Action Required			
By Whom			
By Whom		When	Immediate Within 24 hrs Within 7 Days

Completion			
Corrective Action Completed By		Signature	
Time		Date	
Confirmed By		Signature	

OHSE 025–Injury and incident investigation

INJURIES:

All injuries are reported to the designated First Aid Officer in the workplace.

SHIFT Engineering records all injuries on the Register of Injuries.

Where the injury requires medical attention or off site treatment, SHIFT Engineering completes an Incident Investigation Report.

Copies of Incident Investigation Reports are provided to the principal contractor, as required.

INCIDENTS:

For all incidents involving near misses, property/plant damage or injury to the public or the environment, SHIFT Engineering investigates and records the details in an Incident Investigation Report.

Copies of completed Incident Investigation Reports are provided to the principal contractor, as required.

NOTIFIABLE INCIDENTS:

SHIFT Engineering reports all notifiable incidents to the relevant Authority.

Where such an incident has occurred, SHIFT Engineering considers whether the site needs to be preserved for investigation by the relevant Authority.

RECORD KEEPING:

SHIFT Engineering keeps records of incidents and injuries in accordance with Statutory requirements.

OHSE 026–Register of injuries

SHIFT Engineering records all injuries in the following register.

General			
Workplace Location			
Injured Persons Name			
Home Address			
Date of Birth		Male	Female
Occupation			
Employers Name			
Employers Address			
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	<i>If yes, an Incident Investigation Report must be completed within 24 hours</i>
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 <i>If yes, notify the Return-to-Work Coordinator</i>
Name of Witness			
Address of Witness:			

Name of Person Providing First Aid			
Signature		Date	

OHSE 027–Incident investigation report

SHIFT Engineering completes an Incident Investigation Report in the event of any injury involving medical attention or off site treatment or in the event of any incidents involving a near miss, property/plant damage or injury to the public or the environment.

The principal contractor will be informed **immediately** in the event of the above. Following discussions with the principal contractor, a decision will be made as to who will conduct the incident investigation. The principal contractor will be provided with a copy of the completed Incident Investigation Report.

Class of Incident		Reported		
Injury	Property/Plant Damage	Yes	No	Details:
Near Miss	Environmental	Further Action Required		
Other.....		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			
Address			
Date of Birth			
Occupation		Employer	
Referred/transferred to			

Details

Completed By		
Name		Position

Signature		Date	
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OHSE 028–OHSE management plan checklist

SHIFT Engineering reviews all OHSE policies and procedures on a monthly basis to determine the effectiveness of the OHSE Management Plan in addressing OHSE in the workplace.

General	
Project Name	
Location	
Auditor	
Other Attendees	

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

Items Identified for Correction

Outstanding Issues and Recommendations

Follow up actions required	Yes	No	When
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Completed By

Name		Position	
Signature		Date	

OHSE 029–Injury management and return-to-work

OUR COMMITMENT:

SHIFT Engineering is committed to the return to work of injured employees. As part of this commitment, we will:

prevent injury and illness by providing a safe and healthy working environment;

participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured;

support the injured employee and ensure that early return to work is a normal expectation;

provide suitable duties for an injured employee as soon as possible;

ensure that our injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);

consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible;

maintain the confidentiality of injured employee's records.

not dismiss an employee as a result of a work related injury within six months of becoming unfit for employment.

To support the above, SHIFT Engineering has established the following procedures.

NOTIFICATION OF INJURIES:

All injuries must be notified to the supervisor as soon as possible.

All injuries will be recorded in the Register of Injuries.

Our Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.

RECOVERY:

All injured employees will receive appropriate first aid or medical treatment as soon as possible.

The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

RETURN TO WORK:

A suitable person will be arranged to explain the return to work process to the injured employee.

The injured employee will be offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

SUITABLE DUTIES:

An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work.

The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.

Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

DISPUTE RESOLUTION:

If disagreements about the return to work program or suitable duties arise, the organisation will work with the injured employee and any union representing them to try to resolve the issue.

If all parties are unable to resolve the dispute, the organization will seek to involve the Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

CONTACTS:

SHIFT Engineering's workplace contact for the return-to-work is:

Name	Organisation	Contact Details
Kurt Brown	SHIFT Engineering	0419 907 202

SHIFT Engineering's preferred WorkCover-accredited rehabilitation providers are:

Name	Organisation	Contact Details

SHIFT Engineering's workers' compensation Scheme Agent is:

Name	Organisation	Contact Details
Alex Barbetti	WFI	(08) 95811901