



Eastern Creek Speedway Operational Environmental Management Plan

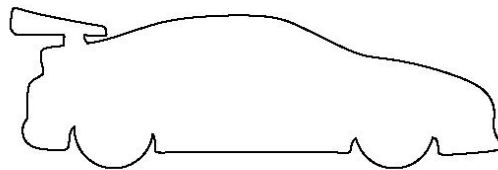
Appendix J: Speedway Work Health & Safety Management System



Work Health & Safety Management System

Work Health and Safety Management System

Speedway Promotions Pty Ltd



Address: 37 Garema Circuit
Kingsgrove NSW 2208
Phone: 0418 675 761
A.B.N 98 648 814 779

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**Developed by Compliance Occupational Health and Safety:
info@complianceohs.com.au**

DISCLAIMER

This manual has been developed to assist Speedway Promotions Pty Ltd to better understand and manage Work Health Safety matters. While every effort has been made to ensure the accuracy of the material in the manual, this publication is not intended to be a substitute for the legislation. For the specific requirements on any matters covered in this manual, persons should refer directly to the appropriate legislation in their state.

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Work Health & Safety Management System

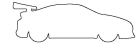
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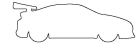
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Work Health & Safety Management System

i. A Guide to Implementing the WHSMS

The following summary table is to be used as a guide to assist in implementing the Work Health and Safety Management System (WHSMS).

Timeframe	Action required	Description
Prior to commencement	Project Risk Assessment	Complete prior to commencement of projects.
	Section Three Service Providers review documentation (Service Providers WHS Review and Pre-Qualification Checklist)	Service providers to complete Service Providers WHS Review and Pre-Qualification prior to engagement. Add approved Service Providers to the Approved Service Providers Register.
Daily	Forklift checklist	Record forklift inspections using this form.
	Truck checklist	Record truck inspections using this form.
	Pre-Start Risk Assessment	Complete prior to commencing works.
Monthly	Site Inspection	Complete for long-term project (one month or longer in duration).
	Worker Safety Performance Review	Record worker and service provider inspections ("spot checks") using this form.
	Office and warehouse inspection	Record office and warehouse inspections using this form.
Quarterly	Quarterly WHS review	Review and document the implementation of the WHS Management System using this checklist.
	Safety meeting (toolbox talk)	Record safety meetings using this form.
	Vehicle safety checklist	Record the vehicle safety inspections using this form.
Biannually	Emergency/evacuation drill	Document emergency drills using this form.
	First aid kit checklist	Document first aid kit inspections using this form and replenish any items where required.
	Fire extinguishers	Engage a third party company to inspect and test fire extinguishers.
Annually	Third party pallet racking inspection	Engage a third party company to inspect pallet racking.
	Electrical testing/tagging (period varies by equipment use – follow testing provider recommendations)	Engage a third party company to inspect and test electrical equipment
	Management review of the WHSMS	Management to document the review of the WHS Management System using this form, including changes to be made to the system.
	Office workstation assessment	Assess all new office workers' workstations prior to commencement.



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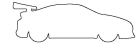
Timeframe	Action required	Description
5 years (from SDS issue date)	Safety Data Sheet update	Obtain updated Safety Data Sheets every 5 years from the supplier of the chemicals in use.
As required	Worker induction (within 3 months)	Document worker inductions using this form.
	Incident reports	Document all workplace incidents using this form.
	Return to Work Plan	Document suitable duties/work restrictions for injured workers returning to work.
	Hazard reports	Document all identified hazards using this form.
	Ongoing service provider reviews	Where required, Service providers to complete Service Providers WHS Review and Pre-Qualification forms. Update Service Providers' details on the Approved Service Providers Register.
	Corrective action	Document all corrective actions using this form.
	Risk assessment of new or changed plant or hazardous chemicals	Obtain or complete risk assessments.
	Non-Conformance Form	Document all non-conformances (safety breaches) using this form.
	Populate/update all registers as per inspection schedule	



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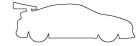
ii. Definitions

Term	Definition
Asbestos	The asbestiform varieties of mineral silicates belonging to the serpentine or amphibole groups of rock forming minerals including the following: (a) actinolite asbestos; (b) grunerite (or amosite) asbestos (brown); (c) anthophyllite asbestos; (d) Chrysotile asbestos (white); (e) Crocidolite asbestos (blue); (f) tremolite asbestos; (g) a mixture that contains 1 or more of the minerals referred to in paragraphs (a) to (f).
Can	Indicates a possibility or a capability
Confined Space	A confined space means an enclosed or partially enclosed space that: (a) Is not designed or intended primarily to be occupied by a person (b) Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space (c) Is or is likely to be a risk to health and safety from: <ul style="list-style-type: none"> • An atmosphere that does not have a safe oxygen level, or; • Contaminants, including airborne gases, vapours and dusts that may cause injury from fire or explosion; • Harmful concentration of any airborne contaminants; • Engulfment.
Construction Work	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
Construction project	A project that involves construction work where the cost of the construction work is \$250,000 or more.
Consult	To share information about risks and what each party is doing to control the risk.
Co-operate	Providing assistance where necessary and ensuring that your activities do not interfere with the other person's duties
Co-ordinate	Planning and organising activities together so that each person can meet their duties
Dangerous incident	An incident in relation to a workplace that exposes a Worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure.
Due Diligence	As defined by Section 27 of the WHS Act, officers need to show that they have taken reasonable steps to: (a) Acquire and update their knowledge of health and safety matters; (b) Understand the operations being carried out by the person conducting the business or undertaking (PCBU) in which they are employed, and the hazards and risks associated with the operations; (c) Ensure that the person conducting the business or undertaking has, and uses, appropriate resources and processes to eliminate or minimize health and safety risks arising from work being done; (d) Ensure that the person conducting the business or undertaking has appropriate processes in place to receive and respond promptly to information regarding incidents, hazards and risks; (e) Ensure that the person conducting the business or undertaking has, and uses, processes for complying with duties or obligations under the WHS Act; (f) To verify the provision and use of the resources and processes referred to in paragraphs above.
Design	As defined by the WHS Act; in relation to plant, a substance or a structure includes: (a) Design of part of the plant, substance or structure; and (b) Redesign or modify a design.



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Term	Definition
Electrical Work	As defined by clause 146 of the WHS Regulation, electrical work means: (a) Connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment; or (b) Installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation.
Electrical Isolation	Is any isolation that disconnects or inhibits an electrical supply to any equipment or apparatus.
Employer organisation	As defined by the WHS Act an employer organisation means an organisation of employers.
Engage in conduct	As defined by the WHS Act engage in conduct means doing an act or omitting to do an act.
Fatality	An occurrence of death
GHS	As defined by the WHS Regulation the GHS means The Globally Harmonised System of Classification and Labelling of Chemicals, third revised edition, published by the United Nations as modified under Schedule 6.
Health	As defined by the WHS Act health means physical and psychological health.
Health and safety representative	Means the health and safety representative elected under Part 5 of the WHS Act for the work group of which the Worker is a member.
Health Monitoring	In accordance with the WHS Regulation 2017 (NSW) WHS Regulation 2011 (QLD & NT), Health monitoring, of a person, means monitoring the person to identify changes in the person's health status because of exposure to certain substances.
Health Surveillance	Health surveillance includes: a) Biological monitoring, is the measurement and evaluation of a hazardous substance in the body; b) Biological effects monitoring, which is the measurement and assessment of specific effects related to exposure; and c) Health effects monitoring, which is the assessment of early adverse health effects through measurement of biological function or the administration of a medical test.
Hazardous Energy Source	<i>This includes but is not limited to</i> electrical, compressed gas or hydraulic systems, charged springs, heated substances, radiation, sewerage systems and stored gravitational or kinetic energy.



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Term	Definition
High Risk Construction Work	<p>High risk construction work means construction work that:</p> <ul style="list-style-type: none"> (a) Involves a risk of a person falling more than 2 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near: <ul style="list-style-type: none"> (I) A shaft or trench with an excavated depth greater than 1.5 metres; or (II) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work
Import	Importing means to bring into the jurisdiction from outside Australia.
Injury	<p>Damage or physical trauma made to a person by external force.</p> <p>FAI – First Aid Injury (cuts, abrasions, burns etc. requiring first aid treatment)</p> <p>MTI – Medical Treatment Injury (treatment by physician or medical personnel, including stitches, infection, removal of foreign objects etc.)</p> <p>LTI – Lost Time Injury (an injury that disables an injured or ill person to attend work to recover for a period of time).</p>
Illness	A disease or period of sickness affecting the body or mind.
Inspector	<p>The regulator may, by instrument, appoint any of the following as an inspector:</p> <ul style="list-style-type: none"> (a) A public servant; (b) An employee of a public authority; (c) The holder of a statutory office; (d) A person who is appointed as an inspector under a corresponding WHS Law; (e) A person in a prescribed class of persons.
Internal reviewer	As defined by the WHS Act, the internal reviewer means the regulator; or a person appointed by the regulator.
Isolation Point	A point where an energy source can be disconnected or inhibited and locked out. (Items such as electrical stop buttons, emergency stops, and electrical trip switches, electrical interlock switches, and photoelectric activated switches, pressure relief valves, etc. are not isolating devices).
May	Indicates a permission
Notifiable Incident	A notifiable incident is a death of a person or a serious injury or illness of a person or a dangerous incident.



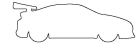
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Term	Definition
Officer	<p>As per the WHS Act an officer is:</p> <ul style="list-style-type: none"> (a) An officer within the meaning of Section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership; (b) an officer of the Crown within the meaning of Section 247; or (c) an officer of a public authority within the meaning of Section 252 other than an elected member of a local authority acting in that capacity. <p>An officer within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership is defined as:</p> <ul style="list-style-type: none"> (a) a director or secretary of the corporation; or (b) a person: <ul style="list-style-type: none"> (i) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or (ii) who has the capacity to affect significantly the corporation's financial standing; or (iii) in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation); or (c) a receiver, or receiver and manager, of the property of the corporation; or (d) an administrator of the corporation; or (e) an administrator of a deed of company arrangement executed by the corporation; or (f) a liquidator of the corporation; or (g) a trustee or other person administering a compromise or arrangement made between the corporation and someone else.
Others	As defined by the WHS Act, Others include persons at the workplace other than Workers or other PCBU's, such as visitors, customers, and members of the public.
PPE	As defined by the WHS Regulation, Personal Protective Equipment is anything that is used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment
Person conducting a business or undertaking (PCBU)	<p>As defined by Section 5 of the WHS Act a PCBU is:</p> <ul style="list-style-type: none"> (1) A person conducts a business or undertaking: <ul style="list-style-type: none"> (a) Whether the person conducts the business or undertaking alone or with others; and (b) Whether or not the business or undertaking is conducted for profit or gain. (2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association. (3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership. (4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a Worker in, or as an officer of, that business or undertaking. (5) An elected member of a local authority does not in that capacity conduct a business or undertaking. (6) The regulations may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of this Act or any provision of this Act. (7) A volunteer association does not conduct a business or undertaking for the purposes of this Act. (8) In this section, <i>volunteer association</i> means a group of volunteers working together for 1 or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.
Plant	As defined by the WHS Act, plant means; any machinery, equipment, appliance, container, implement and tool, any component of any of those things; and anything fitted or connected to any of those things.



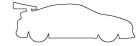
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Term	Definition
Principal Contractor	<p>A PCBU that commissions a construction project is the principal contractor for the project.</p> <p>If the person referred to above engages another PCBU as principal contractor for the construction project and authorises the person to have management or control of the workplace and to discharge the duties of a principal contractor under this Chapter, the person so engaged is the principal contractor for the project.</p> <p>If the owner of residential premises is an individual who directly or indirectly engages a PCBU to undertake a construction project in relation to the premises, the person so engaged is the contractor for the project if the person has management or control of the workplace.</p> <p>A construction project has only one principal contractor at any specific time.</p>
Reasonably practicable	<p>As defined by Section 18 of the WHS Act, reasonably practicable means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:</p> <ul style="list-style-type: none"> (a) The likelihood of the hazard or risk concerned occurring; and (b) The degree of harm that might result from the hazard or the risk; and (c) What the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> (i) The hazard or the risk; and (ii) Ways of eliminating or minimising the risk; and (d) The availability and suitability of ways to eliminate or minimise the risk; and (e) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Representative	<p>As defined by the WHS Act, a representative, in relation to a Worker, means:</p> <ul style="list-style-type: none"> (a) The health and safety representative for the Worker; (b) A union representing the Worker; or (c) Any other person the Worker authorises to represent him or her.
SDS	<p>SDS stands for a Safety Data Sheet. It is a document obtained from the supplier of materials outlining the associated storage conditions and safety precautions.</p>
Serious Injury or illness	<p>As defined under the WHS Act a Serious injury or Illness means an injury or illness requiring the person to have:</p> <ul style="list-style-type: none"> (a) Immediate treatment as an in-patient in hospital; or (b) Immediate treatment for: <ul style="list-style-type: none"> (i) The amputation of any part of his or her body; or (ii) A serious head injury; or (iii) A serious eye injury; or (iv) A serious burn; or (v) The separation of his or her skin from an underlying tissue (such as degloving or scalping); or (vi) A spinal injury; or (vii) The loss of a bodily function; or (viii) Serious lacerations; or (ix) Medical treatment within 48 hours of exposure to a substance, <p>and includes any other injury or illness prescribed by the WHS regulations but does not include an illness or injury of a prescribed kind.</p>
Service Provider	<p>A company or individual who provides a service as required by the contracting business in exchange for payment.</p>
Shall	Indicates a requirement
Should	Indicates a recommendation



Work Health & Safety Management System

Term	Definition
SSMP	<p>Site Safety Management Plan is referred to as a WHS management plan in the WHS Regulation 2017, Clause 309.</p> <p>The plan must include the following:</p> <ul style="list-style-type: none"> (a) the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project, (b) the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, co-operation and the co-ordination of activities in relation to compliance with their duties under the Act and this Regulation, (c) the arrangements in place for managing any work health and safety incidents that occur, (d) any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules, (e) the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.
Structure	<p>As defined by the WHS Act, a structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:</p> <ul style="list-style-type: none"> (a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and (b) Any component of a structure; and (c) Part of a structure.
Substance	<p>As defined by the WHS Act, a substance means any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour.</p>
SWMS	<p>Safe Work Method Statement is a document detailing the High Risk Construction Work Activity. It must:</p> <ul style="list-style-type: none"> (a) identify the work that is high risk construction work, and (b) specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards, and (c) describe the measures to be implemented to control the risks, and (d) describe how the control measures are to be implemented, monitored and reviewed.
Supply	<p>As defined by Section 6 of the WHS Act, supply means:</p> <ul style="list-style-type: none"> (1) A supply of a thing includes a supply and a resupply of the thing by way of sale, exchange, lease, hire or hire purchase, whether as principal or agent. (2) A supply of a thing occurs on the passing of possession of the thing to the person or an agent of the person to be supplied. (3) A supply of a thing does not include: <ul style="list-style-type: none"> (a) The return of possession of a thing to the owner of the thing at the end of a lease or other agreement; or (b) A prescribed supply. (4) A financier is taken not to supply plant, a substance or a structure if: <ul style="list-style-type: none"> (a) The financier has, in the course of the financier's business as a financier, acquired ownership of, or another right in, the plant, substance or structure on behalf of a customer of the financier; and (b) The action by the financier, that would be a supply but is taken by the financier for, or on behalf of, that customer. (5) If subsection (4) applies, the person (other than the financier) who had possession of the plant, substance or structure immediately before the financier's customer obtained possession of the plant, substance or structure is taken to have supplied the plant, substance or structure to the financier's customer.
Union	<p>As defined by the WHS Act, a union means:</p> <ul style="list-style-type: none"> (a) An employee organisation that is registered, or taken to be registered, under the <i>Fair Work (Registered Organisations) Act 2009</i> of the Commonwealth; or (b) An association of Workers or independent Service Providers, or both, that is registered or recognised as such an association (however described) under a State or Territory industrial law.
Volunteer	<p>As defined by the WHS Act, a volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses).</p>



Work Health & Safety Management System

Term	Definition
WHSMS	Work Health and Safety Management System is a system or methodology used by a business to manage the WHS obligations within a business. It is useful for organising how workplace health and safety is managed and provides a proactive and systematic approach.
Work group	A work group usually consists of Workers who perform similar types of work and have similar health and safety conditions within the workplace. They represent the interests of Workers and ensure that health and safety representatives (HSRs) are accessible to work group members.
Worker	Section 7 of the WHS Act has defined a Worker as: (1) A person is a Worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: (a) An employee; or (b) A Contractor or subcontractor; or (c) An employee of a Contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) An outWorker; or (f) An apprentice or trainee; or (g) A student gaining work experience; or (h) A volunteer; or (i) A person of a prescribed class. The PCBU is also a Worker if the person is an individual who carries out work in that business or undertaking.
Workplace	As defined by Section 8 of the WHS Act, a workplace means: (1) A workplace is a place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, while at work. (2) In this section, place includes: (a) A vehicle, vessel, aircraft or other mobile structure; and (b) Any waters and any installation on land, on the bed of any waters or floating on any waters.
WHS	"WHS" means Work Health and Safety



Work Health & Safety Management System

iii. Introduction

Work Health and Safety (WHS) is an integral part of its business operations and Speedway Promotions Pty Ltd demand best practice in all matters relating to safety. The following Work Health and Safety Management System has been developed to assist Speedway Promotions Pty Ltd to manage the Work Health and Safety hazards at its workplace and assist in complying with the WHS Act 2011 and WHS Regulation 2017 or the equivalent state legislation.

The WHS Management System identifies hazards that Speedway Promotions Pty Ltd may be exposed to and details the control measures to be implemented to assist in controlling these hazards.

The WHS Management System consists of the following components:

1. Senior Management Commitment
2. Communication and Consultation
3. Managing Service Providers
4. Design
5. Risk Management
6. Training
7. Inspection, Testing and Servicing
8. Incident Management and Corrective Action
9. Purchasing, Handling, Storage, Packaging and Delivery
10. Reporting and Performance Measurement
11. Internal Reviews
12. Documentation and Records

This WHS Management System is to be available to all persons within the company. Any questions relating to the WHS Management System should be directed to **Speedway Promotions Pty Ltd 0418 675 761** in the first instance or **Compliance OH&S (02) 9521 1666**.

This WHS Management System will be maintained at the office by the Administration Manager. The WHS Management System will be reviewed and updated annually. All workers of Speedway Promotions Pty Ltd will be inducted into the WHS Management system components, including its policies, procedures, forms etc.

Site Safety Management Plans will be developed for all construction projects over \$250,000 where Speedway Promotions Pty Ltd are the Principal Contractor, and when requested by a client. They will be prepared in line with complying to the WHS Regulation 2017.

Safe Work Method Statements will be developed for all high-risk construction activities, as per Section 5 of this WHS Management System.



Work Health & Safety Management System

iv. Overview of Legal and Other Requirements

The Work Health & Safety Act 2011 is the principal piece of legislation that applies to work in Australia. The Work Health & Safety Regulation 2017 supports this.

Different jurisdictions across Australia refer to workplace health and safety in different terms, i.e. Occupational health and safety. For the purpose of this manual, references to work health and safety (WHS) include references to occupational health and safety (OHS).

The WHS Act (2011) and WHS Regulation (2017) is the principal piece of legislation that applies to work in NSW. Other relevant State or Territory Work/Occupational Health and Safety Acts, Regulations, Codes of Practice and Australian Standards apply to work in other states and territories.

Below are the details of some of the legislation relevant to Speedway Promotions Pty Ltd. The following Codes of Practice have been identified as relevant to Speedway Promotions Pty Ltd and will be made available to workers:

- First Aid in the Workplace (2020)
- Hazardous Manual Tasks (2019)
- How to Manage Work Health and Safety Risks (2019)
- Labelling of Workplace Hazardous Chemicals (2019)
- Managing Electrical Risks in the Workplace (2019)
- Managing Noise and Preventing Hearing Loss at Work (2019)
- Managing the risk of Falls at Workplace (2019)
- Managing the risk of Plant in the Workplace (2019)
- Managing the Work Environment and Facilities (2019)
- Work Health and Safety Consultation Cooperation and Coordination (2019)

The following documents have been used as guidance material in the development of this system:

- The NSW Government Work Health and Safety Management Systems Auditing Guidelines 6th Edition December 2019
- AS/NZS ISO 45001:2018, Occupational Health and Safety Management Systems – Requirements with guidance for use.
- AS/NZS 4804: 2001, Work Health and Safety Management Systems – General Guidelines on Principles, Systems and Supporting Techniques.
- AS ISO 31000: 2018 Risk Management
- AS/NZS ISO 9001: 2015, Quality Management Systems – Requirements.
- AS/NZS ISO 14001: 2015, Environmental Management Systems – Specifications with Guidance for use.
- SafetyMAP 4th Edition.

Guidance Material

All workers can access the above materials at any time by contacting senior management or visiting www.safework.nsw.gov.au. WHS information is available from SafeWork NSW or Safe Work Australia. Updated information on legislation will be accessed through “OHS Alerts” by Senior Management.

All workers can access the above materials at any time by contacting senior management or visiting the website of the regulator for your state using the table below. Guidance material is also available from Safe Work Australia. Updated information on legislation will be accessed through “OHS Alerts” by Senior Management.



Work Health & Safety Management System

State	WHS Regulator	Website
New South Wales	SafeWork NSW	www.safework.nsw.gov.au
Queensland	Workplace Health and Safety Queensland	https://www.worksafe.qld.gov.au
Victoria	WorkSafe Victoria	https://www.worksafe.vic.gov.au
Australian Capital Territory	WorkSafe ACT	https://www.worksafe.act.gov.au
South Australia	SafeWork SA	https://www.safework.sa.gov.au
Northern Territory	NT WorkSafe	https://worksafe.nt.gov.au
Western Australia	WorkSafe WA	https://www.commerce.wa.gov.au/worksafe
Tasmania	WorkSafe Tasmania	https://www.worksafe.tas.gov.au/
Commonwealth	Comcare	https://www.comcare.gov.au

For further legislation refer to Legal Register

Legislative changes will be reviewed at Quarterly Reviews. Compliance OH&S inform Speedway Promotions Pty Ltd of legal updates from OHS Alerts, which Compliance OH&S is a subscriber to.

The Work Health and Safety Act 2011

PCBU Responsibilities:

The purpose of the WHS Act is to outline the broad legal duties of parties. Under the WHS Act 2011 a PCBU shall ensure, so far as is reasonably practicable, the health and safety of workers and other persons.

Section 19 Primary Duty of Care

A person conducting a business or undertaking shall ensure, so far as reasonably practicable, the health and safety of workers and others who may be affected by the carrying out of work. Because of the expanded nature of the duty of care owed by all PCBU's it is likely that several PCBU's will own the same duty of care to the same person concurrently, thus more than one person can concurrently have the same duty.

Under Section 19 a PCBU shall ensure so far as is reasonably practicable:

- The provision and maintenance of a work environment without risks to health and safety; and
- The provision and maintenance of safe plant and structures; and
- The provision and maintenance of safe systems of working; and
- The safe use, handling and storage of plant, structures and substances; and
- The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.



Work Health & Safety Management System

- g) That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Part 3.2 of the WHS Regulation also imposes a duty on PCBU's to provide a system of work that includes effective communication with remote or isolated workers.

Duty to Consult

Beyond this duty of care, Section 46 & 47 of the WHS Act imposes another duty on PCBU: The duty to consult. Section 46 sets out the duty to consult, co-operate and co-ordinate activities with other duty holders and workers who carry out work for the business who are likely to be directly affected by a matter relating to work health and safety.

Due Diligence

Division 4 Section 27 Imposes a positive duty on officers to exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

Due Diligence includes taking reasonable steps:

- a) To acquire and keep-up-to-date knowledge of work health and safety matters; and
- b) To gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and
- c) To ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
- d) To ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- e) To ensure that the person conducting the business or undertaking has and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act;
- f) To verify the provision and use of the resources and processes referred to in paragraphs (c)–(e).

Worker Responsibilities:

Section 28 imposes duties upon workers. While at work, a worker shall:

- a) Take reasonable care for his or her own health and safety; and
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) Comply, so far as the worker is reasonably able with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d) Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

Right to cease unsafe work Section 84

A worker may cease, or refuse to carry out, work if the worker has a reasonable concern that to carry out the work would expose the worker to a serious risk to the workers' health and safety, emanating from an immediate or imminent exposure to a hazard.



Work Health & Safety Management System

v. Speedway Promotions Pty Ltd Details

COMPANY NAME: Speedway Promotions Pty Ltd

ADDRESS: 37 Garema Circuit, Kingsgrove NSW 2208

PHONE NUMBER: 0418 675 761 **ABN:** 98 648 814 779

Company Description and Scope of Works:

The purpose of the Motorsport Precinct Major Event Operations Plan is to provide a framework and operational procedures for the management of major events within the Motorsport Precinct to avoid major event conflicts as well as managing operations on days when any of the raceway, dragway and speedway hold major events.

To determine the scope, Speedway Promotions Pty Ltd considers the external and internal issues, the needs and expectations of the workers and other parties and the planned and performed work-related activities. The scope of work is listed below:

- Event Coordination
- Dust pollution
- Noise pollution
- Transport & traffic management
- Car parking
- Emergency response plan
- Security
- Stakeholder & community engagement

The WHS Management System is applicable to all of our operations and covers all our products and services. The external boundaries of the WHS Management System are driven by our customers or contractual arrangements. In other words, Speedway Promotions Pty Ltd will follow their WHS Management System or where specified by contractual obligations, the customer's or WHS Management System and processes.

Speedway Promotions Pty Ltd Management:

Title	Name	Contact Number
CEO	Scott Anderson	0418 675 761
Office/Venue Administration	Leonie Anderson	0419 228 380
General Manager/Operations Manager/Track Curation	John Kelly	
Site Manager/Speedway Administration	Kathy Kelly	
Compliance OH&S Contact	Benjamin Knox	(02) 9521 1666



Work Health & Safety Management System

vi. Internal & External WHS Issues

Speedway Promotions Pty Ltd has determined the external and internal issues that affect the company's ability to achieve the intended health and safety outcomes such as:

Issues	Internal or External	Risk Rating	Risks	Opportunities	Residual Risk	Monitoring & Review
Non-compliant WHS Management System Inappropriate WHS processes	Internal	Medium	<ul style="list-style-type: none"> • Non-compliant system • Penalties or Legal Proceedings • Injured workers • High worker turnover 	<ul style="list-style-type: none"> • Develop and maintain WHS System. • Improve WHS processes • High worker retention • Low incident rates 	Low	<ul style="list-style-type: none"> • Develop a WHS System that meets ISO 45001:2018 requirements. • Quarterly Review Checklist. • Annual Management Review Checklist.
Unsafe working environment	Internal	High	<ul style="list-style-type: none"> • Incidents occurring • Increase in hazards • Injured workers • Reduction of workers onsite 	<ul style="list-style-type: none"> • Proactive management • System implementation • High worker retention • Low incident rates • Industry leader for safety 	Low	<ul style="list-style-type: none"> • Monitor WHS statistics. • Complete Monthly WHS Form. • Implement WHS policies and procedures. • Complete Worker Safety Performance Reviews, site inspections and internal audits.
Low worker morale	Internal	Medium	<ul style="list-style-type: none"> • High job turnover • Increased costs to train workers • Low performance • Higher task errors • Absenteeism 	<ul style="list-style-type: none"> • Increase morale • Work / life balance • Job benefits • Low job turnover • Accessibility to supervisors and management 	Low	<ul style="list-style-type: none"> • Complete Worker Safety Performance Reviews. • Regular toolbox talks and company meetings. • Discussion of workload, etc during Worker Safety Performance Reviews.
Inadequate communication of relevant WHS information	Internal & External	Medium	<ul style="list-style-type: none"> • Incorrect work methods • Insufficient knowledge • Increase in errors • Increase in re-doing jobs. • Injured workers 	<ul style="list-style-type: none"> • Update policies and procedures around communication and methods • Improve communication throughout the company. • Improved company and safety performance 	Low	<ul style="list-style-type: none"> • Regular toolbox talks and company meetings. • Communication of safety information during meetings. • Communication amongst the company via emails.
Breach WHS legislation	Internal	High	<ul style="list-style-type: none"> • Closure of business • Loss of productivity 	<ul style="list-style-type: none"> • Comply with WHS legislation 	Low	<ul style="list-style-type: none"> • Complete ongoing Site Inspections. • Quarterly Review Checklist.



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Issues	Internal or External	Risk Rating	Risks	Opportunities	Residual Risk	Monitoring & Review
			<ul style="list-style-type: none"> • Penalties or Legal Proceedings 	<ul style="list-style-type: none"> • Inform, train and ensure workers and the company understands the implications of breaching legislation 		<ul style="list-style-type: none"> • Updates to System when required by legislative changes
Managing subcontractors, suppliers and other external parties	External	High	<ul style="list-style-type: none"> • Incidents occurring • Injured workers • Not complying with organisational policies and procedures 	<ul style="list-style-type: none"> • Proactive supervisors • System implementation • Evidence / provision of appropriate paperwork from external parties, i.e. insurances, qualification 	Low	<ul style="list-style-type: none"> • Complete Worker/Service Provider Safety Performance Reviews. • Complete Service Provider WHS Review. • Obtain Service Provider Statement and additional safety documentation (Construction Industry White card, other licenses, insurances, etc). • Complete ongoing site inspections. • Provide regular communication of safety expectations via emails and site toolbox talks.
New/updated WHS legislative requirements	External	High	<ul style="list-style-type: none"> • Lack of sufficient resources or knowledge • Non-conformance and breaches. • Penalties or Legal Proceedings. 	<ul style="list-style-type: none"> • Comply with WHS legislation. • Continually improve the WHS Management System. 	Low	<ul style="list-style-type: none"> • Engagement of qualified personnel / consultants to provide regular updates relating to new/updated WHS legislative requirements. • Subscriptions to email updates from: • Review and update the WHS Management System annually using the Management Review Checklist • Discussion of system updates to occur during company meetings.
WHS objectives not aligned to strategic direction of company	Internal	High	<ul style="list-style-type: none"> • Company decisions not aligned to safety outcomes. • Lack of Senior Management involvement. 	<ul style="list-style-type: none"> • Senior Management involvement in managing safety within the company. • Company decisions aligned with safety outcomes. • Positive safety performance within the company 	Low	<ul style="list-style-type: none"> • Review and update WHS objectives and targets annually in line with the annual Financial Year objectives for the company. • Regular review of performance against WHS objectives and targets during internal audits and management meetings.



Work Health & Safety Management System

Issues	Internal or External	Risk Rating	Risks	Opportunities	Residual Risk	Monitoring & Review
Workers not competent to perform their roles	Internal	Medium	<ul style="list-style-type: none"> • Increase in errors and increase in re-doing jobs. • High risk of incidents and injuries. • Poor company image. 	<ul style="list-style-type: none"> • Decrease in errors and risk of incidents and injuries onsite. • Improvement in overall company performance. • Improved performance amongst workers. 	Low	<ul style="list-style-type: none"> • All new workers to be inducted in the WHS Management System. • Provide ongoing WHS training during toolbox talks and company meetings. • Maintain the training/license register to identify gaps in training. • Worker safety performance reviews to identify additional training requirements.
Workers don't understand their WHS roles and responsibilities/ Poor WHS attitude or attentiveness	Internal	Medium	<ul style="list-style-type: none"> • Incorrect/unsafe methods for completing job activities. • Insufficient/incorrect WHS knowledge. • Increase in errors and increase in re-doing jobs. • High risk of incidents and injuries. 	<ul style="list-style-type: none"> • Decrease in errors and risk of incidents and injuries onsite. • Improvement in overall company performance. • Improved safety culture. • Confirm understanding of communication received. • Re-emphasise the importance of safe work practices 	Low	<ul style="list-style-type: none"> • All new workers to be inducted into the WHS Management System. • Provide ongoing WHS training during toolbox talks and company meetings. • Maintain the training/license register to identify gaps in WHS training. • Engagement of workers with supervisors/managers and vice versa • Worker/Service Provider safety performance reviews to identify additional training requirements. • Regular site inspections and feedback. • Non-conformance forms are in place to manage any identified instances of non-conformances onsite.
Failure to have specified personnel adequately driving the implementation	Internal	Medium	<ul style="list-style-type: none"> • WHS System is not adequately implemented in the workplace. • Safety performance decreases. • Poor safety culture. 	<ul style="list-style-type: none"> • Improved safety culture. • Improvement in safety performance. • Workers can speak with dedicated safety personnel. 	Low	<ul style="list-style-type: none"> • Dedicated personnel (e.g. appointed to drive the implementation of the system). • Assistance provided by an external consultant.



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Issues	Internal or External	Risk Rating	Risks	Opportunities	Residual Risk	Monitoring & Review
of the WHS System			<ul style="list-style-type: none"> Personnel do not know who to speak to regarding safety 	<ul style="list-style-type: none"> WHS System is implemented adequately. Effective communication of safety information across the company. 		<ul style="list-style-type: none"> WHS tasks allocated to various positions in the business (i.e. Supervisor responsible for site monitoring inspections). Quarterly internal reviews to assess implementation performance.
Lack of WHS decision making (i.e. actions from incident reviews, management meetings not being implemented)	Internal	High	<ul style="list-style-type: none"> Decrease in safety performance. Poor company image. Lack of communication within the organisation. Corrective/preventive actions not implemented efficiently. 	<ul style="list-style-type: none"> Improved communication within the organisation. Corrective/preventive actions implemented in a timely manner. Improved safety performance. Transparency in decision making. 	Low	<ul style="list-style-type: none"> Company or management meetings held and actions discussed assigned and followed up at subsequent meetings. The above meetings cover the items outlined in Section 11.3. Office meetings held regularly to discuss safety items and where required, escalated to the company or management meetings.



Work Health & Safety Management System

vii. Understanding the Needs & Expectations of Workers and Other Interested Parties

In addition to the workers, Speedway Promotions Pty Ltd aim to ensure all the needs and expectations of interested parties are understood and determine how the company can meet these requirements.

Interested Party	Type	Needs and Expectations	Compliance Obligations and Monitoring/Review Requirements
Customers/ Clients	External	<ul style="list-style-type: none"> • Speedway Promotions Pty Ltd's customers/clients expect quality labour hire workers are provided on time and within budget. • The customers/clients expect labour hire workers to complete the required job tasks efficiently and safely; not endangering other workers. • Compliance with contractual requirements • Professional service 	<ul style="list-style-type: none"> • Speedway Promotions Pty Ltd ensures that all new workers undergo a WHS induction. This includes training in specific Safe Work Method Statement for the job task/s they will be performing. • Ongoing site inspections will be completed to ensure a high level of worker performance is maintained and site conditions are safe. • Supervision and ongoing training are provided for all workers (particularly for apprentices)
Workers	Internal	<ul style="list-style-type: none"> • Safe working environment • Recognition and reward. • Happy with their employment and to feel valued. • Speedway Promotions Pty Ltd expects workers to complete the required job tasks efficiently and safely and to represent the company well. 	<ul style="list-style-type: none"> • Speedway Promotions Pty Ltd ensures that all new workers undergo a WHS induction. This includes training in specific Safe Work Method Statement for the job task/s they will be performing. • Workers are actively involved in company meetings and participate in site inspections with the Supervisor. • Worker safety performance reviews are completed regularly to identify additional training opportunities and identify any potential mental health issues (i.e. workload, etc). • Annual worker performance reviews are completed. • Safety information (including mental health updates) are discussed during site and company meetings.
External providers and partners	External	<ul style="list-style-type: none"> • Mutual benefits and continuity • Remuneration • Long term partnerships 	<ul style="list-style-type: none"> • Speedway Promotions Pty Ltd will ensure that all external providers comply with statutory, regulatory



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(suppliers, subcontractors, consultants)		<ul style="list-style-type: none"> • A safe working environment • Compliance with statutory and regulatory requirements. • Speedway Promotions Pty Ltd expects external providers to comply with material/service agreements (contractual obligations) and provide a product or service that meets their requirements and the customer's requirements (where applicable). 	<p>and contractual requirements and are remunerated in a timely manner.</p> <ul style="list-style-type: none"> • Subcontractors and suppliers will undergo a pre-engagement WHS check (Section 3.3) to ensure adequate safety standards can be provided and maintained throughout the contract of services.
Internal stakeholders (Directors, etc)	Internal	<ul style="list-style-type: none"> • Sustained profitability • Transparency • Satisfied Customers/Clients • Utilisation of Resources • Speedway Promotions Pty Ltd expects the internal stakeholders to provide regular and effective communication methods throughout the company to enable information relating to company performance and other agenda items (i.e. safety) to be passed onto the workforce. • Establishing a business plan, policies and strategic and measurable objectives consistent with the purpose of the organisation. • Allocating sufficient resources to meet WHS objectives and customer requirements. 	<ul style="list-style-type: none"> • Speedway Promotions Pty Ltd will ensure that internal stakeholders participate in the monthly management meetings to review performance of the WHS Management System and the overall performance of the company. • Identify areas of improvement to enable the continuous improvement of the WHS System and the company. • Speedway Promotions Pty Ltd will ensure adequate resources are provided to manage the implementation of the WHS Management System. The resource will be in the form of the Administration Manager.
Community	External	<ul style="list-style-type: none"> • Ethical behaviour • Adhering to statutory and regulatory requirements • The community has the expectation that Speedway Promotions Pty Ltd has no detrimental environmental impacts that could harm the local environmental or any safety impacts that could harm members of the public. 	<ul style="list-style-type: none"> • Speedway Promotions Pty Ltd is to ensure that waste materials (that they generate) are handled and disposed of correctly without impact to the community. • Speedway Promotions Pty Ltd will ensure that workers have the required training and/or supervision provided to enable them to safely complete their job tasks.
Regulatory Authorities (i.e. SafeWork NSW)	External	<ul style="list-style-type: none"> • Legal compliance • Regulatory authorities expect that Speedway Promotions Pty Ltd carry out their work safely and in accordance with WHS legislative requirements. 	<ul style="list-style-type: none"> • Speedway Promotions Pty Ltd is to comply with relevant WHS legislative requirements. • Speedway Promotions Pty Ltd will ensure that appropriate safety procedures are developed for the



Work Health & Safety Management System

			activities that their workers perform, and ongoing activities are completed to ensure effective safety standards are maintained (e.g. ongoing site inspections, worker/service provider safety performance reviews, etc).
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Work Health & Safety Management System

SECTION ONE: Senior Management Commitment



Work Health & Safety Management System

1.1 Work Health and Safety Policy

Policy Statement

Speedway Promotions Pty Ltd will comply with all requirements of the WHS Act 2011 and WHS Regulation 2017. The Work Health and Safety Policy has been developed to assist in maintaining the health and safety of all workers and others and is an integral part of all business operations. Speedway Promotions Pty Ltd has established measurable objectives and targets to ensure continued improvement aimed at the elimination of work-related injury and illness, hazards, reducing risks and to provide a safe place of work.

Policy scope

Speedway Promotions Pty Ltd requires that all workers, who are employed under any capacity, adhere to this policy. Workers include but are not limited to, those who are defined under the WHS Act 2011, PCBU, Officers, Visitors, and any other person who performs work for, with, on behalf of, or visits the company, at any time. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. It is imperative that all individuals detailed above contribute to health and safety, as directed in this governing policy and all related procedures.

Policy Implementation

Speedway Promotions Pty Ltd will continually develop and enforce policies and procedures in line with the current WHS legislation to assist and maintain the health and safety at the workplace. It is the policy of Speedway Promotions Pty Ltd to ensure that all risks are identified, assessed and controlled in accordance with the legislation. Speedway Promotions Pty Ltd will review and update their WHS Management Systems annually for continual improvement.

Speedway Promotions Pty Ltd will co-operate with statutory and non-statutory bodies concerning WHS to assist with compliance. As an integral process of the WHS Management System, Speedway Promotions Pty Ltd is committed to consulting with, and encouraging participation of workers in relation to work, health and safety requirements. This will ensure workers are aware of the importance of WHS statutory requirements, company policies and procedures to identify, assess and control WHS Issues and undertake any relevant training programs.

WHS Objectives

- Implementation & Maintenance of the WHS Management System;
- Develop Site Safety Management Plans specific to each project of operation;
- Train all workers in the WHS Management System;
- Establish a reporting system to identify Hazards, Incidents and Non-conformances;
- Reduce hazards, incidents and non-conformances.
- Include WHS on the agenda of company meetings;
- Undertake Worker Safety Performance Reviews;
- Obtain ISO 45001:2018 Certification;
- Conduct a periodic program of audits to verify the effective implementation of the WHSMS.

The WHS policy shall be communicated to all workers by

- Displaying copies on notice boards etc.
- Including the policy in inductions for workers.
- Made available as documented information to all parties.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

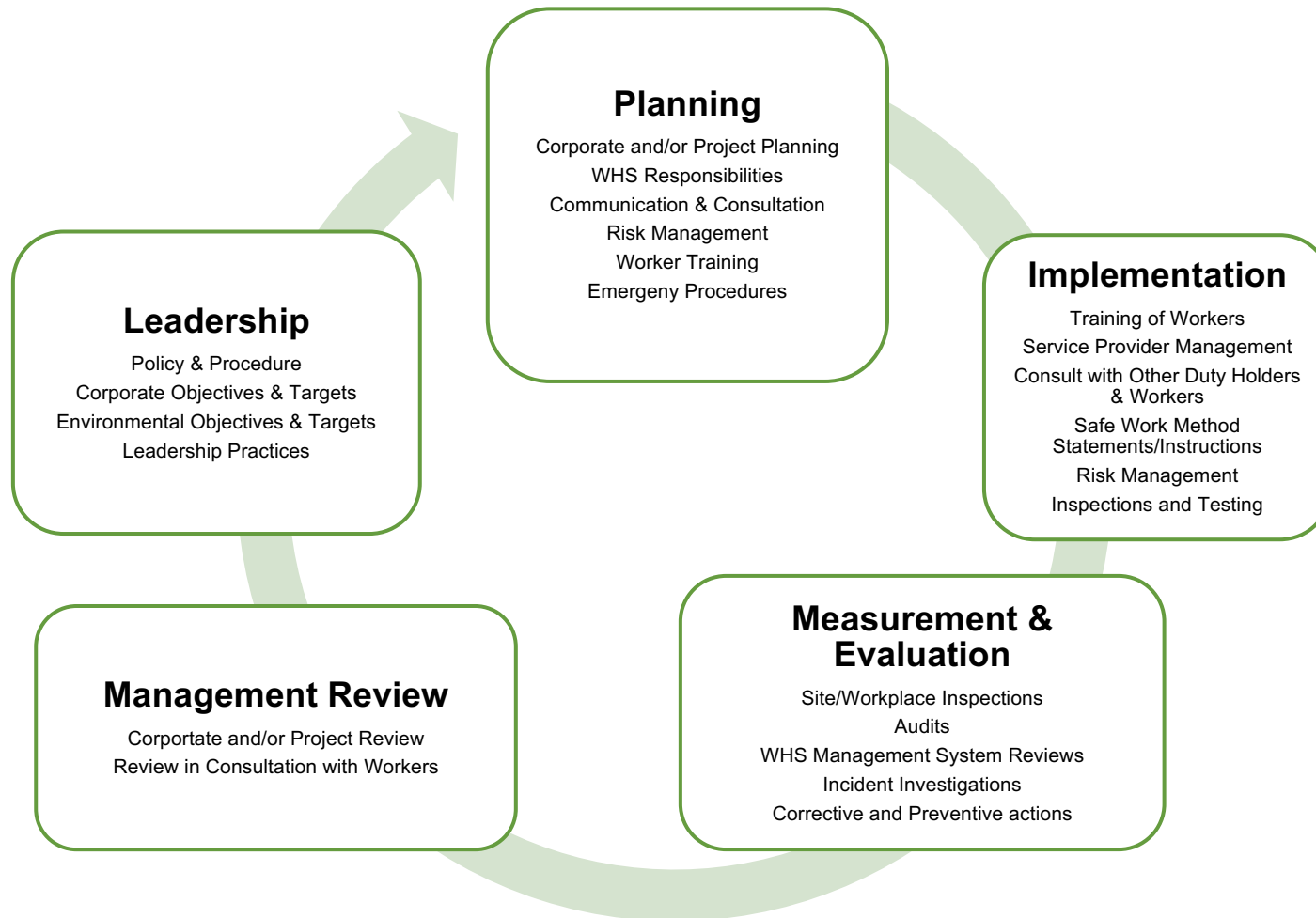
Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

1.2 Elements of PCBU Duty





Work Health & Safety Management System

1.3 Work Health Safety Procedure

Planning WHS Objectives & Targets:

WHS objectives and targets are developed to maintain and continually improve the WHS management system and its performance.

The objectives and targets should be:

- Consistent with the WHS policy,
- Measurable (if practicable) or capable of performance evaluation
- Monitored
- Communicated to workers via inductions, toolbox talks and other meetings
- Updated annually or as appropriate

When planning for objectives and targets, the risks and opportunities in the business, together with consulting the workers, need to be identified first in order for the objectives and targets to be determined. The actions to achieve WHS objectives will be integrated into the company's business processes.

Objectives and Targets are listed in section 1.5.

Planning WHS Activities

The implementation of the system is dependent on the level of management commitment to the system and its implementation and how well that commitment is demonstrated to their workers. It is therefore vital for all General Manager/Operations Managers and Site Managers to demonstrate their commitment to WHS sincerely and consistently.

Resources for the establishment, implementation, maintenance and continual improvement of the WHS Management System will be determined and provided as appropriate prior to commencing any activities.

Risks and opportunities identified within the company and its operations will require addressing through the risk management process.

Workers will be requested to make contributions to the WHS management system. They will be made aware of their contribution to the effectiveness of the system, including the benefits of an improved WHS management system.

The Guide to Implementing the WHSMS, at beginning of this document, and the Implementation Calendar will be used to assist with planning and implementing the WHS Management System within the company.

All Site Managers should, at all times, lead by example in complying with WHS rules and regulations of the site. The wearing of PPE in designated areas at all times demonstrates the Site Manager's commitment to Work Health and Safety.

To ensure Speedway Promotions Pty Ltd comply with the relevant legislative requirements and Australian Standards, they will have Compliance OH&S conduct a WHS Review on the implementation of the WHS Management System and discuss performance on a quarterly basis. Compliance OH&S will complete the Quarterly review checklist and recommend corrective actions for any non-compliances identified.

To enable Speedway Promotions Pty Ltd to review and monitor the performance of Service Providers, Speedway Promotions Pty Ltd shall complete Section Three 'Service Providers' to review Services Provides when engaged. Add approved Service Providers to the Approved Service Providers Register.



Work Health & Safety Management System

All meetings held within Speedway Promotions Pty Ltd that could have an impact on the WHS of workers shall have WHS as an item on their agenda. This platform may be used as an opportunity to communicate WHS issues relevant to the workers present e.g. recent incidents, upcoming WHS training, progress towards targets, progress towards implementation of the WHS Management System, results of audits or inspections etc.

This may also be used as an opportunity for meeting attendees to bring up additional WHS issues and have them recorded and addressed. The WHS issues which have been brought up at the meeting shall be included in the minutes of that meeting and a member of the meeting nominated to address or follow up on the issue and set appropriate actions.

Senior management shall regularly have discussions with the workers to gain a greater understanding of any issues, methods of work etc. Management will conduct a Site Inspection Checklist on a regular basis. This enables Management to understand if procedures and rules are being followed and provides an opportunity for positive reinforcement and communication around WHS Issues.

In order to manage risk, Hazards and incidents identified, Risks assessed, and controls implemented will be monitored and documented in either of the following forms, following the respective procedure:

- Hazard Report Form – for any hazards identified
- Incident Report Form – for any occurrence of incidents
- Non-Conformance Form – for any breaches by workers or non-conformances of the system
- Corrective Action and Non Conformance Form– for all corrective actions.

In the event that a worker is injured / ill, a Return to Work Plan is to be completed for a worker returning to work on light duties to detail their suitable duties and monitor their progress.

Speedway Promotions Pty Ltd shall monitor the First Aid equipment and facilities, in accordance with the First Aid Policy and Code of Practice. In order to do so, Speedway Promotions Pty Ltd should complete the First Aid Kit Contents Checklist against all First Aid Kits on an annual basis, as a minimum.

Speedway Promotions Pty Ltd shall populate all required registers, as per the schedule, including:

- Approved Subcontractor Register
- Hazardous Substances Risk Assessment & Register;
- Training / Licence Register;
- Induction Register;
- Fire Extinguisher Register;
- Plant and Equipment Register;
- Electrical Equipment Testing Register.

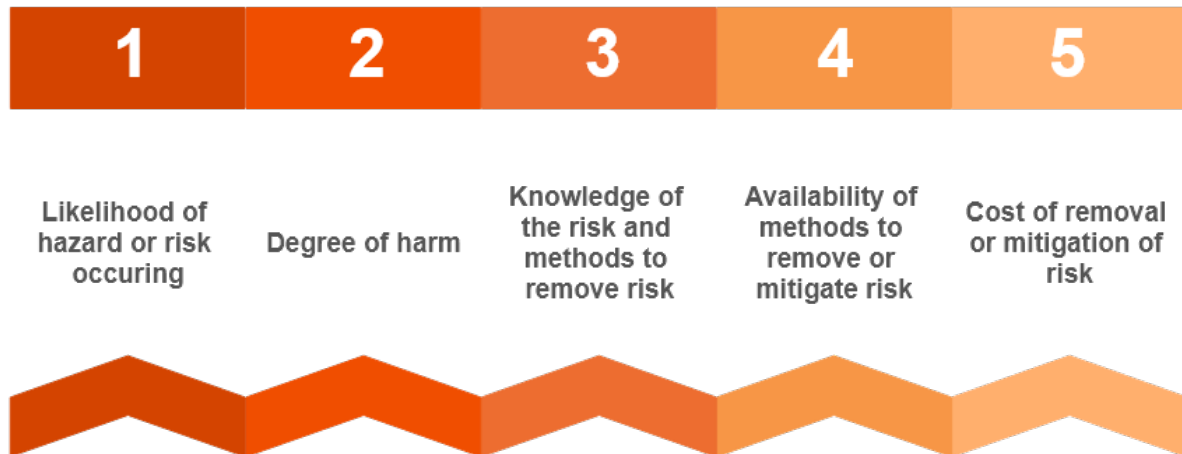
At multi-employer workplaces, the company will coordinate the relevant parts of the WHS management system with the other companies.



Work Health & Safety Management System

1.4 Reasonably Practicable

The Work Health and Safety Act 2011 defines Reasonably Practicable as the PCBU's duty of care in Section 18 of the Act. In this Act, 'Reasonably Practicable', in relation to a duty to ensure health and safety means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:



What is 'reasonable practicability' requires a proper and robust risk management process to be applied to the systems for carrying out work. An important consideration in relation to this definition is that cost is a last consideration. There will be few, if any, situations where costs will outweigh the risks when assessing whether any step need to be taken to control the risks associated with understating a particular task.

Reasonably practicable is the balance between risk and time, effort and cost. The more likely the hazard or risk is, or the greater the harm that may result from the hazard, the less weight should be given to the cost of eliminating or minimizing the risk.



Work Health & Safety Management System

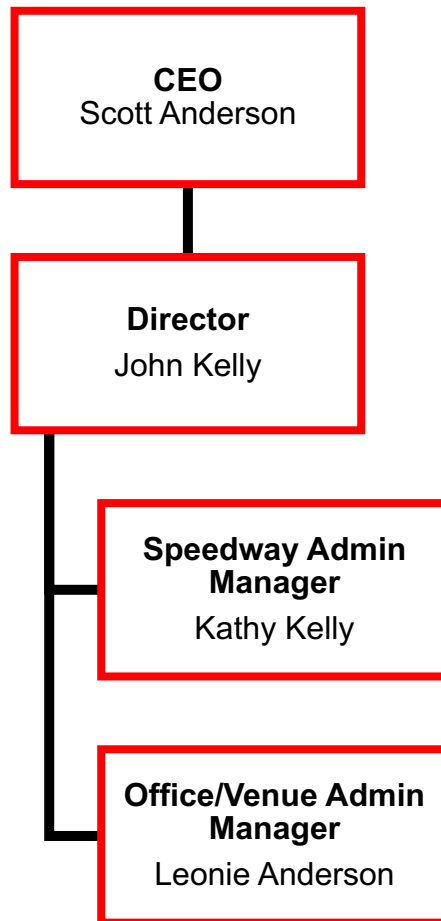
1.5 WHS Objectives and Targets

Objective	Targets	Timeframe	Measurement / KPI's	Resources	Responsibility
Develop Site Safety Management Plans for each construction project over \$250,000	All Site Safety Management Plans are developed before commencement of work.	2 weeks	SSMP developed for each show	SSMP Template	
Train all workers into the WHS Management System	All workers have been inducted into the WHS Management System.	3 months and immediately after new employee commences	All new workers are to be trained within three months.	WHSMS Induction Worker Handbook	
Include WHS on the agenda of meetings.	WHS matters are included on the agenda of all meetings.	Weekly	A company meeting is held in every quarter.	Safety Meeting Form	
Undertake Worker Safety Performance Reviews on Workers	Regular Worker Safety Performance Reviews are completed on Workers by management	Annual	A Worker Safety Performance Review is to be completed at least one per week	Worker Safety Performance Review Form	
Implementation of the WHS Management System.	All elements of the WHS Management have been implemented in operation.	6 months	The WHS Management System to be fully implemented within six months.		
Reduce Incidents and Non-conformances.	Incidents and Non-conformances are reduced from the Quarterly Review.	Quarterly	The level of incidents and Non-conformances are reducing by at least 10% from the last Quarter.	Incident Report Incident Register	



Work Health & Safety Management System

1.6 Organisational Chart





Work Health & Safety Management System

1.7 WHS Duties and Responsibilities Statement

The responsibilities and authorities for relevant roles within the WHS management system have been assigned below and communicated at all levels within the company and maintained as documented information.

Specific Responsibilities of the Director	Scott Anderson
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- Ensure that the WHS Management Systems, Plans, and Procedures are implemented and maintained and monitored for compliance;
- Support workers and hold them accountable for their specific responsibilities.
- Take overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.
- Ensure that senior management is committed to continuous improvement of the WHS Management System;
- Ensure that in the area of their control the WHS program is complied with and workers are supervised and trained to meet their requirements;
- Ensure that workers are consulted on issues, which affect their health, and safety and any concerns they may have are referred to Speedway Promotions Pty Ltd;
- Support health & safety committees, where established;
- Identify, assess and control risks in the workplace;
- Manage the acquisition and dissemination of WHS information to Site Managers workforce;
- Ensure all General Manager/Operations Managers and Site Managers attend Risk Management training and attended adequate on going WHS training;
- Participate in regular senior management WHS meetings and ensure records are taken;
- Ensure financial support is provided for all reasonable safety initiatives;
- Allocate human, technical and financial resources adequate to meet WHS needs.
- Establish and review WHS policy and related WHS objectives to ensure compatibility with the strategic direction of the company Speedway Promotions Pty Ltd.
- Develop, lead and promote a culture at Speedway Promotions Pty Ltd that supports the intended outcomes of the WHSMS.

Specific Responsibilities of Officers
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If deemed an Officer, the Officer shall *exercise Due Diligence* to ensure they comply with their legislative duty. Due Diligence includes taking reasonable steps:

- Acquire and keep-up-to-date knowledge of work health and safety matters; and
- Gain an understanding of the nature of the operations of the business or undertaking of Speedway Promotions Pty Ltd and generally of the hazards and risks associated with those operations; and
- Ensure that Speedway Promotions Pty Ltd has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
- Ensure that Speedway Promotions Pty Ltd has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and
- Ensure that Speedway Promotions Pty Ltd has and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act;
- Ensure that Speedway Promotions Pty Ltd is made aware of any post implementation issues & maintenance issues required to the WHS Management system



Work Health & Safety Management System

Specific Responsibilities of General Manager/Operations Manager:

- Ensure that Work Health and Safety Management System is developed and implemented;
- Report on WHSMS performance to management;
- Assist with compliance to the WHS legislation, regulations, standards and codes;
- Support workers and hold them accountable for their specific responsibilities.
- To develop the Site Safety Management Plans and SWMS;
- Define service provider WHS requirements;
- Define roles and responsibilities of workers responsible for WHS matters;
- Identify and assess risks associated with work and document risk control measures to be taken;
- Consult with all workers and duty holders on WHS issues, including WHS policies, plans and procedures
- Implement emergency procedures;
- Acquire and disseminate WHS information to workers;
- Participate in investigating incidents, accidents and initiating corrective actions;
- Coordinate the rehabilitation of workers who have been injured at work, by encouraging their early return to work through work-based rehabilitation programmes;
- Encourage reporting of all incidents. Workers will be supported and made sure no reprisals come from reporting of incidents.
- Ensure the appropriate forms are completed and investigate all reported events;
- Undertake internal reviews of the WHS Management system and its implementation on a regular basis;
- Undertake reviews and managing the design process on regular basis during projects;
- Complete Site Risk Assessments and implement control measures where relevant;

Specific Responsibilities of Site Manager:

- Implement the Site Safety Management Plans;
- Verify workers implement SWMS & review SWMS issued to workers on a regular basis;
- Acquire and disseminate WHS information to workers and Service Providers;
- Investigate incidents and initiating corrective actions;
- Ensure compliance with safe working rules;
- Identify / quarantine unsafe work areas, materials, plant and equipment;
- Ensure that safe working practices and procedures are implemented and adhered to;
- Ensure that plant and equipment is maintained in a safe condition, and a regular programme of maintenance completed;
- Thorough regular plant inspections identify potential problems and hazards. When necessary, arrange assessment of possible hazards and implement control measures;
- Encourage the involvement of all Service Providers in achieving a safe and healthy workplace, by arranging safety meetings and inviting input from people on matters relating to work processes as well as health and safety;
- Encourage reporting of all incidents as well as accidents and injuries. Ensure the appropriate forms are completed and investigate all reported events;
- Ensure all workers have General Construction Induction Training;
- Ensure the reporting of illness/injury and incidents and producing and collating related statistics;
- Ensure that all workers on-site receive induction training and arrange other health, safety and on the job training when required;
- Ensure that personal protective equipment is used by workers;
- Maintain the First Aid Kit and ensure that all injuries are recorded;
- Consult with all workers and duty holders on a range of WHS issues, including WHS policies, plans and procedures



Work Health & Safety Management System

- Ensure that activities performed do not place others at the workplace at risk;
- Ensure emergency contact procedures are displayed and clearly communicated on site.
- Manage WHS Record Keeping including training records;
- Review service provider's performance and ensure the completion report is completed where necessary;
- Ensure WHS Site Safety Rules / Safety Signage are displayed in suitable locations.

Specific Responsibilities of Administration Manager:	
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- Maintain the first aid facilities;
- Manage the acquisition and dissemination of WHS information to workers;
- Ensure emergency contact procedures are displayed and clearly communicated at the office;
- Manage and maintain all WHS documentation and records;
- Assess Service Providers abilities to comply with WHS requirements;
- Ensure all workers including Site Managers attended adequate on going WHS training;
- Ensure Health and Safety Committee personnel and Health and Safety Representatives attend consultation training where necessary;
- Ensure all General Manager/Operations Managers and Site Managers attend Risk Management training;
- Collate incident and injury statistics;
- Maintain the hazardous chemicals register;

Workers Responsibilities:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

Service Providers

- Service Providers have the same responsibilities as Speedway Promotions Pty Ltd, the PCBU, under the WHS Act 2011 as per above responsibilities.
- Comply with the WHS Regulation 2017, relevant Australian Standards, Codes of Practice and Industry Standards and
- Comply with Speedway Promotions Pty Ltd Policies & Procedures.
- Comply with Section 3 of the WHSMS, Service Providers'.
- Responsible for any Service Providers working on their behalf (subletting of works).
- Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of contract.
- Service Providers should provide:
 - Copies of professional insurance details;
 - Copies of relevant licence and accreditations;
 - Copies of a current Workers Compensation policy covering all workers;
 - Copies of SWMS for all tasks that they are to carry out.
 - Copies of SDS for any hazardous chemicals that are to be used on site.
 - Evidence of their own Work Health and Safety Management Systems.



Work Health & Safety Management System

1.8 Bullying, Harassment and Anti-Discrimination Policy

Policy Statement

Bullying is repeated, unreasonable and unwelcome behaviour that is directed towards a worker or group of workers that creates a risk to health and safety. Harassment and discrimination are when a worker or a group of workers are treated less favourably due to a particular characteristic, including but not limited to a person's age, race or gender. Speedway Promotions Pty Ltd is committed to ensuring that all workers have the opportunity to be free from bullying, harassment and discrimination whilst at work.

Policy Scope

This policy applies to all workers who are employed under any capacity by Speedway Promotions Pty Ltd. Additionally, this policy covers workers when they are attending other sites, locations or events on behalf of work (e.g. meetings, workplace events).

This policy does not cover work-related interpersonal conflicts and occasional differences of opinion or disagreement, reasonable and appropriate corrective management of workers poor performance, and anything outside of the scope of bullying, harassment and discrimination.

Policy Implementation

Expectations of Speedway Promotions Pty Ltd

- Provide all workers with an environment free from bullying, harassment and discrimination.
- Investigate any complaints of bullying, harassment and discrimination confidentially, objectively, and in a timely manner.
- Ensure that all workers involved are treated fairly throughout the investigation.
- Provide workers with information and training about bullying, harassment and discrimination

Workers' rights and responsibilities:

- Workers have the right to a work environment free of harassment, discrimination and bullying.
- Workers have the right to a confidential, timely and objective investigation of any complaints of harassment or discrimination.
- Workers also have the right to apply directly to the Fair Work Commission for an order to stop any future occurrence of harassment, or discrimination.
- Workers shall not engage in cases of harassment, discrimination or bullying which does not directly involve them.
- Report any incidents of harassment or discrimination they may witness, regardless of their seriousness.
- Ensure they do not victimise any person involved in a complaint of Bullying, harassment or discrimination.
- Ensure that if involved in complaints, confidentiality is maintained.
- Treat all workplace participants fairly and with respect.

Breach of This Policy

Should any worker, who are employed under any capacity, breach this policy and/or procedure, they may be subject to disciplinary action up to and including dismissal. All cases will be investigated fairly to ensure the correct outcome is achieved.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed:

Date: 17-05-21

Scott Anderson

Review date: 17-05-22



Work Health & Safety Management System

1.9 Bullying, Harassment and Anti-Discrimination Procedure

Definitions

Harassment

Harassment is described as any unwelcome behaviour which intimidates, humiliates or offends another worker and may create a hostile environment. Harassment is also unlawfully treating a person less favourably because of their sex, gender, race, age or disability.

Workplace harassment can include, but is not restricted to the following areas:

- Unwelcome requests for sexual favours;
- Leering, wolf whistles, catcalls, obscene gestures, touching, pinching or massaging;
- Dirty or insulting jokes or derogatory comments;
- Insulting jokes about particular racial groups;
- Sending explicit or sexually suggestive emails or text messages;
- Displaying racially offensive or pornographic posters or screen savers;
- Making derogatory comments or taunts about a person's disability;
- Asking intrusive questions about someone's personal life;
- Ignoring, isolating or segregating a person or group.

Discrimination

Discrimination is described as treating someone less favourably than others because they have a particular characteristic, background or belong to a group of people.

Federal discrimination laws protect people from discrimination on the basis of their:

Race (incl. colour, national or ethnic origin or immigrant status), Sex, pregnancy or marital status and breastfeeding, Age, Disability, or Sexual orientation and gender identity.

Workplace discrimination can include, but is not restricted to the following areas:

- Employment advertisements specifying any skills, knowledge or attributes that are not needed to competently perform the job;
- The use of gender bias words;
- Application forms including information not relevant to the position;
- Selection criteria not being consistent with competent job performance;
- Not considering all applicants against the same selection criteria;
- Applicants being asked questions that implies unfair or biased attitudes.

Bullying

Bullying is repeated unreasonable behaviour directed towards a worker, or group of workers, which creates a risk to health and safety. Bullying behaviour can range from obvious verbal or physical assault to subtle psychological abuse. Workplace bullying may be indirect or direct.

It may include, but is not restricted to the following areas:

- Physical or Verbal abuse, Yelling, screaming or offensive behaviour, Intimidation;
- Excluding or isolating workers;
- Unjustified criticism or complaints;
- Withholding information that is vital for effective work performance;
- Setting tasks that are unreasonably below or beyond a person's skill level;
- Psychological harassment;
- Assigning meaningless tasks unrelated to the job;
- Setting impossible deadlines or assignments;
- Deliberately changing work rosters to inconvenience workers;
- Not allowing a worker access to workplace entitlements;
- Denying access to information, supervision, consultation or resources to the detriment of the worker;
- Spreading misinformation or malicious rumours.



Work Health & Safety Management System

What is not bullying

In some instances, workers may experience situations where they assume, they have been bullied by co-workers or the PCBU. The following describes what is not considered bullying:

- A single incident of unreasonable behaviour, and
- Management actions taken in a fair & responsible manner, such as:
 - Setting reasonable performance goals, standards and deadlines.
 - Deciding not to select a worker for promotion where a reasonable process is followed.
 - Informing a worker about unsatisfactory work performance in an honest, fair and constructive way.
 - Taking disciplinary action, including suspension or terminating employment.

Workplace Violence

Any incident where a worker is physically attacked or threatened in the workplace, which includes: threats, ganging up, bullying and intimidation, physical or sexual assault, malicious damage to the property of a worker, customers or the business, striking, kicking, scratching, attacking with a weapon, pushing, shoving or tripping. The perpetrator can be another worker, a customer or client.

If workplace violence occurs, it shall be reported to the police immediately.

Responding to Workplace Bullying, Harassment and Discrimination

Speedway Promotions Pty Ltd will take all bullying, harassment and discrimination claims seriously and will consider the following when responding to these claims:

- Is the behaviour being reported considered bullying, harassment or discrimination?
- Can the situation be immediately diffused?
- Are the issues of the complaint clear and understood?
- Can the matter be safely resolved between the parties?
- Should the matter be progressed to an investigation?

Grievance Resolutions

A grievance is any type of problem, concern or complaint related to work or the work environment. A grievance may be about an act, omission, situation or decision that appears to be unfair, discriminatory or unjustified. All complaints are treated seriously and are completely confidential, impartial, free of repercussions and timely.

If a worker wishes to raise a complaint or a grievance, they are required to follow the complaint/grievance handling procedure listed below.



Work Health & Safety Management System

Complaint/grievance Handling Procedure

1. Employee Resolves:
 - 1.1. Where possible, the aggrieved worker should attempt to resolve the matter, if they feel comfortable doing so, with the other employee directly.
 - 1.2. Where the worker is not in a position to attempt to resolve the dispute directly, they are to move straight to Step 2
2. Informal Complaint:
 - 2.1. Where the situation does not necessarily warrant a formal complaint, the aggrieved worker can speak to their supervisor, manager or director and make a formal complaint.
 - 2.2. This step may be done prior to making a formal complaint if the worker is unsure if the situation should be escalated further or not.
3. Formal Complaint:
 - 3.1. Written Complaint – The worker formulates a written complaint and forwarding this to their direct manager or the director. This shall include details of the situation, including full names, times, dates and location.
 - 3.2. Formal Investigation Commences - Investigation should commence within 24 hours of the notification of the event. This will be completed by the Manager, or any other suitable member of the Senior Management team, or an independent mediator (identified as the “Investigator”). This person will:
 - 3.2.1. Clarify the details that took place and collect all relevant information
 - 3.2.2. Establish an outcome that the aggrieved worker is seeking;
 - 3.2.3. Discuss legal rights with the aggrieved worker;
 - 3.2.4. Discuss the complaint made with the accused worker;
 - 3.2.5. Make a determination as to whether the alleged behaviour occurred and if it constituted bullying.
 - 3.3. In the interests of health and safety, if the Investigator feels it is necessary to refrain the workers from work during this period, they are legally allowed to do so. Employees who are requested to refrain from work shall be paid their regular rate of pay during this period.
 - 3.4. If, at any stage, the aggrieved worker wishes to take their matters to the Fair Work Commission (FWC), they are free to do so.

Confidentiality

Speedway Promotions Pty Ltd understands the requirement to maintain all measures of confidentiality available. It is expected that all workers, and other individuals involved, maintain confidentiality at all times. In some cases, and due to the nature of the complaint, it may be necessary to speak with other workers or people involved. Only individuals who are required to be involved will be involved, and it is expected that all other workers or persons who are not involved directly in the matter maintain oblivious to the event.

Outcomes

Where the results of the investigation constitute bullying, harassment or discrimination, appropriate disciplinary measures will be taken. The disciplinary action will depend on the severity and nature of the behaviour and may include anything up to and including termination of employment. Where serious misconduct has occurred, instant dismissal may also be found appropriate.

If the complaint involves a subcontractor (or any individual who is not a direct employee of Speedway Promotions Pty Ltd), the subcontractor may face termination of their contracts, and/or will not be renewed in the future.



Work Health & Safety Management System

If the results of the investigation do not constitute bullying, harassment or discrimination, the workers will be counselled, and a resolution will be decided by the investigator. This may include but is not limited to, separating the workers, moving one worker to another department, undergoing a mediation between workers, or monitoring the involved workers closely.

Appeals

If any party involved is unhappy with the outcome, or the way the complaint handling procedure has been managed, they are directed to contact their Director. If this is inappropriate, the worker is directed to contact the Fair Work Commission. Any person who wishes to contact the Fair Work Commission should understand that an investigation will be conducted by this party and the same outcome may result.

Records

All records relating to this matter will be kept in respect to the Record Management Policy. To maintain confidentiality, Speedway Promotions Pty Ltd will additionally ensure that the records of each specific incident are locked in hard copy, or in an inaccessible folder on the company server, dependant on the appropriateness to the company.



Work Health & Safety Management System

1.10 Drug and Alcohol Policy

Policy Statement

The aim of this policy is to reduce or eliminate the hazards associated with alcohol and drug use in the workplace in a way that is consistent and fair to all workers and which complies with the relevant legislation. Speedway Promotions Pty Ltd is committed to a safe, healthy and productive workplace.

Policy Scope

This policy applies to all workers of Speedway Promotions Pty Ltd, who are employed under any capacity, that perform work for, with, on behalf of, or visits the company, at any time. This scope extends to workers at all sites, locations or places of directed work where work is performed for Speedway Promotions Pty Ltd.

Under no circumstance, are workers, as defined above, exempt from this policy and any related procedures.

Policy Implementation

The use of drugs and alcohol in the workplace creates an unsafe workplace environment and exposes workers to health and safety risks. There is the potential of incidents and injuries arising to workers under the influence and others around them.

Objectives:

1. To ensure the safe operation of services and the safety of workers, customers and public;
2. To comply with legal obligations to manage risks associated with drug and alcohol misuse through the drug and alcohol policy;
3. To ensure that workers are not under the influence of alcohol or other drugs;
4. To ensure that workers understand the risks posed by drug and alcohol misuse and their respective responsibilities to manage those risks.
5. To carry out pre-employment and random drug and alcohol testing.

Code of Behaviour

The following is the code of behaviour required by workers of all levels and sections:

- Workers shall never be under the influence of alcohol or drugs and they are not to be consumed at the workplace or during work hours.
- If a worker is taking prescription or over the counter medication that has the potential to affect a person's safety and performance at work, the worker shall notify their Site Manager.
- If Site Manager agrees that a worker is unable to safely perform their duties, they will be stood down until they receive a medical clearance to return to work.
- Alcohol is only accepted if at an approved work function.

Specific Responsibilities of Site Managers:

- Evaluate the policy and the Employee Assistance Program.
- Implement drug and alcohol testing where necessary and following incidents.
- Educate workers on drug and alcohol misuse and problems.
- Ensure legal obligations are met.
- Consult with workers on drug and alcohol matters.
- Approach intoxicated or drug affected workers to manage the situation.
- Monitor and evaluate work performance.
- Maintain documents and records of incidents related to drug and alcohol use.



Work Health & Safety Management System

Workers Responsibilities:

- Report any suspected intoxicated or drug affected persons to management immediately.
- Self-report drug and alcohol problems or recent consumption that may cause them to be unfit for work.
- Obtain information of the effects of any medication they are taking and inform their Site Manager prior to commencement of work.
- Take part in random and targeted drug and alcohol testing as necessary.

Testing

Speedway Promotions Pty Ltd Workers may be subjected to random drug and alcohol tests. If the Site Manager agrees that a worker is unable to safely perform their duties, they will be stood down until they receive a medical clearance to return to work.

In the event that the worker is stood down, Speedway Promotions Pty Ltd should provide alternative means of transport for the worker to get home.

In the event of an incident, Speedway Promotions Pty Ltd may at its discretion test the workers involved to determine if alcohol or illegal drugs played any part in the incident.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

1.11 Fatigue Management Policy

Policy Statement

Fatigue may be defined as a state of physical or cognitive tiredness, which impairs the ability of the worker to perform tasks safely, efficiently and correctly. Fatigue occurs when there is a period of prolonged mental or physical activity; sleep loss and/or the disruption of the internal body clock.

The following sign or symptoms may indicate a worker is fatigued:

- Excessive yawning or falling asleep at work
- Short term memory problems and an inability to concentrate
- Noticeably reduced capacity to engage in effective communication
- Impaired decision making and judgement
- Reduced hand-eye co-ordination and reflexes
- An increased rate of unplanned absence.

Speedway Promotions Pty Ltd understands that fatigue is a serious safety hazard in the workplace and is committed to ensure that all measures are taken to ensure the safety of workers and the public at all times. The aim of this policy is to reduce or eliminate the hazards associated with fatigue in the workplace.

Policy Scope

This policy applies to all workers of Speedway Promotions Pty Ltd, who are employed under any capacity. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Policy Implementation

Speedway Promotions Pty Ltd will provide a fatigue management framework designed to ensure that workers are fit for duty at all times. This framework will provide adequate opportunity for recovery sleep between shifts to ensure a worker's performance is not impaired by fatigue. Human factors mandate the effective management of fatigue to ensure acceptable risk levels. It is Essential to the attainment of this policy that it is recognised that worker fatigue management is the joint responsibility of the company and its workers. This will involve co-operation between Speedway Promotions Pty Ltd and workers to manage shift times and rotations. Particular consideration should be taken in situations where workers are travelling to remote locations.

Responsibility

Both Speedway Promotions Pty Ltd and its workers have a shared responsibility to ensure fatigue is safely managed at all times. In order to achieve this Speedway Promotions Pty Ltd will do the following:

- Speedway Promotions Pty Ltd will ensure that workers' rosters allow adequate breaks for recovery between shifts and will ensure a minimum ten hours break between shifts. Where not possible, a risk assessment will be carried out to determine appropriate fatigue management arrangements.
- Adequate time will be allocated to travel to sites including time for rest breaks every two hours. Rest breaks will be 10 minutes for each 2 hours travelled.
- All working hours and rest breaks are to comply with the relevant award for the workers.
- There is joint responsibility for workers and management to assess potential fatigue and mitigate these risks identified.
- Workers have a responsibility to ensure that they identify when they are suffering fatigue and that they speak with the PCBU to ensure that it is managed appropriately.



Work Health & Safety Management System

- Workers have a duty of care to ensure adequate sleep is obtained between shifts and out of hours activities do not cause fatigue or impair performance.
- Workers will be consulted and take an active role in determining changes to their shift roster and how changes are to be implemented in the workplace.
- All workers have the responsibility to work within the limits of this policy. Workers should inform their supervisor should their working hours conflict this policy.
- Workers to assess their fatigue levels after work and take suitable commuting and accommodation options.

Should at any time a worker be dealing with fatigue, Speedway Promotions Pty Ltd will ensure the discretion and confidentiality of the Worker. When a Worker is feeling or showing signs of stress and fatigue it shall be reported to a supervisor.

The following alternative arrangements can be offered by Speedway Promotions Pty Ltd should a worker experience Fatigue:

- Offering leave to the worker
- Allowing the worker time off
- Alternating the workers roster arrangements
- Recommending that the worker seeks assistance from a recognised company
- Arranging transport home for the worker.

At no time should a worker put themselves or others at risk. Fatigue management strategies will be implemented through consultation with workers involved on a case-by-case basis.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

1.12 Mental Health Policy

Policy Statement

A healthy workplace is one that is both physically and psychologically safe and that aims to avoid or minimise risk of injury to workers and others. This policy helps to guide both managers and workers of Speedway Promotions Pty Ltd to support the mental health of the workplace. It aims to maintain mental health and wellbeing of workers to minimise the likelihood of psychological injury in the workplace, and to reduce the impact of psychological injury.

This policy works in alignment with other policies that have been adopted by Speedway Promotions Pty Ltd. Including but not limited to the Drug and Alcohol Policy and the Bullying Harassment and Anti-Discrimination policy.

Signs of mental health illnesses include but are not limited to:

- Fatigue
- Anxiety, stress, depression
- Quiet or withdrawn
- Changes in behaviour or feelings
- Conflicts with colleagues
- Increased errors or incidents
- Absence from work

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. The policy will support the workers of the company, as well as any mental health issues they may face as a result of work, or as a result of factors outside of work that may impact the worker's ability to perform work to a certain degree. This policy applies to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Objectives

- Improve worker mental health by ensuring the workplace is inclusive and free from bias.
- Foster a collaborative workplace culture with intent to encourage workers to feel comfortable to discuss any concerns or personal agendas as required.
- Ensure supervisors and managers are equipped with knowledge to identify mental health issues, address these as appropriate, and understand the link between work and mental health.
- Reduce the number of absences from work which are caused by mental health.

Resources

As Speedway Promotions Pty Ltd recognises the importance of managing mental health, it is imperative to provide workers with the opportunity to access various resources. Workers are able to access the following services which are free and anonymous:

Lifeline Australia – 13 11 14	MensLine Australia – 1300 78 99 78
Beyond Blue – 1300 22 4636	Suicide Call Back Service – 1300 659 467
Headspace – 1800 650 890	Kids Helpline – 1800 55 1800
Relationships Australia – 1300 364 277	

Commitment

Speedway Promotions Pty Ltd is committed to ensuring that any worker who seeks assistance that has been discussed within this policy will be treated in confidence. Workers are not



Work Health & Safety Management System

expected to disclose their access to external counselling services to any worker, supervisor, manager or director unless for reasons detailed below.

In rare cases, workers may be required to disclose their access to an EAP or an external counselling service due to internal business procedures (e.g. incident investigation, bullying case, performance management). In these cases, only “need to know” workers will be privy to this information. Any worker who becomes knowledgeable of this information shall ensure to maintain the confidentiality of the incident.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

1.13 Inexperienced Workers Policy

Policy Statement

Speedway Promotions Pty Ltd will ensure that inexperienced workers are protected from the risk of injury or illness arising from workplace hazards. Special attention will be paid to the needs of young and inexperienced workers because they lack experience and may not be familiar or competent with workplace procedures.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Policy Implementation

Speedway Promotions Pty Ltd shall achieve this by ensuring adequate information and training is supplied to young and inexperienced workers along with ongoing monitoring for each and every inexperienced worker employed by Speedway Promotions Pty Ltd

Responsibility

Site Managers shall ensure that all inexperienced workers are adequately trained and work under adequate supervision. Supervision shall include:

- The Site Manager will be required to observe the competency of the young/inexperienced workers before they are left alone. They shall demonstrate competency in the safe use of the equipment.
- Inexperienced workers shall not be left alone to complete a task until they are deemed competent.
- When an inexperienced worker is at work there will always be someone on site to provide supervision where required.

Inexperienced workers will receive hazardous manual tasks training to ensure they understand the correct Hazardous Manual Tasks techniques, including pushing, pulling, carrying, lifting etc.

Inexperienced workers will be directly supervised while performing high-risk work.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



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1.14 Environmental Policy

Policy Statement

Speedway Promotions Pty Ltd is committed to minimising its impact on the environment in all activities it performs. With a growing concern for its impact on the environment Speedway Promotions Pty Ltd has implemented a systematic approach to controlling its environmental "footprint". Resources in line with the importance attached to our environment will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risks to health. Speedway Promotions Pty Ltd will ensure that it minimises its impact on the environment through effective assessment and control of environmental risks.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Policy Implementation

Speedway Promotions Pty Ltd is dedicated to ensuring that the protection of the environment is a consideration in all of its activities. In pursuit of its environmental policy, Speedway Promotions Pty Ltd will:

- Promote environmental awareness & responsibility among all workers;
- Promote the principles & practices of environmental responsibility by providing adequate information & instruction to the workers;
- Identify, monitor and report on its community, legal and ethical environmental obligations;
- Strive for environmental best practice;
- Develop a balanced approach designed to meet the legal obligations of the company and its associated activities.

Environmental Objectives

- Co-operation with the client and community groups in achieving environmental safety and protection.
- Adhering to State and Federal environmental protection legislation.
- Development of environmental procedures and plans to enable appropriate management of our systems.
- Handling, storage and disposal of hazardous and waste products in accordance with EPA regulations and applicable SDS.
- Protection of environmentally sensitive areas.
- Housekeeping and material storage areas to be maintained to high standards.
- Increased environmental awareness of all workers.
- Identification of responsibilities and allocation of adequate resources to achieve environmental goals.
- Appropriate and immediate reaction by Speedway Promotions Pty Ltd Management and workers to any breaches of Environmental Protection Procedures.
- Providing on-going and appropriate environmental training to all workers in regard to handling products and understanding appropriate requirements and technologies.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

1.15 Work Travel Policy

Policy Statement

Speedway Promotions Pty Ltd aims to ensure healthy and safe working arrangements are in place for workers travelling as part of their work. Under the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017, PCBU's shall ensure the health and safety of their workers when at work, extending to locations where workers are working away from the office that becomes a place of work.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd who are directed to travel for work. Speedway Promotions Pty Ltd may direct a worker to travel as a part of their work, the type of travel includes any form that is detailed in this policy. All workers shall adhere to any related procedures.

Policy Implementation

Workers are to ensure the following guidelines are complied with in conjunction with the recommended objectives for ergonomic chair set up, as is reasonably practicable.

Car/Truck Travel

- Workers are to ensure all cars are appropriate to the nature of travelling work conducted.
- Drivers to be licensed, experienced and competent in driving.
- For all emergencies drivers to attempt to drive car to side of road and put hazard lights on and ensure park break is on. Take care when departing vehicle.
- Workers to drive in a safe manner at all times and obey all RMS/legal requirements.
- Workers to comply with drug and alcohol and fatigue policies at all times.
- Workers are to use hands free devices if operating a mobile phone when driving.
- Workers are to ensure all vehicles have a first aid kit.
- Workers are to ensure company vehicles are serviced at the recommended intervals.
- Workers have a responsibility to ensure that they identify when they are suffering fatigue and that they speak with the PCBU to ensure that it is managed appropriately. Some signs of fatigue include yawning, restlessness, micro sleeps, lethargy and lack of concentration.
- Speedway Promotions Pty Ltd will ensure that workers' rosters allow adequate breaks for recovery between shifts and will ensure a minimum ten hours break between shifts.
- Adequate time will be allocated to travel to sites including time for rest breaks every two hours.
- Driving time should not exceed 12 hours in any 24-hour period.
- Cover and/or secure load/material/equipment with tie downs rated to take the load.
- Ensure the load/material/equipment does not exceed the capacity of the truck.

Communication

An established method for communication must be discussed and agreed upon with the worker's supervisor prior to travel occurring.

Incidents

Incidents that occur whilst travelling should be report to Management and where required, documented using the Incident Report Form (i.e. vehicle accidents)

Responsibility

It is the responsibility of the workers to ensure the guidelines are followed whilst travelling.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed:

Scott Anderson

Date: 17-05-21

Review date: 17-05-22



Work Health & Safety Management System

1.16 Health Monitoring Policy

Policy Statement

Speedway Promotions Pty Ltd is committed to providing a healthy and safe workplace for all of its workers. Speedway Promotions Pty Ltd acknowledges that health monitoring is required following exposure to hazardous substances that may result in adverse health effects upon exposure. Speedway Promotions Pty Ltd aims to ensure that workers who may be exposed to potential hazards in the workplace remain unaffected and to ensure that workers whose health may have an impact on others remain fit to perform their tasks. Speedway Promotions Pty Ltd will ensure that health monitoring is provided to workers if they carry out work which exposes them to any hazardous material as outlined in the WHS Regulation 2017 or any on-going work that exposes them to a hazardous chemical, asbestos, Lead Paint or overexposure to noise.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. Further, it extends to any instances, that involve the following:

➤ Noise

In accordance with Part 4.1 Section 58 of the Work Health and Safety Regulation 2017, Health monitoring is required when a worker is frequently required by the PCBU to use PPE to protect the worker from the risk of hearing loss associated with noise that exceeds the exposure standard for noise.

➤ Dust

Under the WHS Regulation 2017, PCBU's shall ensure that health monitoring is provided to a worker carrying out work for the business or undertaking if the worker is carrying out ongoing work using, handling, generating dust and there is a significant risk to the worker's health because of its exposure.

Speedway Promotions Pty Ltd will arrange for air monitoring to be conducted if there is any doubt that the exposure standard is being exceeded or to find out if there is a risk to a worker's health.

➤ Hazardous Chemicals

A PCBU, under the Work Health and Safety Regulation 2017, Section 368, shall ensure that health monitoring is provided to a worker carrying out work for the business or undertaking if the worker is carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to that chemical referred to in the below table of the WHS Regulation 2017

Policy Implementation

Risk Assessment

The following actions should take place to determine the health surveillance duties of Speedway Promotions Pty Ltd:

- Review various awards, legislation, codes of practice and Australian Standards governing industrial use of specific materials, and exposure to dusts, fumes, excessive heat and excessive noise to determine health surveillance requirements.
- Assess whether any workers have a significant risk to health from a hazardous substance. Occupational hygiene monitoring of the workplace can assist with determining certain exposures, e.g. dust, fumes, noise, heavy metals.
- Identify whether there are hazardous substances in the workplace for which:
 - An identifiable disease or health effect may be related to its exposure



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- There is a reasonable likelihood that the disease or health effect may occur under their particular conditions of work
- There is a valid technique for detecting indications of the disease or the effect
- There is a valid biological monitoring procedure available and a reasonable likelihood that exposure standards may be exceeded

Responsibilities

Workers

- Attend health surveillance examinations when advised.
- Understand their right to confidential management of personal medical records.
- Understand their right to have the reason for the health surveillance fully explained to them and their results interpreted to them confidentially.
- Follow up with their family medical practitioner where advised for further explanation and/or treatment.

Medical Practitioner

Occupational health monitoring and medical surveillance programs will be conducted under the supervision of appropriately qualified medical personnel, chosen in consultation with workers, where required.

The Medical practitioner is to notify results of health surveillance. In addition, the notification of exposure and/or the presence of hazards requiring health surveillance, to relevant workers and Statutory Authorities, in line with legislative requirements will be undertaken.

Records

Personal medical records should be maintained in confidential files with access limited to authorised personnel.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

SECTION TWO: Communication and Consultation



Work Health & Safety Management System

2.1 WHS Consultation Policy

Policy Statement

It is the policy of Speedway Promotions Pty Ltd that all parties will consult on all Work Health and Safety issues that arise in the workplace. Speedway Promotions Pty Ltd is committed to the health and safety of all workers and will consult, co-operate and co-ordinate activities with all other persons who have a duty in relation to the same matter and with workers to implement safe practices and systems to ensure this. Speedway Promotions Pty Ltd has developed this policy using the Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011.

Scope of Policy

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. Particularly, any Directors, Managers, or Supervisors are required to ensure compliance with this policy as detailed in the procedures.

The WHS Act 2011, section 49, sets out the requirements of when Speedway Promotions Pty Ltd shall consult with workers. This is outlined in the *WHS Consultation Procedure*.

Policy Implementation

The consultation Policy has been developed under the "Agreed procedures", as outlined in the Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011. Speedway Promotions Pty Ltd have liaised with the workers in the form of a meeting on 14/05/21 and it was determined that the most appropriate form of consultation would be to use the "agreed procedures".

The workers are to report all WHS issues to their immediate Site Manager who will use the appropriate documentation to record the information. This will then be passed onto the General Manager/Operations Manager. Information will be disseminated to workers through the form of on-site meetings, emails and notices. The Site Manager will also ensure that all site safety rules are communicated to all workers during on-site safety meetings. The workers will notify of WHS issues as they arise. Meetings will be held regularly to discuss WHS issues in the workplace and these meetings will be recorded. Speedway Promotions Pty Ltd will ensure that obstacles or barriers to consultation, communication and participation are identified and either eliminated or minimised during the planning, implementation and monitoring/review.

Review of Consultation Arrangements

Speedway Promotions Pty Ltd will monitor and review the WHS consultation arrangements on an on-going basis to ensure consultation with all workers is effective and all safety issues are addressed.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

2.2 Communication Policy

Policy Statement

Speedway Promotions Pty Ltd aims to ensure equal access and opportunity is given to all workers through facilitating their needs in communication, consultation and training.

Speedway Promotions Pty Ltd workers are a diverse workforce with varying needs. The diversity of the workforce may include gender, language, culture, low literacy levels, workers from Non-English-speaking backgrounds (NESB) or workers with a disability.

Policy Scope

Speedway Promotions Pty Ltd will aim to recognize that workers have various needs and are committed to ensuring WHS information; training and systems will address these needs.

Workers will have access to information and training regardless of their disability, language, race, culture, religion, age, gender or literacy and are not discriminated against on those grounds.

Anti-discrimination legislation and other applicable legislation applies when communicating to the workforce and will be considered when delivering and implementing communication.

All workers can access legislative materials at any time by contacting senior management or visiting www.safework.nsw.gov.au. WHS information is available from SafeWork NSW or Safe Work Australia. Updated information on legislation will be accessed through "OHS Alerts" by Senior Management. Legislative changes will be reviewed at Quarterly Reviews. Compliance OH&S inform Speedway Promotions Pty Ltd of legal updates from OHS Alerts, which Compliance OH&S is a subscriber to.

Policy Implementation

The company will establish, implement and maintain the process needed for the internal and external communications relevant to the WHS management system.

Information that will be communicated is:

- Changes to WHSMS, policies and procedures;
- Recent hazards and incidents reported;
- Meeting minutes;
- WHS reports;
- Lessons learnt & toolbox talks (internal and external);
- New initiatives the company will be undertaking; and
- Any other relevant WHS information.

Speedway Promotions Pty Ltd will ensure that the communication process will enable workers to contribute to continual improvement of the WHS management system. Views of external interested parties are considered in establishing the communication process. As part of the consultation process, ensure that:

- Workers are encouraged to join in discussions on WHS;
- Workers know how and who to contact about WHS issues;
- Workers from one language group who have limited English literacy are encouraged to discuss information and contribute ideas about WHS in their preferred language;
- Adequate time is allocated to ensure that the safety needs of all workers can be met.

Information will be communicated when consultation is required, where outcomes have been made to situations, when changes have occurred, and to inform workforce about anything relevant to them.



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WHS information to be communicated will be consistent with information generated within the WHS management system and will ensure reliability. Speedway Promotions Pty Ltd will respond to relevant communications on its WHS Management System as it arises.

Information will be communicated internally among the various levels and functions of the company, among contractors and visitors to the workplace, and among the other interested parties. Information will be communicated to external partners where relevant to the WHS management system.

Workers will be communicated information via Meetings, Toolbox talks, email, displays around the office in an appropriate format and appropriate languages to meet diverse needs. Methods may include ensuring documents are translated in order to ensure worker comprehension, alternative visual materials, verbal and written communication means to be used also where necessary.

When communicating with workers:

- Ensure clear, accurate and relevant information is supplied;
- Provide instructions in a straightforward and logical sequence;
- Avoid jargon and unfamiliar or overly technical terms;
- Read through documents and explain to any workers with literacy needs;
- Use multiple methods of communication such as verbal, visual, written or audio.
- Display pictorial/multilingual safety signs – where appropriate;
- Request the workers demonstrate their understanding of the job;
- Develop mentoring arrangements for new workers with experienced colleagues;
- Use accredited interpreters when communicating with workers from NESB, or Auslan interpreters for workers with a hearing impairment;
- Utilise the skills of bilingual workers in communicating information

All communication will be documented on the Meeting Minutes Form, in section 2.5, to retain evidence on what was communicated, when, to whom, and actions arising, if any.

Training is important for all workers to ensure they are able to carry out their work safely. Therefore, ensure that:

- Training plans address the needs of workers from culturally and linguistically diverse backgrounds, low literacy skills or people with a disability;
- Training is made available to workers in various formats and with audio-visual aids rather than just relying on written instructions;
- Training is evaluated, including the suitability and effectiveness of the training methods.
- Trainers should understand how cultural factors; language, disability and English literacy issues can impact on the delivery of information. The trainer's pace of training is appropriate and that they read aloud any written information they are presenting to a group or individual and emphasise that the safe work practices acceptable in their previous country or at their former workplace may not be acceptable in Australia.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

2.3 WHS Dispute Resolution Procedure

The WHS Act 2011 mandates that PCBU's shall make reasonable efforts to resolve a WHS issue between workplace parties. The parties to the issue should make reasonable efforts to achieve a timely, final and effective resolution of the issue in accordance with the agreed procedure. It is expected that all parties act reasonably and consider all raised suggestions.

Section 23 of the WHS Regulation 2017 details the default procedure for issue resolution for the purposes of section 81(2) of the Act.

Acknowledge the issue

- The issue is raised
- Related parties must:
 - acknowledge there is an issue to be resolved
 - understand the scope and nature of the issue

Discuss the issue

- Parties meet and discuss the issue
- Parties must understand:
 - the immediacy of risk
 - the location and number of workers at risk
 - measures required to resolve the issue (temporary and permanent)
 - who is responsible to implement the resolution measure

Parties resolve the issue

- A Party may be assisted or represented by another nominated person.

Written agreement of the resolution

- Record details of issue and its resolution in a written agreement, if parties request this.
It must satisfy all parties.
- Provide copy of written agreement to all parties to the issue.

For the avoidance of doubt, nothing in this procedure prevents a worker from bringing a work health and safety issue to the attention of the worker's manager.

Workers are entitled to cease work if they have reasonable concerns that to carry out the work would expose them to a serious risk to their health or safety, emanating from an immediate or imminent exposure to a hazard.

This right is not affected by an issue resolution process that may be underway.

2.4 Safety Meeting Form (Toolbox Talk)

Date of Meeting:			
Issues discussed:			
Meeting documented by:			
Attendees:			
Name	Signature	Name	Signature
Meeting Minutes:			
Action		By (Initial)	Due Date:



Work Health & Safety Management System

SECTION THREE: Managing Service Providers



Work Health & Safety Management System

3.1 Service Provider Management Policy

Policy Statement

It is the policy of Speedway Promotions Pty Ltd that all Service Providers and Sub-Service Providers (Service Providers) engaged will meet the relevant legislative requirements and the requirements of Speedway Promotions Pty Ltd. To ensure that health and safety standards are maintained all Service Providers are to be reviewed to assist with complying with WHS Standards and Australian and ISO Quality Standards.

Scope of Policy

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Policy Implementation

The General Manager/Operations Manager will implement the Service Provider Management Policy through completion of the Service Provider Management Procedure and associated forms.

Procurement of Service Providers will be a controlled process to ensure the service provider is capable to conducting the work required and done so in a safe manner as per the legislation. All Service Providers will be procured by a system of reviews prior to their engagement to assist in ensuring that they conform to Speedway Promotions Pty Ltd and Legislative requirements.

The service providers will be required to complete a WHS Review and Pre-Qualification checklist as part of procurement which will be checked by the Administration Manager.

All Service Providers shall have and provide evidence of public liability and workers compensation insurance, and appropriate safety documentation.

Service Providers shall comply with the responsibilities of a worker set out in the responsibilities section in Section 1 and the Speedway Promotions Pty Ltd Service Provider Policy.

Once approved in the procurement process, the Service Provider will supply SWMS and other relevant WHS documentation. These will be reviewed against the SWMS review checklist. The procurement process is detailed further in section 3.2.

Service Providers who do not comply with these policies will have their contracts reviewed and if necessary, will be removed from site.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

3.2 Service Provider Management Procedure

Speedway Promotions Pty Ltd are assisting with compliance with the WHS Act 2011 and WHS Regulation 2017 in relation to procuring service providers. When engaging Service Providers, the Procurement Process will be followed to assist in complying with the WHS Act 2011 and WHS Regulation 2017.

1. Speedway Promotions Pty Ltd sends the *Service Provider WHS Review Section 3.3* and the *Pre-Qualification Checklist Section 3.4* to the Service Provider to complete. Service Providers will be requested to also send through their Public Liability Insurance and Workers Compensation Insurance Policies.
2. Speedway Promotions Pty Ltd's Administration Manager will review the documentation completed and submitted from the Service Provider to ensure the documentation is suitable and meets the requirements outlined in the WHS legislation.
3. Speedway Promotions Pty Ltd will make an informed decision and determine if the Service Provider has passed procurement for the engagement of their services. Notification will be provided to the Service Provider on this determination.
4. If the service provider has passed procurement, Speedway Promotions Pty Ltd is to add them to the *Approved Service Provider Register*.
5. Speedway Promotions Pty Ltd will request WHS documentation relevant to the services they will be providing e.g. SWMS, SWI's, SSMP, training records etc. Ensure all Service Providers have completed the accredited General Construction Induction Training, where applicable.
6. Speedway Promotions Pty Ltd shall review the WHS documentation supplied, review the SWMS against the *Service Providers SWMS Review Checklist*. Amendments required to SWMS will be submitted to the Service Provider until the SWMS are compliant with the work activity and legislative requirements.
7. Speedway Promotions Pty Ltd will provide Service Providers a site-specific induction prior to commencing work.
8. Speedway Promotions Pty Ltd will provide all Service Providers with a copy of the Site Safety Management Plan, where applicable.
9. Speedway Promotions Pty Ltd will complete *Worker Safety Performance Reviews*, including the Service Providers.



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3.3 Service Provider WHS Review

To whom it may concern,

Speedway Promotions Pty Ltd require your cooperation in assessing hazards associated with your work and assisting with compliance with the WHS Act 2011 and WHS Regulation 2017. Please read, understand, complete and sign the below documentation.

Under the WHS Act 2011, Service Providers are deemed workers; therefore, they hold the same responsibilities as workers at law:

While at work, a worker shall:

- a) Take reasonable care for his or her own health and safety; and
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) Comply, so far as the worker is reasonably able with any reasonable instruction that is given by the person conducting the business/or undertaking (PCBU) to allow the person to comply with this Act; and
- d) Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

As you will appreciate, under the Work Health and Safety Act 2011, Speedway Promotions Pty Ltd is required to ensure a safe environment for all of our workers to our premises and sites. In order to achieve this, Speedway Promotions Pty Ltd require your cooperation in ensuring that all tasks undertaken by your workers are undertaken safely by using the appropriate safety equipment, signage and by following company procedures and consulting with workers and PCBU's.

Speedway Promotions Pty Ltd requires copies of the following documentation:

Documentation	Service Provider Check	
	Yes	No
Read all of the Safety Rules and communicate to all workers	<input type="checkbox"/>	<input type="checkbox"/>
Complete the Service Providers Pre-Qualification Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Provide Copies of current insurances (public liability and workers compensation)	<input type="checkbox"/>	<input type="checkbox"/>
Provide Copies of SWMS	<input type="checkbox"/>	<input type="checkbox"/>
Provide Copies of SDS	<input type="checkbox"/>	<input type="checkbox"/>
Provide Copies of any relevant training certificates of workers	<input type="checkbox"/>	<input type="checkbox"/>
Complete Service Provider Declaration	<input type="checkbox"/>	<input type="checkbox"/>

Please send them to 37 Garema Circuit, Kingsgrove NSW 2208

Should you have any questions, please contact myself on 0418 675 761.
Your cooperation is greatly appreciated.

Regards,

Scott Anderson
Speedway Promotions Pty Ltd



Work Health & Safety Management System

Service Provider Safety Conditions

Introduction

At Speedway Promotions Pty Ltd we pride ourselves on our Work Health, Safety and Environmental performance. Our success is due to the contribution of all workers in supporting the company's objectives of maintaining a safe working environment. Speedway Promotions Pty Ltd requires best practice in all matters relating to Work Health and Safety, ensuring Service Providers follow the list of general safety requirements and comply with them.

Service Providers Obligations

- Service Providers are expected to comply with the Work Health and Safety Act 2011, Work Health and Safety Regulation 2017, relevant Australian Standards, Codes of Practice and Industry Standards and Speedway Promotions Pty Ltd Policies & Procedures.
- Principal Service Providers are also responsible for any Sub Service Providers working on their behalf.
- Service Providers should complete risk assessments for all activities and ensure hazards are controlled.
- Speedway Promotions Pty Ltd requires all Service Providers ensure their workers are made familiar with the Service Providers' Safety Conditions, prior to the workers first attending the site to commence the contracted work.

General Safety Rules

Induction and Safety Training:

All Workers attend the WHSMS induction and site-specific safety induction.

Prior to commencement of work, all workers should complete the WHS training relevant to their work (e.g. Trade certificate, confined spaces training, height safety training).

All site personnel shall have a current WHS Construction Induction Training Card.

All Workers should attend regular site safety meetings to discuss site safety matters.

All visitors to the site should be accompanied and escorted around site by a person who has received the appropriate training.

Fitness for Work

Every person entering the site should be in a fit condition to undertake the work safely. It is against our policy for any person to engage in activities while under the influence of drugs, alcohol or be fatigued.

Personal Protective Equipment (PPE)

All Service Providers are to be trained in the correct use and storage of PPE in accordance with the WHS Act 2011 and WHS Regulation 2017. All Service Providers shall use appropriate PPE wherever necessary for their activities as well as complying with the site PPE requirements.

Safe Access / Egress

Service Providers and workers shall ensure that, when performing works, they have a practical and safe access / egress to and from the work area to prevent falls, collapse etc.

Effective protection for workers and the public, including barricades, fencing and overhead protection will be implemented onsite.

Emergency Exits and Equipment

Service Providers shall ensure clear access to emergency exit doors, fire extinguishers, fire hose reels and fire hydrants. These areas shall be kept clear at all times. In the event of an



Work Health & Safety Management System

emergency or evacuation, Service Providers will comply with the emergency procedures of the site.

Housekeeping

All workers shall ensure the area they work within is clean, tidy, maintained and safe at all times. All forms of rubbish, tools and equipment will be neatly tidied away during work and at the completion of work activities. Effective housekeeping is important to ensure minimal hazards are in the work site.

Competent Worker

All workers should be suitably qualified, competent and licenced for the activities performed and shall ensure that required licences / tickets are current.

Tools and Equipment

Where the service provider supplies tools, equipment or machinery, it is their responsibility to ensure that all tools, equipment and machinery comply with all the relevant statutory requirements, Codes of Practice and Australian Standards.

Pre-start checks should be undertaken on tools and equipment.

The Service Provider should maintain the tools, equipment and machinery in a safe condition to the relevant standard for the duration of the work to be carried out. A maintenance schedule shall be developed and followed. Maintenance records shall be documented.

Hazard Management

If a hazard is identified or created, and it is in the Service Provider's power to correct it, it is the Service Provider's duty of care to ensure the hazard is rectified immediately. If the hazard cannot be rectified, it should be reported to Speedway Promotions Pty Ltd or the Site Manager immediately. The Service Provider and the Service Provider's workers are responsible to ensure that any material or fluid that is dropped or spilt is cleared or wiped up immediately and the work area made safe.

Hazardous Chemicals

All chemical substances, dangerous goods or other fluids shall be kept in identifiable, labelled containers, stating the contents and health and safety information, and stored in areas suitable for their storage and containment. Containers should be kept tightly closed when not in use.

A Safety Data Sheet shall be provided for all chemicals, dangerous goods or other fluids that are used. All SDS's and hazardous substances will be kept in a register at the workplace in an easily accessible area for workers.

Any new substance introduced into the work site will be safely done so and communicated to all workers on site. Hazardous substances will be risk assessed and documented to ensure appropriate controls to manage the hazard are implemented.

No waste liquids are to be poured into storm water or sewer drains, or onto the ground.

The Service Provider shall appropriately remove and dispose of substances from the site in accordance with environmental laws.

Persons who are handling hazardous substances should ensure they are trained, and it is safe to do so. SDS shall be read prior to commencing work with the substance and it shall be kept nearby for emergency purposes.

Spill kits are kept on site and in trucks for environmental incident management. In the event where there is a spill, stop work – contain spill and clean-up in accordance with the SDS.



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High-Risk Work

Service Providers carrying out any high-risk work, as defined by the WHS Regulation 2017, shall have a Safe Work Method Statement for that particular type of high-risk work and work in accordance with the procedures outlined in the Safe Work Method Statement.

✓ **Work at Heights:**

Work activities involving working at heights with a risk of falling 2 meters or more or where a worker can fall from one level to another should first ensure the work is carried out on ground or on solid construction, and provide for fall protection devices, such as a work platform, physical barrier around perimeter or openings.

You shall provide safe access / egress to the area of work that has a risk of falls.

If the above are not applicable, you should provide a work position system to manage the falls of risk, such as rope access systems, for which you must be properly trained and licenced.

If the above are not applicable, you should provide fall arrest system. This includes catch platforms, inertia reels, safety harness etc. If this option is selected, you shall establish emergency and rescue procedures test the effectiveness and provide adequate information, training and instruction in them.

All fall protection equipment will be inspected prior to use to identify any damage or defects and used in accordance with Safe Work Method Statements. They should be certified, tested and tagged for safe use.

Ladders should only be used if other forms of fall protection equipment cannot be used. Preferably platform ladders are to be used.

✓ **Working Around Live Services:**

The Service Provider should obtain current underground essential services information (what service affected, location, depth, pipes, cables or other plant, conditions on proposed excavation work) from Dial Before You Dig (DBYD) or other plans before allowing any excavation works to commence. This information should be provided to Speedway Promotions Pty Ltd and all other workers who will be conducting the excavation. An informed decision will be made in regard to the methods of excavation, carrying out or directing or allowing the excavation activity to commence. This information shall be made available to all relevant workers and stored in a safe place.

✓ **Traffic Management:**

Service Provides working in and around live traffic shall ensure that appropriate control measures are implemented on site. Trained personnel shall develop Traffic Management Plans, develop Traffic Control Plans and control traffic on site to ensure that workers on the road are safe from vehicular interactions.

Relevant authorities shall be discussed with, prior to commencing any work, to communicate road and traffic conditions (e.g. road closures, lowering of speed limits). Vehicle Management Plans and Pedestrian Management Plans shall be developed to separate moving plant, vehicles, workers on foot and pedestrians from interacting.

✓ **Mobile Plant & Motor Vehicles:**

Service Providers operating mobile plant and vehicles are required to be in possession of the appropriate licence, be properly trained and able to demonstrate competency in the specific type of plant intended to be used.

Selected Plant and vehicles should only be used as per the intended design and use. Ensure the design and use of the plant or vehicle is appropriate for the type of work activity.

Daily Pre-start checks should be undertaken on all plant and vehicles to identify faults, damage and proper functionality of the plant or vehicle.



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Plant and vehicles should be maintained in good condition and properly functioning. Regular maintenance and servicing should be conducted, as per manufacturers recommendations and maintenance schedules. All maintenance will be documented, and records securely kept.

All vehicles shall comply with the site speed limits.

Reporting of Incidents & Hazards

All Incidents & Hazards, no matter how minor, must be reported immediately to the Site Manager who will then report it to the General Manager/Operations Manager. The General Manager/Operations Manager will then report it to Compliance OH&S. First aid attention will be provided, and a record made of the injury.

Workers Compensation, Public Liability Insurance

The Service Provider must fully comply with their statutory obligations to insure their workers. Service Providers must provide proof of this insurance prior to the commencement of their work and each year when the insurance policies are renewed.

WARNING

Contravention of these conditions may mean denial of access to the premises or an interruption to your work schedule until our conditions are met.

I _____ of _____
(Print name) (Company)

Has been issued with and have read the safety rules and conditions contained in the **Service Providers Safety Conditions** information.

I agree to observe all conditions set out. I will advise persons working under myself of the above rules and will ensure compliance to these rules. I understand I have the technical expertise in my chosen field of work and hold a responsibility to ensure that my workers and I are competent to perform the agreed works and will ensure the quality of my work is in line with relevant legislation and standards.

Signed:			
Position:		Date:	

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Where the Service Provider(s) is found unacceptable or does not have the required documentation outlined the Service Provider WHS Review, the Service Provider may not be selected to complete work for Speedway Promotions Pty Ltd. In certain circumstances, with approval from the Managing Director, the Service Provider may be selected and will work under Speedway Promotions Pty Ltd's WHS Management System.

This Service Provider(s) has been reviewed and was **ACCEPTED / REJECTED:**

Reviewed By (Speedway Promotions Pty Ltd):	Signature:	Date:



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Additional Comments:

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3.4 Service Provider Pre-Qualification Checklist

Suggested completion frequency: Prior to service provider commencement

Company name:	Service Provider to Complete		Speedway Promotions Pty Ltd Review	
Revision #:				
Date:				
Questions	Yes	No	Yes	No
Do you have a written WHS policy? (If yes, please provide copy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a WHS Management System Manual? (If yes, please provide a copy of the contents page)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the WHS responsibilities clearly specified for all workers? (If yes, please provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a documented incident management procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures for management of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures for the storage and handling of hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures for Hazardous Manual Tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide specific WHS training to your workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep a record of WHS training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a procedure for workers to report hazards in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a workplace WHS consultation process? (If yes, please provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Risk Assessment process for all work tasks? (If yes, please provide a copy of your Risk Assessment or SWMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organisation/company ever been convicted of a WHS offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Company Executive Responsible for Health and Safety	
Name:	
Position:	
Phone Number:	

Current Workers Compensation- a certificate of currency is to be provided to Speedway Promotions Pty Ltd	
Insurer:	
Policy Number:	
Period of Cover:	

Current Public Liability - a certificate of currency is to be provided to Speedway Promotions Pty Ltd	
Insurer:	
Policy Number:	



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Period of Cover:	
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Where the Service Provider(s) is found unacceptable or does not have the required documentation outlined the Service Provider Pre-Qualification Checklist. The Service Providers will work under Speedway Promotions Pty Ltd's WHS Management System.

This Service Provider(s) has been reviewed and was **ACCEPTED / REJECTED:**

Reviewed By:		Signature:		Date:	
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Work Health & Safety Management System

3.5 Subcontractor's Statement

The statement is only to be used for Service Providers being engaged in New South Wales.



Subcontractor's Statement Regarding Worker's Compensation, Payroll Tax and Remuneration

(Note 1 – see back of form)

For the purposes of this Statement a "subcontractor" is a person (or other legal entity) that has entered into a contract with a "principal contractor" to carry out work.

This Statement must be signed by a "subcontractor" (or by a person who is authorised, or held out as being authorised, to sign the statement by the subcontractor) referred to in any of s175B *Workers Compensation Act 1987*, Schedule 2 Part 5 *Payroll Tax Act 2007*, and s127 *Industrial Relations Act 1996* where the "subcontractor" has employed or engaged workers or subcontractors during the period of the contract to which the form applies under the relevant Act(s). The signed Statement is to be submitted to the relevant principal contractor.

Subcontractor's Statement

Refer to the back of this form for Notes, period of Statement retention, and Offences under various Acts.

Subcontractor: ABN:
(Business name)

of
(Address of subcontractor)

has entered into a contract with ABN:
(Business name of principal contractor) (Note 2)

Contract number/identifier

This Statement applies for work between: DD/MM/YYYY and DD/MM/YYYY inclusive, (Note 4)

subject of the payment claim dated: DD/MM/YYYY (Note 5)

I, a Director or a person authorised by the Subcontractor on whose behalf this declaration is made, hereby declare that I am in a position to know the truth of the matters which are contained in this Subcontractor's Statement and declare the following to the best of my knowledge and belief:

(a) The abovementioned Subcontractor has either employed or engaged workers or subcontractors during the above period of this contract. Tick ☐ if true and comply with (b) to (g) below, as applicable. If it is not the case that workers or subcontractors are involved or you are an exempt employer for workers compensation purposes tick ☐ and only complete (f) and (g) below. You must tick one box. (Note 6)

(b) All workers compensation insurance premiums payable by the Subcontractor in respect of the work done under the contract have been paid. The Certificate of Currency for that insurance is attached and is dated DD/MM/YYYY (Note 7)

(c) All remuneration payable to relevant employees for work under the contract for the above period has been paid. (Note 8)

(d) Where the Subcontractor is required to be registered as an employer under the *Payroll Tax Act 2007*, the Subcontractor has paid all payroll tax due in respect of employees who performed work under the contract, as required at the date of this Subcontractor's Statement. (Note 9)

(e) Where the Subcontractor is also a principal contractor in connection with the work, the Subcontractor has in its capacity of principal contractor been given a written Subcontractor's Statement by its subcontractor(s) in connection with that work for the period stated above. (Note 10)

(f) Signature* Full name

*Once the form is complete please print and sign.

(g) Position/Title Date DD/MM/YYYY

NOTE: Where required above, this Statement must be accompanied by the relevant Certificate of Currency to comply with section 175B of the *Workers Compensation Act 1987*.



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Notes

1. This form is prepared for the purpose of section 175B of the *Workers Compensation Act 1987*, Schedule 2 Part 5 *Payroll Tax Act 2007* and section 127 of the *Industrial Relations Act 1996*. If this form is completed in accordance with these provisions, a principal contractor is relieved of liability for workers compensation premiums, payroll tax and remuneration payable by the subcontractor.
A principal contractor can be generally defined to include any person who has entered into a contract for the carrying out of work by another person (or other legal entity called the subcontractor) and where employees of the subcontractor are engaged in carrying out the work which is in connection with the principal contractor's business.
2. For the purpose of this Subcontractor's Statement, a principal contractor is a person (or other legal entity), who has entered into a contract with another person (or other legal entity) referred to as the subcontractor, and employees/workers of that subcontractor will perform the work under contract. The work must be connected to the business undertaking of the principal contractor.
3. Provide the unique contract number, title, or other information that identifies the contract.
4. In order to meet the requirements of s127 *Industrial Relations Act 1996*, a statement in relation to remuneration must state the period to which the statement relates. For sequential Statements ensure that the dates provide continuous coverage.
Section 127(6) of the *Industrial Relations Act 1996* defines remuneration 'as remuneration or other amounts payable to relevant employees by legislation, or under an industrial instrument, in connection with work done by the employees.'
Section 127(11) of the *Industrial Relations Act 1996* states 'to avoid doubt, this section extends to a principal contractor who is the owner or occupier of a building for the carrying out of work in connection with the building so long as the building is owned or occupied by the principal contractor in connection with a business undertaking of the principal contractor.'
5. Provide the date of the most recent payment claim.
6. For Workers Compensation purposes an exempt employer is an employer who pays less than \$7500 annually, who does not employ an apprentice or trainee and is not a member of a group.
7. In completing the Subcontractor's Statement, a subcontractor declares that workers compensation insurance premiums payable up to and including the date(s) on the Statement have been paid, and all premiums owing during the term of the contract will be paid.
8. In completing the Subcontractor's Statement, a subcontractor declares that all remuneration payable to relevant employees for work under the contract has been paid.
9. In completing the Subcontractor's Statement, a subcontractor declares that all payroll tax payable relating to the work undertaken has been paid.
10. It is important to note that a business could be both a subcontractor and a principal contractor, if a business 'in turn' engages subcontractors to carry out the work. If your business engages a subcontractor you are to also obtain Subcontractor's Statements from your subcontractors.

Statement Retention

The principal contractor receiving a Subcontractor's Statement must keep a copy of the Statement for the periods stated in the respective legislation. This is currently up to seven years.

Offences in respect of a false Statement

In terms of s127(8) of the *Industrial Relations Act 1996*, a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence if:

- (a) the person is the subcontractor;
- (b) the person is authorised by the subcontractor to give the statement on behalf of the subcontractor; or
- (c) the person holds out or represents that the person is authorised by the subcontractor to give the statement on behalf of the subcontractor.

In terms of s175B of the *Workers Compensation Act* and clause 18 of Schedule 2 of the *Payroll Tax Act 2007* a person who gives the principal contractor a written statement knowing it to be false is guilty of an offence.

Further Information

For more information, visit the SafeWork NSW website www.safework.nsw.gov.au, Revenue NSW website www.revenue.nsw.gov.au, or Office of Industrial Relations, Department of Commerce website www.commerce.nsw.gov.au. Copies of the *Workers Compensation Act 1987*, the *Payroll Tax Act 2007* and the *Industrial Relations Act 1996* can be found at www.legislation.nsw.gov.au.



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3.6 Service Provider SWMS Review Checklist

Suggested completion frequency: Prior to service provider commencement

Project		Date	
Service Provider Contact Details			
Scope of Activities			
SWMS Number			

The General Manager/Operations Manager or delegate shall review the details provided in the SWMS to determine if the following issues are of conformance, as applicable:

Item No.	SWMS/ SWI Description	✓	×	Comment
1	a) Is the SWMS printed on a company letterhead, providing the Service Provider's ABN No, and signed and dated by a senior executive?	<input type="checkbox"/>	<input type="checkbox"/>	
	b) Is the scope of work appropriately detailed?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is the Service Provider's Works Manager identified?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Do the SWMS identify high risk construction work?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Are the applicable Standards, Statutory Acts and Codes of Practice listed?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are the methods of work (step by step) detailed?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are the required workforce qualifications (certificates? etc.) listed?	<input type="checkbox"/>	<input type="checkbox"/>	
7	Is mandatory Personal Protective Equipment (PPE) identified?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are the Hazardous Substances, if used, listed?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are all plant, tools and equipment required listed?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are all the Safety hazards and risks associated with the scope of work identified?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Are control measures established for each hazard identified?	<input type="checkbox"/>	<input type="checkbox"/>	



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Item No.	SWMS/ SWI Description	✓	×	Comment
13	Is the person responsible for implementing, monitoring and controlling each hazard identified?	<input type="checkbox"/>	<input type="checkbox"/>	
14	Have those workers who have been consulted in the development of the SWMS been identified?	<input type="checkbox"/>	<input type="checkbox"/>	

Please provide additional comments on the Safe Work Method Statement by referencing the associated item number.

Comments:

Where a Service Providers has subcontracted a portion of their scope of work to others, a separate SWMS covering the work required from the second Service Provider(s) must be submitted for Speedway Promotions Pty Ltd's review and acceptance. Where the SWMS is found unacceptable, a copy of the prepared and signed checklist should be forwarded to the Service Providers for information and action.

This SWMS (s) has been reviewed and was **ACCEPTED / REJECTED:**

Reviewed By:		Signature:		Date:	
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3.7 Approved Service Provider Register

Service Provider Name	Service or Product Provided	Public Liability Insurance Policy Number & Expiry	Workers Compensation Insurance Policy Number & Expiry	SWMS Approval Date	Service Providers Licences	Licence Expiry Date



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3.8 Outsourcing

Speedway Promotions do not currently outsource their work. If Speedway Promotions outsource in future, they will develop appropriate procedures.



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SECTION FOUR: Design



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4.1 WHS Design Policy

Policy Statement

Speedway Promotions Pty Ltd understands the importance of incorporating safety standards at the design stage to avoid hazards arising throughout the project that could otherwise be avoided. Speedway Promotions Pty Ltd aim to develop and implement adequate procedures to ensure that all WHS issues are identified and appropriate control measures are developed during the design process.

Speedway Promotions Pty Ltd does not currently perform any design. If design is performed by Speedway Promotions Pty Ltd appropriate procedures will be developed.



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SECTION FIVE: WHS Risk Management



Work Health & Safety Management System

5.1 WHS Risk Management Policy

Policy Statement

It is the policy of Speedway Promotions Pty Ltd to ensure that all risks are identified, assessed, controlled and monitored in accordance with the WHS Act 2011, WHS Regulation 2017, AS ISO 31000: 2018 Risk Management, SafeWork NSW Codes of Practice and other guidance materials.

Policy Scope

This policy provides directions on managing WHS risks faced by the company. It applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd, and extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Policy Implementation

Both Speedway Promotions Pty Ltd and Worker have a responsibility to identify any potential hazards and risks in the workplace through the various methods, i.e. regular inspections and observations.

When a hazard is identified, the worker shall eliminate or make it safe right away, if safe to do so. Where necessary, (all high risk hazards) the worker will complete the *Hazard Report Form* and give it to the immediate Site Manager. A copy of this is then sent to the General Manager/Operations Manager.

If further controls are required, measures will be further discussed, taking into consideration the hierarchy of controls, with the worker and the Site Manager and documented in the control section. The action is then assigned to a responsible and accountable person to complete by a suitable date. The hazard report is discussed with all workers at the next pre-start or safety meeting.

To assist in identifying hazards and risks of a particular activity and workplace, a Pre-Start Risk Assessment will be completed prior to the commencement of every job. Furthermore, this will identify whether and what Safe Work Method Statements (SWMS) will be required to be developed for the activity.

Regular Site Safety Audits / Inspections will be completed to assess safety at the workplace and ensure that safety management standards are maintained.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

5.2 WHS Risk Management Procedure

Risk Management is a process that helps workers and Speedway Promotions Pty Ltd to respond to uncertainties and sustain the health and safety of the workplace and workers. It should be planned, systematic and cover all reasonably foreseeable hazards and associated risks.

The company will plan, implement, control and maintain the processes needed to meet requirements of the WHSMS by:

- Establishing criteria for the processes
- Implementing control of the processes in accordance with the criteria
- Maintaining and retaining documented information, as per the document control policy, to ensure the processes have been carried out as planned, and
- Adapting work to workers

Speedway Promotions Pty Ltd has a responsibility to manage health and safety risk and identify reasonably foreseeable hazards. The Risk Management procedure is to be implemented to assist with compliance with the legislative requirements of the WHS Act 2011 & WHS Regulation 2017.

The steps of Risk Management are:

1. Identify the hazards to work health and safety arising from work activities.
2. Assess the risks
3. Determine and implement control measures to reduce the risks; and
4. Monitor and review the effectiveness of the control measures.

1. Identifying Hazards

Definition: A hazard is any object, act or situation that has the potential to cause harm or property damage.

Hazards arise out of a range of activities. Speedway Promotions Pty Ltd will consider the following for hazard identification:

- Areas / Activities identified as High-Risk
- Plant and Equipment
- Hazardous Manual Tasks
- Noise
- Hazardous Substances
- Working around Live Services
- Working around Live Traffic
- The working environment
- Human Factors (e.g. morale, workload, time pressures, distraction, competence)
- Methods of conducting work

Prior to commencing work, all hazards related to the work tasks shall be identified. Hazards will be identified at Speedway Promotions Pty Ltd through, but not limited to, the following methods:

- Regular Safety inspections
- Hazard Reporting
- Safety information on plant and machinery
- Historic / Previous Incidents
- People, including considering:
 - those with access to the workplace and their activities
 - those in the vicinity of the workplace
 - workers at a location not under the direct control of the company



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Methods:

(a) *Project Risk Assessment* and WHS Risk Register to be completed among the Project Manager, Engineers and other key personnel during the development of Site Safety Management Plan.

(b) A *Pre-Start Meeting* will be completed by workers and the Site Manager prior to a job starting. The inspection will include, but not limited to, identifying the potential hazards on site and the control measures that are to be implemented.

(c) A *Worker Performance Safety Review* will be carried out by General Manager/Operations Manager or the Site Manager of Workers to assess their safety performance on site, including:

- Work carried out according to the safe work method statements
- Personal protective equipment compliance
- Observing site housekeeping

(d) The *Site Inspection Checklist* is to be undertaken by the General Manager/Operations Manager on a regular basis to assist in identifying the hazards present onsite.

2. Risk Assessment

Once hazards have been identified, they will be assessed in terms of their potential to cause harm. Risk assessment allows appropriate control measures to be developed.

To assess risk, consideration should be given to *consequences* of the harm occurring and the *likelihood* of the actual harm.

While conducting a Risk Assessment the following factors should be considered:

- The effectiveness of existing controls;
- Work environment, including workplace layout and surrounding conditions;
- Capability, skill, experience, age of the people undertaking the work;
- The system of work being used;
- Reasonably foreseeable abnormal conditions (weather, emergency situations);
- Information available on the hazard.

A WHS Risk Register has been developed for Speedway Promotions Pty Ltd in *Section 5.3* and will be regularly reviewed and updated. Workers are consulted and actively involved in the development and continual updating of the Risk Register.

All workers are to be educated on the risk register and be aware of the potential hazards and risks in the workplace.

All Risk Assessments will be carried out using the applicable form.

Risk assessment forms have been developed according to the area of risk. Each area has different hazards, risks and consequences; therefore, the Risk Assessment asks specific questions relating to that issue.

The Risk Assessment forms are:

- Plant Risk Assessment (obtained from the supplier) *
- Project Risk Assessment
- Pre-Start Risk Assessment
- Site Inspection Checklist
- Safe Work Method Statements (SWMS)



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*A Plant Risk Assessment will be obtained from the supplier. All persons involved in the commissioning, installation, use and testing and the de-commissioning, dismantling and disposal of plant must be provided with the Plant Risk Assessments and relevant plant records.

Risk Assessment Model

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short-term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
Low 1, 2	Will require localised control measures.				
Medium 3, 4	Will require operational planning. Actions will be recorded on SWMS.				
High 6, 9	Stop immediately. Implement permanent Preventive controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				

3. Risk Control

Definition: *Risk control is the process of eliminating or reducing risk factors to prevent the occurrence of incidents.*

Control measures should be chosen and implemented to eliminate or reduce the risk as far as practicable. When deciding on the most appropriate measures to use, practicality and acceptance of the control measures must be adopted.

A duty holder, in managing risks to health and safety, must:

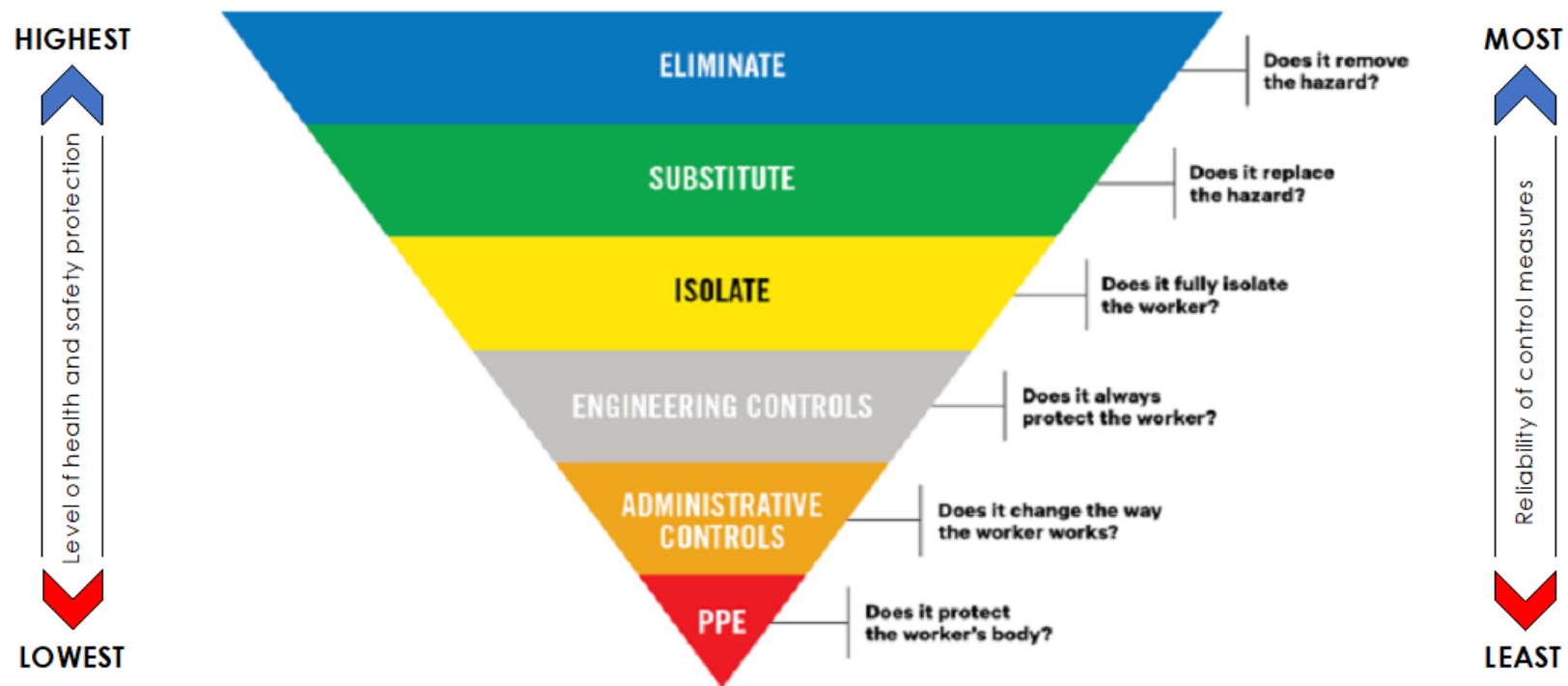
1. Eliminate risks to health and safety so far as is reasonably practicable; and
2. If it is not reasonably practicable to eliminate risks to health and safety—minimise those risks so far as is reasonably practicable.



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Hierarchy of Controls

The Hierarchy of Controls will be used as a guide of what controls measures will be acceptable to use. Elimination of hazards is always the first priority control measure. Where it is not reasonably practicable for the risk to be eliminated, Speedway Promotions Pty Ltd must minimise risk, so far as is reasonably practicable, by using the Hierarchy of Controls.



A combination of these measures may be selected to control hazards to the lowest level reasonably practicable. Speedway Promotions Pty Ltd will monitor control measures to ensure they are effective.



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Safe Work Method Statements

The WHS Regulation 2017 and the Construction Code of Practice states that SWMS shall be prepared for all work activities assessed as *High-Risk Construction Work*. These are listed below.

High Risk Construction Work
(a) Involves a risk of a person falling more than 2 metres
(b) Is carried out on a telecommunication tower
(c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
(d) Involves, or is likely to involve, the disturbance of asbestos
(e) Involves structural alterations or repairs that require temporary support to prevent collapse
(f) Is carried out in or near a confined space
(g) Is carried out in or near: <ul style="list-style-type: none"> (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel
(h) Involves the use of explosives
(i) Is carried out on or near pressurised gas distribution mains or piping
(j) Is carried out on or near chemical, fuel or refrigerant lines
(k) Is carried out on or near energised electrical installations or services
(l) Is carried out in an area that may have a contaminated or flammable atmosphere
(m) Involves tilt-up or precast concrete
(n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
(o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant
(p) Is carried out in an area in which there are artificial extremes of temperature
(q) Is carried out in or near water or other liquid that involves a risk of drowning
(r) Involves diving work

The SWMS are prepared because they:

- Outline a safe method of work for a specific job, and
- Provide an induction document that workers must read and understand before starting the job, and
- Help meet legal responsibilities for such requirements as hazard identification, risk assessment and risk control, and
- Help to effectively co-ordinate the work, the materials needed, the time required, and the people involved to achieve a safe and efficient outcome.

SWMS must be developed to be specific to the job site and works that are to be carried out. SWMS should be developed in consultation with the relevant workers. SWMS will be used to train workers on a particular task.

The Construction Code of Practice outlines the minimum amount of information that SWMS should contain. At the very least SWMS must include:

- Identify the work that is high risk construction work
- A description of the work to be undertaken,
- Foreseeable hazards associated with the work,
- The step by step sequence in doing the work,
- The potential hazards and risks associated with the work steps,
- The safety controls that will be used to minimise these hazards,
- All precautions to be taken to protect health and safety,



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- Identification of all WHS laws, Standards or codes applicable to the work,
- The names and qualifications of those who will supervise the work and inspect and approve work area,
- Work methods, protective measures, plant, equipment and power tools,
- A description of what training is given to people doing the work,
- Identification of plant and equipment needed on site to do the job,
- The company's letterhead, company name and registered office,
- The signature of a senior manager representative of the company and date signed.

Copies of SWMS are to be retained on site for the duration of the works and then returned to the office. SWMS are to be kept for two years post the use of the SWMS for the specific site. Speedway Promotions Pty Ltd is to ensure workers have access to or have a copy of the SWMS at all times.

4. Monitor & Review

The risk identification, assessment and control processes require regular monitoring to ensure the implemented control measures perform as originally intended and continue to prevent or adequately control the risk of injury.

Control measures should also be checked carefully to ensure that new hazards are not created, directly or indirectly, by the original control measure.

Risk management processes will be reviewed when:

- A significant change occurs;
- An injury or incident occurs;
- There is evidence that the risk assessment is no longer valid.

Site Manager will review SWMS prior to commencement of works on all projects and on an annual basis. SWMS are to be reviewed when there is an incident, new environment, change in job task or method. Service Provider's SWMS will also be reviewed before engaging them and at regular intervals.



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5.3 Speedway Promotions Pty Ltd WHS Risk Register

Possible Hazards	Risk Rating	Safety Controls	Residual Risk
Dust Pollution	High (6)	<p>Dust monitoring stations should be installed on the dragway site during the period up to the operations commencement and will monitor, measure and report the Dragway Baseline Dust Level (DBDL).</p> <p>Ensure the Speedway operator to manage threshold levels of dust.</p> <p>Ensure an air quality management plan is developed to minimize the generation of dust.</p> <p>Ensure natural and engineered physical barriers are repaired and maintained effectively.</p> <p>Avoid dust generation jobs above head height.</p> <p>PPE to be used for hazardous Substances and where activities or products are used that will create either dust, fumes or vapours.</p> <p>Ensure dust masks and eye protection are used.</p> <p>Wear dust mask or respirator (As per AS 1716).</p> <p>When carrying out prep work, a full-face shield is best utilised to reduce risks of dust and skin contamination.</p> <p>Cover all areas with plastic or appropriate sheeting.</p> <p>Ensure no unauthorised personnel enter the work area.</p> <p>Open windows and use dust extraction devices where necessary.</p>	Low (2)
Noise Pollution	High (6)	<p>Cumulative noise & vibration impacts.</p> <p>Ensure the use of hearing protection, e.g. ear muffs.</p> <p>Ensure no unauthorised personnel enter the work area.</p> <p>Ensure audiometric testing is provided for the worker within 3 months of the worker commencing the work</p>	Low (2)
Flying debris Uneven surface	High (9)	<p>Ensure all workers are aware of the activity and hazards.</p> <p>Obtain clearances.</p> <p>Implement exclusion zones and ensure no one is near operations.</p> <p>Implement hard barrier for flying debris to be caught.</p> <p>Wear appropriate PPE.</p>	Medium (3)
Dust generation	High (6)	<p>Water down area to minimise dust generation.</p> <p>Wear dust mask and safety glasses when loading soil and aggravating and dust generating materials.</p> <p>Wet methods to be used where possible.</p> <p>Avoid creating dust in windy environments.</p>	Low (2)



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Possible Hazards	Risk Rating	Safety Controls	Residual Risk
Inhalation of dust and other hazardous substances	High (6)	Wear dust mask or respirator (As per AS 1716). Safety data sheets to be available outlining the safe use and storage of chemicals. Cover all areas with plastic or appropriate sheeting. Use power tools with dust extraction where possible. Use dust extraction devices where possible. Ensure no unauthorised personnel enter the work area. Follow SWMS for task being undertaken. Where required, contain the dust in a closed room/area to ensure it does not leak into other areas of the worksite.	Low (2)
Truck colliding with other vehicles or persons	High (6)	Workers to follow road safety rules and speed limits at all times. Truck Drivers not to exceed 40km/hour. Ensure compliance with road guidelines in Overmass/Oversize permit for specific routes. Workers to share driving where possible Ensure all visibility lights on trucks are maintained Ensure that rear marking plates and oversize signs are in place Plant Drivers will give warning signals when approaching blind corners, entering/exiting doorways and anytime those they do not have clear vision ahead. Drivers should never allow anyone to walk near the vehicle. Drivers will give warning signals when approaching blind corners, entering/exiting doorways and anytime those they do not have clear vision ahead	Medium (4)
Collision with other construction traffic/ personnel and other road/traffic accidents	High (6)	General road rules apply on site (includes obeying all signs) - some specifics are also to be obeyed (lower speed when driving through existing work areas). Seat belts to be worn at all times when vehicles/plant mobile. Drivers to be very aware of road conditions and vehicle/plant performance. Drivers backing into delivery points MUST be directed by site personnel and be made aware of procedure. If driver loses sight of this person, the reversing operation must be ceased until direct visual contact is regained. Designate a site traffic route to protect the workforce. Designate a spotter to be available should it become necessary for material/equipment deliveries and public safety Spotter to guide vehicles delivering.	Medium (4)



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Possible Hazards	Risk Rating	Safety Controls	Residual Risk
Adjacent traffic, vehicle / pedestrian collisions	High (9)	Hard barricades to be in place, adjacent to traffic lanes. Exclusion zones implemented. Rotating light beacon & travel alarm sounded and working. Implement Vehicle management plan to separate vehicles and plant interaction. Implement Pedestrian management plan to separate plant/vehicles from pedestrians. Give clear indication and communication of travel paths. Wear appropriate PPE.	Medium (3)
Live Traffic	High (9)	Inspect delivery area to ensure it is secure and the ground clear, even and stable for safe parking, unloading and movement of trolley. Alternate access to be provided to public where appropriate. Implement traffic management plan where necessary. Check packaging and strapping or other packing is intact and not damaged. Check load to ensure it is properly secured/packaged for lifting or transfer Unload only when safe to do so. Ensure high visibility clothing is worn.	Medium (3)
Contact with other persons and plant	High (9)	Exclusion zone to be set up in the unloading area. Supervisor/Spotters to monitor the work area to ensure no unauthorised personnel enter the unloading area. Ensure all Workers are moved to a safe distance prior to unloading of the machine. Ramps to be used to unload the machine. Workers to ensure that the ramp is secured prior to unloading. Plant operators to be ticketed appropriately and deemed competent. Plant pre-start checklist to be completed to ensure it is in good condition without faults. Ensuring sirens/beepers and flashing lights are working. Workers and operators to be in a state that is fit for work and not under the influence of drugs or alcohol. Ensure all breaks etc are working prior to removal of machine. Place truck on level surface with hand breaks on. Take care while removing machine and use spotters. Operator of the machine to maintain constant communication with spotters. Warning signage to be implemented. Workers to wear correct PPE (hi-vis, steel capped boots, etc)	Medium (3)
Asphyxiation from petrol fumes	High (9)	Use engine outdoors only, away from open windows, vents or doors, as engines emit deadly carbon monoxide gas. Never use inside homes, garages, crawl spaces, or other enclosed areas. Fumes that can be fatal can build up in these areas.	Medium (3)



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Possible Hazards	Risk Rating	Safety Controls	Residual Risk
Asphyxiation due to inadequate ventilation	High (6)	Operate in a spray booth where possible. Minimise overspray through adjusting spraying distance and pressure, select appropriate nozzles and use the best method for the job. Area must be adequately ventilated. Ventilation equipment to be used. Workers to wear respirators as per AS/NZS 1715 as indicated on the SDS. Filters should be regularly checked and replaced when necessary. Open windows and doors where possible. Ensure site is isolated and public are kept at a safe distance. Ensure no one stands in between object being sprayed and ventilation. Where necessary atmospheric monitoring is to be completed as per the material safety data sheets for the products being used.	Low (2)
Manual Handling Injury when carrying and using production equipment	Medium (4)	Workers to follow correct manual handling procedures: Use mechanical lifting devices and trolleys where possible. Only lift objects within your safe lifting limit use team lifts where needed Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine straight, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely.	Low (2)
Contact with other vehicles or infrastructure.	Medium (3)	Drivers to be licensed, experienced and competent in driving truck. Workers to drive in a safe manner at all times and obey all legal requirements. Workers not to access areas that are not within the weight or height limits of truck. Workers to comply with the company's drug and alcohol and fatigue policies at all times. No use of phones while operating truck.	Low (1)



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Possible Hazards	Risk Rating	Safety Controls	Residual Risk
Contact with electrical equipment infrastructure or persons.	High (9)	<p>Complete survey of site with site controller before entering and plan path of travel to ensure all obstacles are avoided.</p> <p>Maintain a safe distance from power lines (as outlined in diagram below), infrastructure and people and use spotters and tiger tails where necessary.</p> <p>Use insulated tag lines when operating near power lines.</p> <p>Sight and sign overhead power line permit before working in close proximity to existing overhead power lines.</p> <p>Approved Uniform with high visibility to be worn at all times.</p> <p>Workers to monitor and direct traffic as necessary.</p> <p>Determine slew zone and ensure clear of obstacles.</p> <p>Only trained and competent workers to operate Manitou.</p> <p>Use additional spotter where necessary.</p> <p>Ensure clear communication between Manitou operator and others.</p> <p>Barricade area from public access where necessary</p> <p>Ground workers to remain clear of moving plant.</p> <p>Operator to stay alert and maintain a safe distance from all persons or structures.</p> <p>Ensure flashing lights and reversing beacons are operating.</p> <p>Maintain safe working distances at all items</p>	Medium (3)
Unauthorised individuals entering work site	Medium (3)	<p>Appropriate barricades & signage to be erected to prevent unauthorised access to work area.</p> <p>Must ensure controls are in place so members of the public are protected from the hazards (e.g. falling objects, dust, vehicles entering and leaving the site etc.) that arise from demolition work. These may include:</p> <ul style="list-style-type: none"> ➤ Security fencing ➤ Hoardings <p>Where appropriate, spotters to be used to observe personnel and re direct where needed.</p> <p>Alternate access to be provided where appropriate.</p>	Low (1)



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Possible Hazards	Risk Rating	Safety Controls	Residual Risk
Environmental Damage/ Housekeeping	Medium (3)	<p>Rubbish is to be placed in bins (recycle when possible). Waste materials need to be contained and disposed of appropriately. Spills must be contained with the spills kit. All contaminated materials must be bagged in plastic bags for disposal in accordance with the SDS for the product that either was spilt or has leaked. All tools and equipment to be cleaned and stored away. Ensure work site is left in clean and tidy condition with no obstructions or protruding materials. Wear approved PPE for undertaking of cleaning work.</p>	Low (1)
Skin and eye irritation/ inhalation / "flash burns" from hazardous fumes and chemicals/ Manual handling risk	Medium (4)	<p>Ensure appropriate PPE is worn – protective clothing, protective headwear, heavy duty gloves, and safety glasses to be worn where necessary. Appropriate respirator to be worn. Area to be barricaded off and 'no entry' signage posted. Stay alert, watch what you are doing and use common sense when operating. Do not use while tired or under the influence of drugs, alcohol, or medication. Ensure that the metal is secure. Adopt a comfortable stance, with feet apart and well balanced, and with a clear view. Never use between the legs while sitting on the floor. Keep all fumes and gases from the breathing area and ensure adequate ventilation. Never touch any parts that are hot. Use correct manual handling technique and trolley. Set flows to appropriate levels. Always light with lint lighter or pilot light. Acetylene first then turn on oxy. Heat up metal prior to cutting/welding. Ensure that off cuts or slag is secured or are falling in safe area. Avoid molten metal landing on body parts or flammable materials.</p>	Low (2)



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Possible Hazards	Risk Rating	Safety Controls	Residual Risk
Untrained or Incompetent Workers	Medium (3)	Operator to complete Daily Safety Check for major plant or equipment, and be familiar with the manufacturers operating instructions prior to operating machine. All Workers must complete site induction upon arrival to site and sign in. Where induction is not available Workers to liaise with site supervisor about site hazards, emergency procedures and any other site requirements. Daily Pre-start meeting to be conducted prior to commencement of works. Toolbox talk to be conducted prior to commencement of works. All Workers to be trained in and sign safe work method statement. All Workers to be qualified/ licensed/ ticketed/ trained as required for activities performed. Competent person to supervise all new Workers. Workers to be in a fit state to commence work with a ZERO blood alcohol concentration, not be suffering from fatigue or under the influence of drugs. Workers to follow site emergency procedures.	Low (1)
Potential Faulty Equipment & Plant shutdowns	Medium (3)	Report faults to operator. Repair and rectify faults in accordance with safe work procedures. Daily pre-start checklists to be completed. Ensure plant and equipment are serviced as required.	Low (1)
Repetitive work and prolonged fixed postures	Medium (4)	Workers must warm up and stretch prior to commencing work. Workers to rotate tasks to avoid repetitive tasks and fixed postures. Workers to avoid excessive straining and over reaching. Take regular breaks during shift.	Low (2)



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Possible Hazards	Risk Rating	Safety Controls	Residual Risk
Worker Fatigue	Medium (4)	<p>Workers to ensuring regular night sleep of 7-8hours to manage driver fatigue.</p> <p>Workers to maintain health by eating well balanced diet and adopt strategies to manage stress.</p> <p>Workers to be educated on driver fatigue.</p> <p>Management to ensure 8-hour break within any period of 24hours. Drivers not to exceed 12hrs of driving for every 24 hrs.</p> <p>Provide workers with enough time in between shifts.</p> <p>Workload to be reviewed and managed by management team during worker performance reviews to ensure the worker is satisfied with their work load.</p> <p>Workers are trained on the effects of fatigue.</p> <p>Travel times to and from site to be taken into consideration when organizing the job and its deliverables.</p> <p>Adequate breaks to be made available to all workers throughout their shift to ensure they have rest breaks, food breaks, etc.</p> <p>Sufficient time allowed for jobs to include travel, breaks, waste disposal, traffic, etc.</p> <p>Workers to report fatigue concerns to their foreman or project manager.</p>	Low (1)



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5.4 Change Management Procedure

Introduction

This procedure outlines Speedway Promotions Pty Ltd's approach to managing change within the company. All changes in strategy, activities and processes could result in changes in WHS risks. These risks need to be identified and assessed as part of the change management (CM) process.

To effectively manage the work health and safety risks associated with introducing new or changed processes, plant, equipment and/or materials into the company, Speedway Promotions Pty Ltd's will:

- Identify if the new or changed processes, plant, equipment, hazardous chemicals and/or materials will introduce new hazards or risks or exacerbate any existing hazards or risks in accordance with the hazard management process.
- Identify the need for and scope of the project management process including necessary appointments.
- Ensure the change management process is conducted in line with the consultation and engagement processes.

The following will be required to be addressed when requesting change:

- What is the proposed change?
- Why is the change required?
- What is the change expected to achieve?
- How will the proposed changes impact workers and operations?
- How will the changes impact stakeholders?
- What is the estimated timeframe for the change?
- Any other factors to be considered for the successful management of the change?
- What are the estimated costs of the change?

Types of Change Events:

Speedway Promotions Pty Ltd is likely to deal with a number of different change events. These may include:

- Changes in scale – Where Speedway Promotions Pty Ltd wins a large contract or opens a new business line there may be a need to change the way the business works due to the increasing size of the company (e.g. increases in workers, need for new premises, need for additional vehicles, changes in management structures, workplace locations and surroundings; work organisation; working conditions; equipment etc.)
- Changes in Personnel – A more common change event that all companies will face from time to time is the need to adapt to changes in the personnel in key positions within the business. For example, a change in supervisor may change team dynamics whilst a change in accountant could include the risk of losing significant corporate knowledge.
- Changes in Technology – Where there have been improvements in technology (e.g. communications, IT or equipment) there will be a need for Speedway Promotions Pty Ltd to update their systems and train their workers to effectively manage the change.
- Changes in knowledge or information about hazards and risk – Where new information has been obtained regarding hazards and risks associated to business operations, changes will need to be made in respect to identifying, assessing, controlling and monitoring those hazards and risks. There will be a need to manage a change process through training existing staff, implementing the change and potentially investing in new equipment and marketing literature.



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- Legislative change – Changes in laws and regulations could have a significant impact on how Speedway Promotions Pty Ltd goes about undertaking its work.

Change management for the above needs to be assessed for associated hazards and risks. Any unintended changes and their consequences must be reviewed, taking action to mitigate any adverse effects, as necessary.

Process

1. Request the Change
2. Planning meeting – discuss & review request for change
3. Assign actions and personal
4. Communicate to workers of the change
5. Evaluate change
6. Follow-up meeting
7. Approve Change
8. Coordinate implementation – training all workers on new change.
9. Review and Close change request.
10. Ongoing communication and monitoring throughout whole process.

Evaluation & Prioritisation:

In order to evaluate and prioritise a change request, the “priority” and “type” of the change are taken into consideration. Use the first and second tables below to list and define the “priority” and “type” data elements that are applicable for the project. The third table provides examples of commonly used project status types. The list of elements is at the discretion of the project manager.

Change requests are evaluated using the following priority criteria:

- High
- Medium
- Low

Change requests are evaluated and assigned one or more of the following change types:

- Scope
- Time
- Duration
- Cost
- Resources
- Deliverables
- Product
- Processes
- Quality

Change requests are evaluated and assigned one of the following status types:

Status	Description
Open	Entered/Open but not yet approved or assigned
Work in Progress	CR approved, assigned, and work is progressing
In Review	CR work is completed and in final review prior to testing
Testing	CR work has been reviewed and is being tested
Closed	CR work is complete, has passed all tests, and updates have been released.



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Communication

Communication with management, workers and stakeholders will be continuous throughout the whole change management process to ensure clear vision, conformity, openness to ideas and clarification of the process.

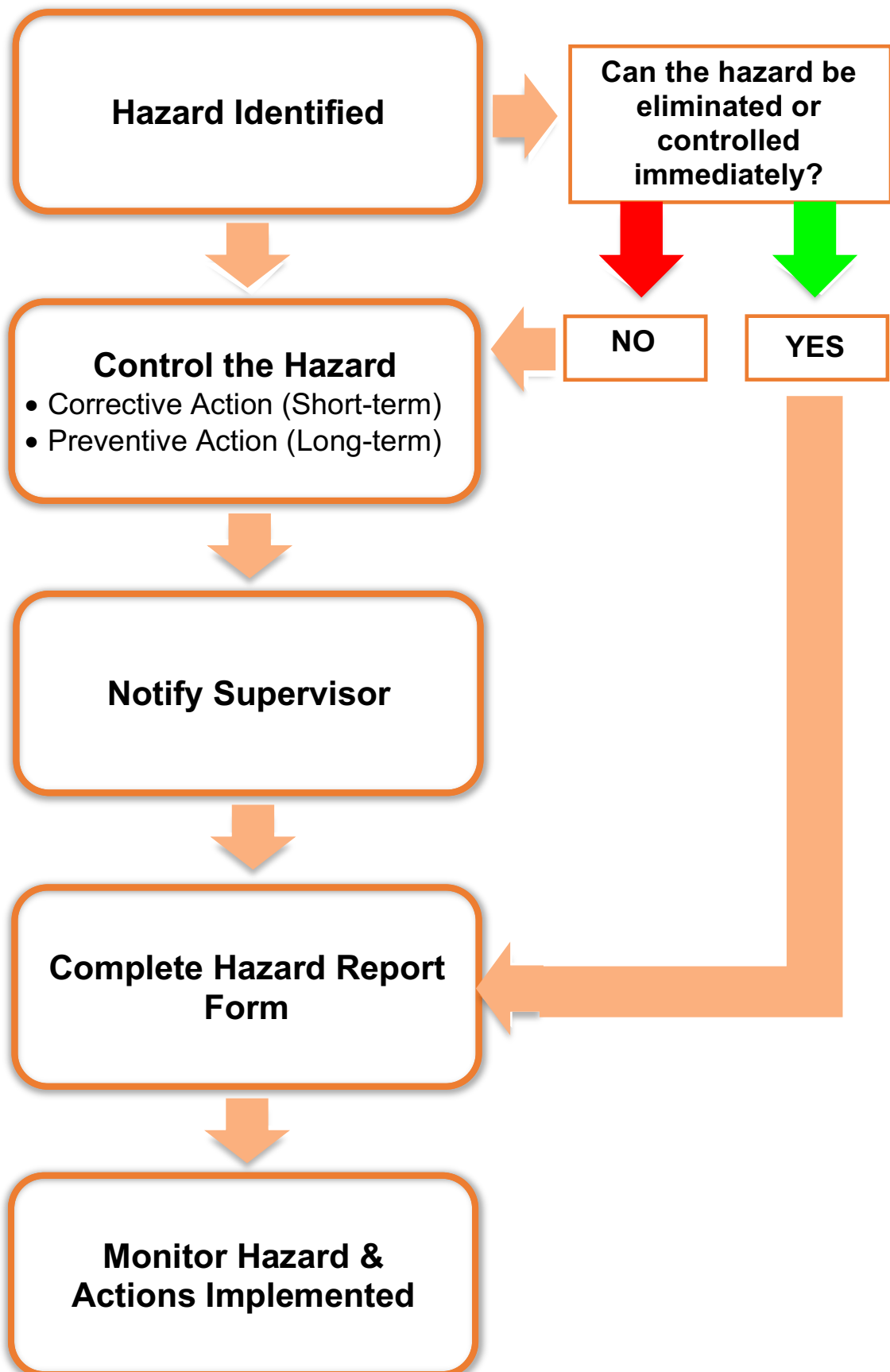
The following elements will be incorporated in the approach:

- Clearly communicate the change vision and do it early
- Outline the benefits and impacts of the change.
- Ensuring that any changes in policy and procedures are highlighted.
- Ensure management actively communicate throughout the change process.
- Provide opportunities for dialogue.
- Repeat change messages often.
- Monitor and measure the effectiveness of communications.



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5.5 Hazard Reporting Procedure





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5.6 Hazard Report Form

Suggested completion frequency: As required

Location of Hazard:			
Date observed:		Hazard No.: <small>(corresponding to register)</small>	
Reported By:			
Describe what the Hazard is:			
Consequence	Likelihood/Probability		
	Unlikely (1)	Possible (2)	Almost Certain (3)
Minor (1)	Low (1)	Low (2)	Medium (3)
Moderate (2)	Low (2)	Medium (4)	High (6)
Major (3)	Medium (3)	High (6)	High (9)
Action Required / Taken:			
Notified (Name):			
Management Review:			
Corrective Action: Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> Date Closed: / /			
Comments:			



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5.7 Hazard Register

Hazard No.	Date	Description	Location	Corrective Action	Completed Date



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5.8 Project Risk Assessment

Suggested completion frequency: This form is to be completed prior to commencing a project to assess the hazards and risks on site. It is also to be completed when the work environment or work methods change.

Site Address:		Date:	
Scope of Work:			

Hazards Identified:

Hazard Number	Hazard	(✓)	Risk Rating	Control Measure
1.	Heights (Falls)	<input type="checkbox"/>		
2.	Falling Objects	<input type="checkbox"/>		
3.	Hazardous manual tasks	<input type="checkbox"/>		
4.	Site Housekeeping	<input type="checkbox"/>		
5.	Hazardous substances	<input type="checkbox"/>		
6.	Electricity	<input type="checkbox"/>		
7.	Dust	<input type="checkbox"/>		
8.	Noise/Vibration	<input type="checkbox"/>		
9.	Moving Plant / Machinery	<input type="checkbox"/>		
10.	Hot Work	<input type="checkbox"/>		
11.	Service Located (Electricity, Gas, Water)	<input type="checkbox"/>		
12.	Multiple Workers / Contractors	<input type="checkbox"/>		
13.	Access and Egress to site	<input type="checkbox"/>		
14.	Proximity to public	<input type="checkbox"/>		
15.	Other:	<input type="checkbox"/>		

Risk Matrix

Consequence	Likelihood/Probability		
	Unlikely (1)	Possible (2)	Almost Certain (3)
Minor (1)	Low (1)	Low (2)	Medium (3)
Moderate (2)	Low (2)	Medium (4)	High (6)
Major (3)	Medium (3)	High (6)	High (9)



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PPE Required:

Dust Mask/Respirator	<input type="checkbox"/>	Hearing Protection	<input type="checkbox"/>	Hard Hats	<input type="checkbox"/>
Eye Protection	<input type="checkbox"/>	Safety Boots	<input type="checkbox"/>	Sunscreen	<input type="checkbox"/>
Hand Protection	<input type="checkbox"/>	Safety Vest	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Plant / Equipment required:

Items		Yes	No
Ladder			
Mobile Plant			
Hand Tools			
Power Tools			
Harness / Lanyard			
Other:			
Other:			
Other:			

CAN YOU UNDERTAKE WORK SAFELY?	YES <input type="checkbox"/>	NO <input type="checkbox"/> DO NOT COMMENCE WORK
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SAFETY NOTES:

Completed By:		Signed:		Date:	



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5.9 Site Inspection Checklist

Suggested completion frequency: At the commencement of a new job, and at regular intervals thereafter

Project Name/Location:		Date:	
Inspected by:		Signature:	

During the inspection, record all non-conformances on appropriate check sheet and appropriate Corrective Actions. If required, raise formal Non-conformances and Corrective Actions form.

Item	Compliance			Comments
	Yes	No	N/A	
1. Administration and Records				
Have all appropriate SSMP documentation been completed on the site (refer to “i. Guide to SSMP implementation”)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is mandatory workplace signage in place e.g. Mandatory PPE, Site Contact Details, Hazard & Danger signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the SafeWork NSW ‘If you’re injured at Work’ poster displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the WHS policy displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Emergency Evacuation and contacts displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a Hazardous Substances Register in place and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Safety Data Sheets on site and accessible (SDS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have SWMS has been prepared for each high-risk construction work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all workers been site inducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all necessary tickets, licences, certifications been provided to the Principal Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is PPE on site easily accessible, good condition and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is PPE being worn by all workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Project Risk Assessment been completed for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are pre-start meetings being held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work Environment				
Are controls in place to prevent workers and objects falling from heights e.g. edge, protection, EWP etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Item	Compliance			Comments
	Yes	No	N/A	
Are Hazardous Substances stored correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all containers containing Hazardous Substances labelled correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is work area been adequately secured to prevent public and unauthorized access e.g. perimeter fencing, physical barricades?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there sufficient ventilation for workers undertaking job tasks that require ventilation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there excavation work being undertaken? If so, have controls been implemented to mitigate excavation hazards (e.g. falls, engulfment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have adequate facilities been provided and are in good working order, including toilets, drinking water, washing facilities, and eating facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any confined spaces? If so, has a competent person completed and documented a risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have noise related health and safety risks been identified and managed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have essential services been identified and isolated where required (e.g. Electrical, Water, Gas)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are adequate controls in place for workers carrying out work in extremes of heat or cold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have inspections and maintenance have been carried out for all concrete pumping equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have risks to health and safety associated with traffic in the vicinity of the workplace been managed (i.e. Traffic Control Plans implemented etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Access and Exit Emergency Procedures				
Is access to all work areas free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are doors, doorways, emergency exits kept clear and able to be accessed by workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an emergency procedures and evacuation plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the emergency procedures, contacts & evacuation diagram displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has an emergency drill been conducted on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. First Aid Facilities				
Has first aid equipment been provided for the workplace and is accessible to each worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a nominated first aider on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are first aid supplies in accordance with checklist and in date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fire Fighting Equipment				



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Item	Compliance			Comments
	Yes	No	N/A	
Is there an adequate number of Fire Extinguishers on site and in date? Are the extinguisher types suited for the hazards present? Are test tags within 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there clear access to all Fire Fighting Equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Electrical Testing				
Have residual current devices (RCDs) been installed and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have Electrical equipment been inspected, testing, and tagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Lighting				
Is there adequate lighting to perform work tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate Natural lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Hazardous Manual Tasks/Ergonomics				
Have hazardous manual tasks have been identified and managed e.g. mechanical handling equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Housekeeping				
Is the workplace free from any Slip, Trip or Fall hazards e.g. walkways in good condition and free from litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the work area clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a safe system been implemented for the collection, storage, and disposal of excess or waste materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are hazard signs used to identify wet, slippery or other risk areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Plant and Equipment				
Are all plant operators have the required licences or have been deemed competent (i.e. competency forms completed, where required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-start inspections being completed on equipment where required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has Maintenance, inspection, and testing been carried out plant and equipment by a competent person? If are there records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety features/controls (e.g. safety switches, guards etc.) present on plant and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are log books, service records up to date for plant and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers trained in the safe and correct use of fall arrest harness system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all lifting equipment (e.g. slings, winches, shackles, chains) been inspected and tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Work Health & Safety Management System

Item	Compliance			Comments
	Yes	No	N/A	
10. Further Comments				
Are all items on the Site Inspection Checklist compliant? If not, what items need immediate attention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Item #	Non-conformance	Risk	Corrective Action	By Whom	Due date



Work Health & Safety Management System

5.10 Personal Protective Equipment Policy

Policy Statement

It is the policy of Speedway Promotions Pty Ltd that all Personal Protective Equipment (PPE) is maintained, cleaned, stored and repaired in accordance with this policy.

Scope of Policy

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, on behalf of, or visit Speedway Promotions Pty Ltd at any time. It includes all sites, locations or places of directed work for the company.

The workers identified in the scope are also expected to adhere to all procedures that are related to this policy.

Policy Implementation

WHS Regulation 2017, Division 5, 44 Provision to workers and use of PPE:

(2) The PCBU who directs the carrying out of work must provide the PPE to workers at the workplace unless the PPE has been provided by another PCBU.

(3) The PCBU who directs the carrying out of work must ensure that PPE provided under sub regulation (2) is:

(a) selected to minimise risk to health and safety, including by ensuring that the equipment is:

(i) Suitable having regard to the nature of the work and any hazard associated with the work; and

(ii) A suitable size and fit and reasonably comfortable for the worker who is to use or wear it; and

b) Maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by ensuring that the equipment is clean and hygienic; and in good working order; and

(c) Used or worn by the worker, so far as is reasonably practicable.

(4) The PCBU who directs the carrying out of work must provide the worker with information, training and instruction in the proper use and wearing of PPE; and the storage and maintenance of PPE.

Speedway Promotions Pty Ltd will provide any necessary PPE to its workers at the initial induction.

Speedway Promotions Pty Ltd must ensure that PPE is:

- Appropriate to the work being performed and properly fit each worker.
- Comply with the appropriate Australian Standard.
- Maintained, stored, repaired and disposed of according to manufacturer's instructions.
- Records maintained for issue, training in use, inspection, testing, and use by date, certification, repair and disposal.
- Regularly checked as part of a worksite inspection.
- All PPE from Speedway Promotions Pty Ltd must be kept in a clean and hygienic condition.
- Workers must not misuse or damage the equipment.
- Workers must report any damage or defective PPE to their Supervisor immediately.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

5.11 PPE Issue Register

All Workers are to be issued PPE by their PCBU. Where workers arrive on site without the correct PPE, they may leave and return when the correct PPE is obtained or Speedway Promotions Pty Ltd will issue the PPE at a charge.

Please tick the corresponding box and sign to acknowledge that you have been trained in the use, storage & maintenance of the PPE.

Worker	Issue Date	Safety Glasses	Hard Hat	Safe Footwear	Hi-Vis Clothing	Gloves	Signature acknowledging receipt:
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Work Health & Safety Management System

5.12 Office Workstation Policy

Policy Statement

It is the policy of Speedway Promotions Pty Ltd to ensure that health and safety in the office is managed and controlled in accordance with the WHS Act 2011, WHS Regulation 2017, AS/NZS 4442:2018 Office Desks, Office Workstations - Mechanical, dimensional and general requirements and test methods.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Policy Implementation

It is the policy of Speedway Promotions Pty Ltd to ensure safety procedures for all work involving screen-based workstations are implemented and adhered to. Adherence to correct ergonomic principles will prevent the risk of discomfort and symptoms developing.

The policy includes:

- Speedway Promotions Pty Ltd will continually monitor workstations and office environments to assist with compliance with AS/NZS 4442:2018 Office Desks requirements and test methods, and other guidance materials.
- Speedway Promotions Pty Ltd workers will set up their workstations as per the policy.
- New and transferred workers returning from leave will gradually have their work load increased over a period of time to normal output expectations.
- Workers will be encouraged to take short 5-minute breaks every hour and are encouraged to remove themselves from their workstation for morning/afternoon tea and lunch.
- Stretching exercises are to be carried out by workers during their rest breaks.
- All workers will be trained to ensure understanding of the importance of correct posture through adjustment of equipment and planning the workload to ensure adequate rest periods.
- Workers are to immediately report any symptoms of pain or discomfort to the Site Manager. The Site Manager in receipt of the report will investigate the circumstances and take action to correct the situation.
- Where necessary an Occupational Therapist will complete a workstation assessment and make appropriate recommendations.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

5.13 Office Workstation Procedure

Temperature/Humidity

The area must be adequately ventilated or air conditioned as the screen-based equipment generates heat. Most people work comfortably at temperatures between 19 and 23 degrees in Winter, and between 22 and 24 degrees in Summer.

Low humidity can cause dryness of the eyes, nose and throat and may increase the frequency of static electric shocks. High humidity levels can be associated with fatigue and “stuffiness”.

Contaminated Air

Stale air due to poor ventilation and excessive heat build-up or humidity can also contribute to contamination. Air contamination should be reduced by implementing one or more of the following controls:

- Effective air filtration.
- Ensuring that adequate amounts of fresh air enter the building.
- Maintenance of air conditioning units, including regular cleaning.
- Preventing the obstruction of vents.

Visual environment

Work areas must have adequate, but not excessive lighting to enable workers to read documents and that the light is comfortable to the eyes. The visual environment should comply with the following requirements of AS1680:2006 *Interior and workplace lighting*.

Glare and Reflections

Glare and reflections should be controlled to prevent worker discomfort by either putting curtains over windows, repositioning workstations, tilting the screen so that the reflections are directed below eye level or purchasing screens with light diffusing surfaces.

Office Layout

Adequate space should be provided for easy access to equipment, storage areas, workstations and amenities. Design of access ways should consider numbers of workers and objects moving along their path. Items used frequently (such as filing cabinets) should be located near the user and stored between knuckle and shoulder height. Less frequently used items should also be located within this height range.

Working surface / desk

Ensure adequate room for the equipment/machine to be moved as required. Allow adequate space for the operator to rest the forearms and hands. The most frequently used objects must be within easy reach to minimise twisting and over-reaching. Allow leg space free from obstructions. The total height of the desk plus keyboard should be approximately 670mm for a desk of fixed height. Adjust the height of the work surface so that the surface allows your elbows to be bent at 90 degrees, parallel to the floor.

Seating

Prolonged sitting should be avoided and try varying postures frequently. Operator's thighs should be horizontal with feet flat or supported using a footstool. Weight should be on the buttocks and upper parts of thighs with no pressure on the backs of the knees. If the chair is fitted with armrests, ensure their location does not compromise preferred seat height. If possible, request to have the armrests removed. Ensure the shoulders are relaxed when working with the keyboard and mouse. Chairs should be easily adjustable using a gas lift height adjustment. They should be capable of swivelling and have a 5 (star) leg design base. The chair should be adjusted to allow the backrest to curve the lower back / lumbar region. The backrest should be able to be adjusted independently of the base.



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Keyboards

Wrist should be in a natural position and the operator should hover over the keyboard when typing and rest forearms on desk when not. This is achieved by keeping keyboard flat, keyboard should not be raised.

Monitor

Locate monitor at a full arm's length away from the seated position, typically within 400-750mm from the operator's eyes. The operator's eyes should be level with the top of the screen. The screen should be positioned so it is not affected by reflection or glare.

At regular intervals look away from the screen to rest the eyes and take stretch breaks.

Mouse

Ensure the mouse is positioned so that the forearm rests on the desk and avoid holding the arm a full length away from the body with the elbow straightened, as this is a common cause of discomfort. Workers should not use a mouse on a surface higher than the keyboard height.

Laptops

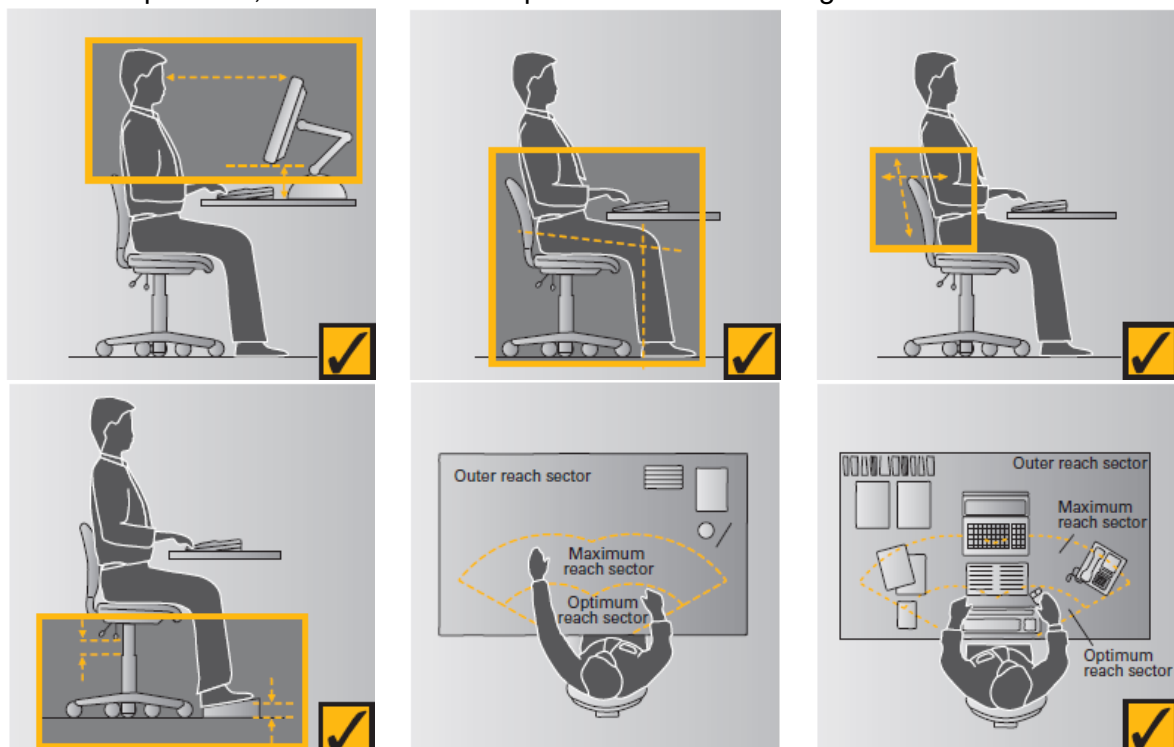
The normal rules of desktop computing apply as described above. To assist in the location of laptops at optimal work heights when performing desktop work, laptop stands, external keyboards or docking stations should be utilised. Avoid the use of low tables/surfaces or laps to support the laptop. Keep the weight of the laptop and accessories as light as possible. Position the laptop on top of a standard table for improved keying position to reduce overheating of laptop, thermal discomfort or skin irritation.

Telephone

Place the telephone on the non-dominant side of the computer. This frees the dominant side for writing. If using the telephone for frequent calls during the day, utilise a headset.

Document holders

The preferred location is between the rear of the keyboard and the underside of the monitor. If this is not practical, locate it as near as possible to the left or right side of the monitor.





Work Health & Safety Management System

5.14 Office Workstation Assessment

Suggested completion frequency: 3 Monthly

Worker Name:		Date:	
Location:			

QUESTIONS	YES	NO	COMMENTS
CHAIR			
Does the chair provide you with adequate lower & mid back support?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the seat-pan wide enough?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the wheels on the base of the chair work?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the chair at a height so that your thighs are horizontal, and hips are at an open angle 90 – 110 degrees?	<input type="checkbox"/>	<input type="checkbox"/>	
Once your thighs are horizontal, are your elbows at an open angle of 90-110 degrees with forearms/hands horizontal and resting on the desk?	<input type="checkbox"/>	<input type="checkbox"/>	
Once your thighs are horizontal, do your feet rest flat on the floor?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough space between the top of your thighs and the desk?	<input type="checkbox"/>	<input type="checkbox"/>	
When sitting with your back against the backrest, does the front edge of the seat support your knees at 90 degrees?	<input type="checkbox"/>	<input type="checkbox"/>	
Have obstacles been moved away from the chair?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you get up and move around if sitting continuously for long periods? (greater than 30 minutes)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you change your seating posture throughout the day?	<input type="checkbox"/>	<input type="checkbox"/>	
MONITOR			
Are you sitting directly in front of the monitor and keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
Are your eyes level with the top one-third of the screen?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the monitor positioned approximately an arm's length away from normal sitting position? (50-70cm)	<input type="checkbox"/>	<input type="checkbox"/>	
Has the screen been tilted slightly upward/downward to eliminate glare and reflections from the lights or windows?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the brightness, contrast been adjusted to improve the screen image?	<input type="checkbox"/>	<input type="checkbox"/>	
Has your monitor screen been cleaned recently?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you look away from your screen and blink at regular intervals? (20 minutes)	<input type="checkbox"/>	<input type="checkbox"/>	
MOUSE & KEYBOARD			
Are your wrists and hands straight when using the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the wrist kept flat and not bent during use of the mouse?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the hands relaxed when using the keyboard and mouse?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the keyboard kept flat and close to your body?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mouse located next to the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	



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QUESTIONS	YES	NO	COMMENTS
Are your mouse and keyboard cleaned regularly? (every 4 weeks)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you remove your hand from the mouse when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	
Can you use your other hand when using the mouse?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know the keyboard short cuts?	<input type="checkbox"/>	<input type="checkbox"/>	
LAPTOPS (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use a monitor stand?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use an external mouse and keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	
TELEPHONE HEADSETS			
Are headsets used when frequent telephone work is combined with handwork? (e.g. writing, using a calculator)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the headset cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you avoid cradling the phone between your ear and shoulder?	<input type="checkbox"/>	<input type="checkbox"/>	
LAYOUT			
Are all frequently used items kept close to you?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone kept on your non-dominant side?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone within easy reach of the workstation?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your workstation free from clutter?	<input type="checkbox"/>	<input type="checkbox"/>	
Are documents/paper placed on a document holder (if frequently referred to)?	<input type="checkbox"/>	<input type="checkbox"/>	
POSTURE	<input type="checkbox"/>	<input type="checkbox"/>	
Do the arms hang naturally to the side with the shoulders low and relaxed?	<input type="checkbox"/>	<input type="checkbox"/>	
Does your chin poke forward when viewing the monitor?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the small of your back firm against the back of the chair?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your posture varied throughout the day?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you free from any pain or discomfort while using your computer?	<input type="checkbox"/>	<input type="checkbox"/>	
ENVIRONMENTAL			
Is the lighting satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the noise level conducive for concentration?	<input type="checkbox"/>	<input type="checkbox"/>	
Is temperature and airflow comfortable?	<input type="checkbox"/>	<input type="checkbox"/>	

COMMENTS

Assessment Completed By:

Signature:



Work Health & Safety Management System

5.15 Hazardous Manual Tasks Policy

Policy Statement

A hazardous manual task, as defined in the WHS Regulations, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving any, or a combination, of the following:

- Repetitive or sustained force;
- High or sudden force;
- Repetitive movement;
- Sustained or awkward posture;
- Exposure to vibration

Speedway Promotions Pty Ltd are committed to safe hazardous manual task practices and endeavour to provide appropriate training and equipment to protect workers from hazardous manual task injuries. The following policy has been developed in hope of preventing hazardous manual tasks injuries. Prior to implementing the below principles and controls around the manual task's risks, an observation of the work site shall be undertaken, and an assessment and observation of the work methods used. Historic injury data of Speedway Promotions Pty Ltd shall be reviewed prior to commencing with the manual task in order to identify the root and underlying causes of previous incidents and implement methods and controls to prevent this from occurring in the present.

Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Hazardous Manual Tasks principles

- Avoid lifting wherever possible by using mechanical aids
- Always warm up and stretch prior to lifting
- Assess the work method of manual task (new method or equipment used) and assess the load prior to lifting
- Clear the path where the load is to be carried
- Position body close to load, bend knees, keeping a natural alignment of spine, avoid twisting, Lift using leg muscles, Brace stomach muscles whilst lifting, get firm grip on load
- Pick up and set down load smoothly, avoid jerky movements
- Team Lifting

Controlling Hazardous manual tasks Risks

Speedway Promotions Pty Ltd are committed to the prevention of hazardous manual tasks injuries and hazardous manual tasks risks will be rectified by any of the following:

- Job redesign
- Modifying the object/load
- Modifying the workplace layout
- Enforce the use of different methods, actions, movements, forces
- Rearrange materials flow
- Modifying the task - Mechanical assistance
- Modifying the task - Team lifting
- Modifying hand tools and equipment.
- Changing the work environment.
- Monitor risk controls by conducting task observations

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed:

Scott Anderson

Date: 17-05-21

Review date: 17-05-22



Work Health & Safety Management System

5.16 Working Around Live Traffic Policy

Policy Statement

Due to the specific nature of work, workers of Speedway Promotions Pty Ltd will be constantly exposed to risks associated with traffic. Prior to any work being conducted, Speedway Promotions Pty Ltd will ensure that all traffic risks are identified, assessed and controlled in accordance with AS 1742 and with the WHS Act 2011 and WHS Regulation 2017.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. Workers must adhere to any procedures or processes that are related to this policy.

Any visitors to the company must follow direction of Speedway Promotions Pty Ltd representatives. Visitors must not deviate from any live traffic plans that Speedway Promotions Pty Ltd have implemented.

Policy Implementation

Speedway Promotions Pty Ltd shall achieve this by ensuring that a Traffic Management Plan and Traffic Control are implemented before any work commences on site where this is a risk of traffic coming into contact with any worker.

The following issues must be considered when implementing traffic control and plans:

- Appropriate sign sizes
- Need for pairs of signs
- Need to use portable traffic signs
- Need to use flashing arrow signs
- Need to use Traffic Controllers.

A vehicle movement plan is to be developed to separate interactions between plant and vehicles.

A worker on foot plan must be developed in order to manage workers and vehicular interactions on site.

The site supervisor will ensure that workers who are to either control the traffic flow, or to develop/modify a traffic management plan have the appropriate licence/ticket. They will also conduct a daily toolbox talk to ensure that all workers are aware of the traffic management plan and how the plan is to be implemented.

In the case of an incident, management will follow the incident management and corrective action procedure.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

5.17 Working around Live Traffic Procedure

Planning

Prior to any work being carried out on site, the Site Supervisor will ensure that a traffic management plan and traffic control is in place, complying to the requirements of RMS manual 'Traffic Control at Worksites', and that all workers sign off indicating that they are aware of how this will be implemented. This TMP and TCP will also cover aspects on exclusion zones and safe access routes for workers and pedestrians.

A Vehicle movement plan shall be developed to manage all plant and vehicle movement onsite and ensure separation of plant & vehicles at all times.

A worker on foot plan must be developed to manage workers, pedestrians and vehicles interacting with each other on site and ensure they are separated and safe. This plan shall include exclusion zones on site and safe pedestrian access routes.

Volume and type of traffic shall be considered, to determine the amount of road and/or footpath space which must remain open and, where applicable, the times of day when greater amounts of space are required, as per the Traffic Control Risk Assessment.

All workers who will be controlling the traffic flow must have a training in traffic control and any worker that is developing the traffic management plan must have a current TMP training. Any inexperienced workers will be supervised by a competent person to ensure safety in the traffic corridor.

The supervisor must be certain that all workers are not fatigued or under the influence of alcohol or drugs. It is the workers responsibility to make their supervisor aware if they are suffering from any of these influences.

Requirements for safety barriers for management of traffic and protect workers must be considered and planned for.

Traffic Control

The traffic management plan will be implemented by a suitably qualified/licensed worker at all times. Workers will be wearing high visibility clothing and the other necessary PPE equipment such as hardhat, steel capped boots and gloves.

Signage will be set up under the guidance of spotters to observe oncoming traffic and redirect traffic where necessary. All signage, devices and equipment will be erected as outlined in the traffic management plan and will be secured.

When controlling the traffic flow, traffic controllers will stand side on to traffic to allow for a 180-degree visual line of sight of traffic. In the event, that there isn't a clear line of sight between controllers, two-way radios will be used to allow for clear and effective communication.

Traffic controllers, the site supervisor and workers should never turn their back on traffic and will stay away from vehicles as far as possible. The traffic controller will allow a minimum distance of 1.5 metres between the work site and the vehicles at all times and will cover any existing speed signs.

The appropriate traffic control signage will be placed in a position and at an appropriate distance to allow the vehicles adequate time to slow down. Any contradictory, distracting or superfluous signs or markings shall be identified and managed accordingly.

Signs shall be suitably placed to consider:

- Sight distance
- Motorists at high speed
- Que lengths



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- Visibility, shade and glare.
- Current conditions of traffic and environment
- Pedestrian and cyclist needs
- No damaged or defective signs are to be used.

The requirements for safety barriers considered during the planning phase must be installed correctly at setup phase.

Any access to adjoining properties that is affected by the works must be effectively management and alternate safe access provided.

All traffic controllers performing stop/slow duties for 2 hours or longer will take a 15-minute break to ensure the effects of fatigue are managed appropriately.

Once work has been completed, all equipment will be removed from site under the supervision of the site supervisor. The traffic controller will still be present to ensure that traffic is observed and redirected where necessary.

Night Work

When night work is carried out, the traffic management procedure as outlined above will be followed, however workers will wear overalls with reflective materials and the traffic controller will use night wands to make them visible. Two-way radios will be used between traffic controllers even if there is a clear line of sight. Traffic night signs will be implemented in accordance with the Traffic Management Plan.

Records

Records will be managed as per record control policy.

Traffic Management records must be kept detailing dates, all signs used, location, and times etc.

The traffic management plans must be kept in completed and approved versions.

Any records installations, alteration and removal of regulatory signs and devices, must be maintained and stored appropriately.

Records of hours of operation and surface conditions are to be noted daily and maintained.



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5.18 Traffic Control Risk Assessment

Suggested completion frequency: When traffic control is implemented, and at regular intervals thereafter

Direction		Date & Time	/	hrs
Type of Work		Completed By		
Location/Site				
Approx. Chainage Start (First Sign)		Approx. Chainage End (Last Sign)		

Through the completion of this risk assessment the project management team is to select the appropriate Traffic Guidance Scheme for the works and authorise the TGS; this may include the installation of additional signs or changes to the sign locations.

#	Risk Assessment	Yes	No	N/A
1	Will the location of any intersections, on-loading or off-loading ramps within the worksite increase the risk to worker? Traffic Queuing? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Will vehicles be entering or leaving the worksite from private or commercial driveways? Comments: If yes; will extra safety controls measures be required to cater for those vehicles? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is there adequate sight distance for road users to signs and traffic controllers? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Will control measures be safe for the approach speeds of traffic? Comments: Will a speed reduction be required- If yes: What speed will be recommended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Has consideration been given to traffic volumes expected? If not, will the control measures cater for the traffic peak? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Has provision been made for bus stops (including school)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Has provision been made for pedestrians including those with impairments? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Has provision been made for cyclists? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Have provisions been made for Over-Dimensional Vehicles? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Have provisions been made for emergency services? Outline arrangements. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are there any overhead power lines that might be a risk to construction vehicles and plant? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Will workers be on foot near plant? What provisions have been made? RMS Tip Sheet. Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Is the time of day significant (i.e. night work, low setting sun)? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Type of Traffic Control required, as per the RMS Traffic Control at Worksites Manual? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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#	Risk Assessment	Yes	No	N/A
15	What type of traffic control is recommended for the intermediary arteries? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Is there a requirement to use police or RMS personnel to institute diversions? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Have you assessed the impact on main arterial roads? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Have you assessed the traffic impact for work undertaken in close proximity to traffic lights? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Has the visibility, shade and light glare been considered in the environment? Are there any requirements for special lighting to be implemented? Explain:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Has the positioning of cones and early warning signs been considered? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Long Term Traffic Control setup – Have provisions been made for out of hours traffic/pedestrians/cyclists? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	TCP relevant for works? Which Traffic Control Plan is to be used – TCP No.? Has an SZA (Speed Zone Authorisation) application been completed? Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Traffic Control is designed, modified and controlled by trained person to RMS requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Is a containment fence required within the work zone? Yes - Poles 5 metres apart, tape 100mm wide, height of tape never less than 800mm. No - (Justify the risk) Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Have you assessed que lengths for suitability of sign placement? Comment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Traffic Plan Change Register

Item #	Action Taken



Work Health & Safety Management System

5.19 Traffic Management Site Inspection

Suggested completion frequency: When traffic control is implemented, and at regular intervals thereafter

Date:		Time:		Job #	
Location:			Traffic Control Company:		
Site Supervisor:			Signature:		
Item	Inspection Areas	Yes	No	N/A	
Delineation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1	Is the delineation suitable and leaves no doubt which part of the roadway is available to Traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	If traffic cones/bollards are used, are they the correct size and placed at 5 – 25 metres spacing and are they fitted with white retro-reflective bands for night works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Control		Yes	No	N/A	
3	Are the traffic controller's Cert's/Tickets Current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Have the traffic controllers received training for assessing changes in traffic patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Are the traffic controller's wearing the correct PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Are the communications adequate between traffic controllers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Are stop/slow bats the correct type and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Are the traffic controllers located in the best possible position and have suitable escape path?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	If portable traffic signals are in use, is the time lapses between signals correct for the volume of traffic using that section of road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Are signs and devices installed in accordance with the TCP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are there any contradictory, distracting or superfluous signs or markings identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Have side roads and private access points been adequately catered for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Is the correct speed limit in place as per the approved traffic control plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Are "traffic controller ahead/prepare to stop" signs located the required distance in advance of traffic controllers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pedestrian Movements		Yes	No	N/A	
15	Are there suitably protected crossing points for pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Are appropriate signs, barricades and warning lamps provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Lighting		Yes	No	N/A	
17	Is temporary lighting installed at the specified locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Is the temporary lighting installed correctly (not a glare problem for approaching motorists)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Barriers		Yes	No	N/A	
19	Is the correct type of barrier installed? Jersey Kerb, Ironman, Water Filled (filled to correct level)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Is the barrier deflection zone and end treatment as per Manufacturer's specification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signs		Yes	No	N/A	
21	Are the signs displayed appropriate for current traffic conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Signs are not damaged and non-defective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Records		Yes	No	N/A	
23	Are daily records kept detailing dates, all signs used, location, and times etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Traffic management plan completed, submitted and approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Installation, alteration and removal of all regulatory signs and devices, including speed restriction signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Hours of operation and the surface conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Work Health & Safety Management System

5.20 Mobile Plant & Equipment Management Policy

Policy Statement

It is the policy of Speedway Promotions Pty Ltd that mobile Plant and Equipment are managed to prevent health and safety risks to workers and the workplace.

Speedway Promotions Pty Ltd understands the safety risks associated with the use of forklifts to handle and store equipment if hazards are not controlled.

This Policy has been developed to ensure the safety of all workers who operate plant & equipment or pedestrians who are in the vicinity of the plant and equipment.

Both the General Manager/Operations Manager and the Site Manager will systematically evaluate all areas of Work Health and Safety at Speedway Promotions Pty Ltd workplaces and other sites.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. All workers identified are expected to adhere to any procedures or processes that are related to this policy.

Policy Implementation

- Develop Traffic management procedures to suit the unique environment of the workplace.
- Implement minimum exclusion zones and safe zones around mobile plant and persons on foot.
- Appropriate communication between plant operators and workers on foot must be maintained. This can include hand signals, horn, squawkers, flashing lights.
- Implement Pedestrian crossings. Plant operators must always give way to pedestrians.
- Implement a presence-sensing system around mobile plant. If a person enters zone the plant immediately stops operating.
- Ensure operators are competent in plant operation.
- Ensure plant and equipment are regularly inspected, serviced and maintained as per manufacturer requirements.
- Conduct daily pre-start checklists to identify any faults or damage.
- Implement designated loading and unloading zone.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21

Review date: 17-05-22



Work Health & Safety Management System

5.21 Mobile Plant & Equipment Management Procedure

This procedure defines how Speedway Promotions Pty Ltd will fulfil its working around mobile plant & equipment obligation under the WHS Act 2011 and WHS Regulation 2017.

Mobile plant, such as forklifts, elevating work platforms, delivery vehicles, order pickers, earth moving equipment, prime movers and cranes, have the potential to seriously injure or kill people if they run into them. The purpose of this procedure is to ensure workers of Speedway Promotions Pty Ltd are aware of the risks associated with mobile plant in the workplace, and to provide advice on appropriate controls for traffic management.

PCBUs must consult with workers when they identify hazards and make decisions about ways to eliminate or minimise risks. PCBUs must also provide workers and others with adequate information, training, instruction or supervision to protect persons from plant-related risks. They must ensure that workers understand site specific safety policies and procedures for their workplace, including any traffic management policies or procedures. This includes workers of other PCBUs who share or utilise the workplace (e.g. other trades, delivery drivers), and may also apply to visitors to the workplace.

Procedure

- Daily Pre-start checks must be conducted on all plant & equipment intended to be used.
- Prior to using the forklift, all operators will conduct a forklift pre-start check to ensure the forklift is operating correctly and is free from any damage or defects. If any defects are noted the operators will record it in the forklift pre-start checklist.
- Speedway Promotions Pty Ltd historical data involving plant and equipment incident will be reviewed to implement appropriate controls.
- Plant is only to be used for the purpose it was designed and if misuse or malfunction is foreseeable, actions will be taken.
- Any plant not in use must not create a risk to the health and safety of any person at the workplace;
- Operational control is easily identified and located on the plant for operators use;
- Operational controls are able to be locked into the off position and guarded to prevent any unintentional activation of the controls;
- The General Manager/Operations Manager shall ensure that appropriate procedures are used, lifting plans are safe and appropriate and equipment is appropriate for the task.
- When working around mobile plant, Speedway Promotions Pty Ltd shall ensure that methods of separation between people and plant is established e.g. barricades, exclusion zones, Vehicle Movement Plans, Pedestrian Movement Plans etc.
- All plant, equipment, vehicles must comply with the site speed limits, including warehouse.
- The General Manager/Operations Manager will inspect all operators' licenses (e.g. Forklift, Boom Lift EWP), demonstrate competence and review all SWMS.
- Where Speedway Promotions Pty Ltd and/or service providers supply plant, tools, equipment or machinery, it is their responsibility to ensure that all plant and equipment comply with all the relevant statutory requirements, Codes of Practice and Australian Standards.

Forklifts:

- To ensure that forklifts are not operating in the vicinity of pedestrians, Speedway Promotions Pty Ltd will develop a vehicle management plan (VMP) to assist in controlling forklift and pedestrian interaction. The Site Manager will ensure that the VMP is implemented and that all forklift operators and pedestrians are trained in and understand the VMP.



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- There will be mirrors installed in the workplace blind corners and clearly designated forklift areas marked by signage warning of powered mobile plant in the area, speed limits and pedestrian exclusion zones.
- As part of the VMP, all truck drivers who deliver to site will stay in their designated area as outlined by signage, stay in their truck wherever possible and will place products and materials in the designated unloading/loading area to separate deliveries from general traffic flow and to avoid congestion and interaction with pedestrians and powered mobile plant.
- When receiving materials, Forklift operators will load from the bottom of the pallet rack.
- All materials to be moved by the forklift will be plastic wrapped to prevent materials from falling when lifting or lowering the load.



Work Health & Safety Management System

5.22 Sun and Heat Protection Policy

Policy Statement:

The purpose of this policy is to define the methods in which Speedway Promotions Pty Ltd will take to organise work for workers to enhance their safety when exposed to the sun and harmful UV rays when working outdoors. In addition to the above, this policy will detail how heat can affect workers and introduce methods to reduce heat exposure causing injury or illness in workers.

Policy Scope:

Sun damage and heat related illness can occur to any person for a variety of reasons. As sun damage is permanent, irreversible, and increases with exposure, Speedway Promotions Pty Ltd requires all workers, employed under any capacity, adhere to this policy at all times throughout the year. It additionally extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Workers are only exempt from this policy if they work indoors, however are expected to adhere to this if their work involves working outdoors, at any time.

Policy Implementation

General heat and radiation hazards include (but are not limited to):

- Dehydration;
- Sunburn to the skin and eyes;
- Heat stress;
- Skin cancer.

Monitoring of temperatures will occur with particular focus during the months of October to March. On any working day that exceeds 40 degrees Celsius or higher, work will be re-evaluated to determine the workers requirement to be at that specific site and decide on measures to reduce exposure. Speedway Promotions Pty Ltd may:

- Alter work hours to be at a time where it is colder (i.e. early in the morning);
- Shorten the workers shift to minimise exposure time;
- Rotate teams more frequently to provide workers with relief from the sun and heat;
- Move work to shaded areas or indoors;
- Re-organise work so workers are completing work that is not in the direct sun or heat (e.g. work in the warehouse or factory rather than at site);
- Enforce extra rest breaks throughout the working day, etc.

Additionally, the workplace will provide workers with loose fitting, lightweight clothing to allow for air flow and sun protection. This PPE includes long sleeved pants, long sleeved shirts, wide brimmed sun hats, sunglasses, etc. Speedway Promotions Pty Ltd will further ensure the provision of sunscreen to all workers who are referred to in this policy.

Speedway Promotions Pty Ltd will ensure workers are equipped with sufficient amounts of water for the duration of their shift to encourage hydration. It is suggested that workers only use water to combat dehydration rather than sugary drinks.

Responsibility

The nominated Supervisor/Manager shall provide guidance to workers in relation to the above and elect what control measures to implement throughout the working day.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

SECTION SIX: Training



Work Health & Safety Management System

6.1 WHS Training Policy

Policy Statement

It is the policy of Speedway Promotions Pty Ltd that all workers will receive appropriate training in Work Health and Safety and injury management. The General Manager/Operations Manager will identify the WHS training needs of all workers. Training will include general safety training as well as work activity training, site induction training and refresher training. The purpose of the training policy is to ensure workers have a clear understanding of their responsibilities towards workplace safety and a clear understanding of preventing situations where workers can be injured in the workplace.

Policy Scope

This policy applies to all workers, who are employed in any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. All workers identified are expected to adhere to any procedures or processes related to this policy.

Policy Implementation

Speedway Promotions Pty Ltd will ensure that the following training will be completed for all workers:

- All new workers will be inducted into Speedway Promotions Pty Ltd's WHS Management System;
- All workers and Service Providers must provide evidence of all relevant certification / training required to complete their work (e.g. degrees, height safety training, confined spaces training);
- No workers are to carry out any high-risk work unless they hold a licence for the type of work being conducted, for all other tasks workers must be deemed competent;
- Prior to commencement of work at each project, all workers and Service Providers will receive training into the specific work activity to be performed and sign the relevant Safe Work Method Statements;
- Records will be maintained of all training completed and all certificates including copies of licences and certification.
- All workers will be reviewed on a regular basis using the Worker Safety Performance Review form to enable Speedway Promotions Pty Ltd to monitor each workers safety performance and ensure that each worker is qualified/competent to perform the work tasks that have been assigned to them;
- The Worker Safety Performance Review Form will also be used to determine the training needs of each worker and if any further training is required to be organised by Speedway Promotions Pty Ltd to close any identified training gaps.
- If workers are required to complete new tasks, the Site Manager will assess the training needs of that activity and implement training where necessary.
- Refresher training will be completed on a regular basis or where a deficiency in skills of a worker is noted;
- Competency assessments will be completed for plants, operators to provide an assurance that each worker is competent to safely operate each piece of equipment.
- Visitors shall complete the 'Visitors Induction' and sign in / out on arrival and departure.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

6.2 WHS Training Procedure

Procedure

Speedway Promotions Pty Ltd will ensure that persons carrying out the nominated work have relevant training including WHS Induction Training in accordance with the responsibilities of all managers. General Manager/Operations Managers, Site Managers and workers will receive regular training assessments (using the Worker Safety Performance Review Form) to determine their current training requirements. From this training programs will be implemented, and appropriate training consultants engaged where necessary.

Speedway Promotions Pty Ltd has specific workplace rules and priorities to ensure the business provides a safe and friendly workplace. Speedway Promotions Pty Ltd will provide on-going training and support for these rules and priorities of the business coupled with any previous experience obtained, with the aim of achieving a safe workplace. Workers must ensure that all WHS information described and taught is understood and that the company's WHS rules and procedures are complied with.

The Site Manager will ensure workers will not carry out work until they have received the minimum requirements for WHS induction training:

1. General Construction Induction Training;
2. Work Activity Training; and
3. WHS Management System Induction.

Selection and Use

- All workers will receive the above minimum WHS induction training and a record of the training will be provided.
- When Work Health and Safety Representatives request it, workers will undergo appropriate training.
- Task observations will be undertaken on workers whilst completing work activities.
- Records will be maintained of all details of workers training qualifications in their worker files. Training registers will be maintained for all workers, Service Providers and others.
- Regular reviews will be completed to ensure all workers have the required licences, tickets and qualifications need for their work.
- All workers will be trained in the emergency procedures as outlined in this manual and relevant site emergency procedures
- All workers before commencing work will review and sign the Safe Work Method Statements and Safe Work Instructions/Safe Operating Procedures relevant to their work.
- Worker qualifications will be reviewed regularly to ensure they are current and suitable for the work they are performing.
- Workers should familiarise themselves with the operator's manuals or manufacturer's instructions for any plant or equipment used.
- Competency assessments will be completed (where required) by a competent person for all new workers, prior to operating equipment.

WHS Induction

All workers will be inducted into the WHS Management System, this training will consist of:

- WHS Responsibilities,
- WHS Legislation & Penalties,
- Communication and Consultation Arrangements,
- Harassment, Discrimination and Bullying,
- Fatigue Management,
- Drugs and Alcohol,



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- Inexperienced Workers,
- Service Provider Management,
- Risk Management,
- Training,
- Inspection Testing and Servicing,
- Incident Management and Corrective Action,
- Emergency Procedures,
- Hazardous Substances and Dangerous Goods,
- Procedures relevant to their work activity,
- Relevant WHS forms and checklists.

The workers will complete the WHSMS Induction Form when completing the induction into the WHS Management System and provide this back to the General Manager/Operations Manager or Site Manager. Workers will complete an assessment at the completion of the induction to confirm their understanding of the WHS management system.

Site Manager will ensure the WHSMS Induction Register has been populated to reflect the induction training received by the workers.

Visitors Induction

Site Managers must ensure that visitors are inducted using the Visitor Site Induction Form.

The following points must be adhered whilst the visitors are onsite:

- Visitors must be signed in and out of the site;
- All visitors wear the appropriate PPE whilst on the site and are trained in their correct use and maintenance;
- All visitors must be vigilant when walking around site;
- All incidents must be reported to the site contact and documented;
- Site emergency procedures are explained including; evacuation route and staff assembly point, the types of audible alarms, the location of first aid equipment, emergency contact persons;
- Visitors must never use machines or materials unless authorised and supervised by the site contact;
- Hand held communication devices must only be used if approved by the site rules;
- All visitors are expected to maintain housekeeping to the site standard;
- Site specific safety rules such as traffic management, smoking, designated pedestrian areas.



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6.3 WHS Management System Induction Form

Inductee Name:	Phone:
Address:	
Company Name:	
List your tickets/licences:	
List your medical conditions (if any):	

Emergency contact:	Phone:
Relationship to inductee:	

- ☐ a) Copy of tickets and licences have been provided to Management
- ☐ b) WHS Manual has been explained
- ☐ c) Safe Work Method Statements have been signed off and explained
- ☐ d) Amenities have been identified (Toilets/Washrooms etc.)
- ☐ e) First aid facilities & kits explained
- ☐ f) Emergency procedures explained (including emergency assembly point)
- ☐ g) Fire extinguishers and or fire hose reels identified
- ☐ h) Site safety rules explained
- ☐ i) Worker has the required Personal Protective Equipment (PPE)
- ☐ j) Hazardous chemicals and SDS's location explained
- ☐ k) Workers responsibilities explained
- ☐ l) Incident procedures explained
- ☐ Other:

Worker Name:	
Signature:	Date:

Trainer Name:	
Signature:	Date:



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6.4 WHS Induction Register

Date	Attendee's Name



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6.5 Forklift Competency Assessment

Suggested completion frequency: Prior to a worker using the forklift, and at regular intervals thereafter.

Assessment Key: C = Competent; NYC = Not Yet Competent; N/A = Not Applicable			
Operator Name:		Date of Assessment:	
Forklift Licence Number:			
Assessment Items	Competency		
	C	NYC	N/A
Correctly completes a Forklift Pre-Start Inspection prior to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can get on and off the forklift safely, uses 3 points of contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correctly wears the seat belt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can demonstrate all forklift operational controls smoothly? <ul style="list-style-type: none"> • Back, forwards • Tilt actions • Side movements • Braking 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can demonstrate satisfactory handling of load? <ul style="list-style-type: none"> • Movement of load at ground level • Placing load into racking/storage and onto vehicles • Travels with tyres at ground level 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can demonstrate how to safely change the gas bottle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures travel direction is clear prior to moving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travels at a safe speed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slows down and sounds horn at corners and when line of sight is obstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks load before lifting and ensures it is stable before moving?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Looks over shoulder before reversing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks forklift correctly and safely (lowers tyres, applies handbrake)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travels with the load facing uphill while on a ramp or incline?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is aware of the reporting procedures for repairs, maintenance or damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and follows the forklifts Safe Work Load (SWL)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observes traffic management rules (traffic direction, warning signs, exclusion zones for both plant and pedestrians)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessor's Comments/Recommendations:			
The operator has successfully demonstrated the competencies		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessor's Name:		Signature:	



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6.6 Training / Licence Register

Name	Training / Licence	Licence / Certificate #	Expiry Date



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6.7 Other Training Qualifications / Licences

Training Course Type	Course Code	Description
Occupational First Aid Level 3	OFA/L3	
Occupational First Aid Level 2	SFA/L2	
EPT	EPT/EX	
Traffic Controller	TC	This course provides training for personnel who are required to control traffic with a Stop/Slow bat. Recommended for Staff.
Implement Traffic Control Plans	TCP	This course provides training for personnel who are required to set up and work with Traffic Control Guidance Schemes /Traffic Control Plans at a work site. This course does not qualify a participant to control traffic with a Stop/Slow bat, or to modify existing traffic control plans. Recommended for Staff & Team Leaders.
Prepare Work Zone Traffic Management Plan	TMP	This course provides training for personnel who are required to design new traffic management plans and TCGS/TCP's for road works, produce major upgrades of standard plans and/or inspect traffic control plans on road construction sites. This course does not qualify a participant to control traffic with a Stop/Slow bat or set up work with traffic control plans. Recommended for Supervisors, General Manager/Operations Managers, Surveillance Officers and Road Safety Auditors.
Formwork / False work (NSW)	TR/FF	
Elevating Work Platforms: Vertical Lift Scissor Lift Boom Lift Trailer Lift Truck Mounted	EWP/VL EWP/SL EWP/BL EWP/TL EWP/TM	Yellow card issued by or on behalf of the Elevating Work Platform Association of Australia for use of an EWP where a certificate of competency is not required.

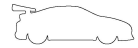


Work Health & Safety Management System

6.8 Worker Safety Performance Review

Suggested completion frequency: At least once per year per worker.

Name of Worker:		Date:	
Company Name:			
Site Location:			
Task performed:			
Assessor Name:			
Performance	Yes	No	
Is the worker following the site safety rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker aware of emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the worker been inducted/completed appropriate training?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker qualified/competent to perform the work task?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the worker have their HRW licence or ticket with them?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker wearing the correct PPE?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the work area adequately isolated as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
Are electrical devices tagged as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker aware of incident and hazard reporting procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the worker have a copy of the SWMS/SWI, SDS required for the job?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker following procedures in the SWMS?	<input type="checkbox"/>	<input type="checkbox"/>	
Is any further training required? If yes, list what training is required below.	<input type="checkbox"/>	<input type="checkbox"/>	
Comments on safety standards:			
Corrective Action required:			
Assessor Signature:			
Worker Signature:			
Corrective Action:	Complete <input type="checkbox"/> Incomplete <input type="checkbox"/>	Date Completed:	



Work Health & Safety Management System

6.9 Visitor Site Induction









Welcome to Speedway Promotions Pty Ltd. This site induction will outline the safety standards that are expected to be followed whilst onsite.

Emergency Evacuation

'You are here' signs are located around the facility showing the path to nearest exit.

In the event of an emergency, your site contact will give you the direction to evacuate:

- Stop what you are doing.
- Follow the instructions of your site contact.
- Move calmly to the emergency assembly area (outline the assembly point).
- Do not re-enter the facility until advised by the attending emergency personnel.

	<p><u>ALL VISITORS MUST SIGN IN</u></p> <p>To assist with tracking visitors on site all visitors must sign into the daily sign in book.</p> <p>Only those personnel who have completed this induction may enter unaccompanied.</p> <p><i>Please remember to sign out on departure.</i></p>		<p><u>Materials and Equipment</u></p> <p>Under no circumstances are visitors allowed to use machines or materials in the factory unless authorised and supervised by the site contact.</p> <p>Visitors to be aware of sharp objects/materials when walking in the factory.</p>
	<p><u>PERSONAL PROTECTIVE EQUIPMENT</u></p> <p>All visitors must wear, as a minimum:</p> <ul style="list-style-type: none"> • Enclosed shoes <p>THONGS & OPEN TOED SHOES ARE NOT PERMITTED</p>		<p><u>SMOKING</u></p> <p>Smoking within the factory or office is prohibited and may result in disciplinary action.</p>
	<p><u>PEDESTRIANS</u></p> <p>Be aware and vigilant when walking around the site.</p> <p>Watch out for Trucks, Mobile Plant and Overhead Crane.</p>		<p><u>HANDHELD COMMUNICATION DEVICES</u></p> <p>Pedestrians using any communication device in operational areas must be in a safe location (i.e. away from mobile plant) and be aware of the surroundings.</p>
	<p><u>INCIDENT & INJURY REPORTING</u></p> <p>All incidents must be reported to the Site Contact and documented.</p> <p>First aid kits are located in the warehouse.</p>		<p><u>HOUSEKEEPING</u></p> <p>All workers (including visitors) are responsible for housekeeping.</p> <p>Please ensure any rubbish you create is disposed of appropriately.</p>



Work Health & Safety Management System

6.10 Visitors Sign In / Out

Date:	Visitor's Name:	Company:	Contact Number:	Signature	Time In:	Time Out:

Work Health & Safety Management System

SECTION SEVEN: Inspection, Testing and Servicing

Work Health & Safety Management System

7.1 Inspection, Testing and Servicing Policy

Policy Statement

It is the policy of Speedway Promotions Pty Ltd that regular inspection, testing and servicing will be performed to meet the manufacture's and legislative requirements for electrical equipment, plant and equipment servicing schedules. Speedway Promotions Pty Ltd will identify WHS requirements and develop a program for planned inspections, testing and servicing.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. All workers are expected to comply with all related procedures and processes of this policy.

Policy Implementation

The Site Manager will ensure the policy is enforced on the sites through regular inspections. Regular inspection, testing and servicing is important to verify that the plant and equipment utilised are safe prior to proceeding with work. Therefore, an Inspection Schedule will be developed to ensure that all plant and equipment, emergency management systems (e.g. fire), lifting gear, pressure equipment, electrical equipment verify conformity and are inspected and recorded as per statutory requirements.

Electrical Equipment

The Inspection, Testing and Servicing Procedure must be followed for inspection and use of electrical equipment. The procedure has been written to comply with Part 4.7 of the WHS Regulation 2017.

Where work is carried out on construction and demolition sites, electrical equipment is to be tested in accordance with AS/NZ 3012:2010, Electrical Installations - Construction and Demolition Sites. All other electrical equipment is to be tested in accordance with AS /NZS 3760:2010, In-Service Safety Inspection and Testing of Electrical Equipment.

Plant & Equipment

The Inspection, Testing and Servicing Procedure must be followed for plant and equipment. Activities will be undertaken to ensure all plant and equipment is not installed, commissioned, operated, dismantled or deconstructed by Speedway Promotions Pty Ltd workers unless the activities outlined in the procedure are undertaken.

Refer to section 5.1 *Mobile Plant & Equipment Management Policy* for further information.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22

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7.2 Inspection, Testing and Servicing Procedure

Inspection, Testing and servicing will be undertaken in accordance with the manufacturer's requirements, Australian standards and the Construction Code of Practice.

Speedway Promotions Pty Ltd Inspection and Testing schedules will specify:

- Frequency of inspection and testing;
- Particulars of the required inspections;
- Responsible persons assigned and their qualifications;
- The form in which records are to be maintained;
- Where the records will be retained and be made available for review by either the client's representative, statutory authorities or the company appointed safety officer;
- The references to specific legislation.

The minimum requirements for physical inspections are:

- Electrical installations, equipment and power tools;
- Mechanical lifting equipment and rigging;
- Machinery, hoists, plant and equipment;
- Emergency equipment including extinguishers, alarms and warning equipment;
- First-aid facilities;

Responsibilities:

Site Manager and Workers:

- Ensure that Speedway Promotions Pty Ltd and Service Providers Inspection and Testing procedures are established and appropriately followed.
- As a minimum, site inspections are to be completed at the commencement of a project and then on a regular basis.
- Conduct plant and equipment risk assessments or ensure they are provided by the supplier/manufacturer.
- Conduct plant and equipment pre-start checks prior to using.
- Summarise all non-conforming issues or conditions, as identified in the checklists, the proposed corrective action, and the person who is responsible to complete the action and by when.
- In conjunction with workers, systematically review all electrical installations, plant and equipment and work procedures to identify areas or items that have the greatest potential risk to health and safety
- Check availability, access and accurate calibration of equipment as required for health and safety testing equipment, e.g:
 - Electrical testing equipment
- Establish a schedule for testing and maintenance of emergency equipment e.g.:
 - Fire alarm and fire extinguishing systems;
 - First aid;
 - Warning lights, bells, signals, alarm devices.

Electrical Equipment:

Where work is carried out on Construction and Demolition Sites, Speedway Promotions Pty Ltd and all service provider's electrical equipment, leads and power tools shall be tested, inspected and tagged by a competent person in accordance with AS/NZ 3012:2010, Electrical Installations - Construction and Demolition Sites.

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All other electrical equipment is to be tested, inspected and tagged in accordance with AS/NZS 3760: 2010 - In service safety inspection and testing of electrical equipment, outlines inspection, testing and tagging methods and frequency.

Part 4.7, section 150 of the WHS Regulation 2017 details the Inspection & Testing requirements of electrical equipment:

(1) A PCBU at a workplace must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is:

- (a) Supplied with electricity through an electrical socket outlet, and
- (b) Used in an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

(2) In the case of electrical equipment that is new and unused at the workplace, the PCBU:

- (a) Is not required to comply with subclause (1), and
- (b) Must ensure that the equipment is inspected for obvious damage before being used.

(3) The person must ensure that a record of any testing carried out under subclause (1) is kept until the electrical equipment is:

- (a) Next tested, or
- (b) Permanently removed from the workplace or disposed of.

(4) The record of testing:

- (a) Must specify the following:
 - (i) The name of the person, who carried out the testing,
 - (ii) The date of the testing,
 - (iii) The outcome of the testing,
 - (iv) The date on which the next testing must be carried out, and
- (b) May be in the form of a tag attached to the electrical equipment tested.

Furthermore, as per the WHS Regulation 2017, activities to ensure electrical equipment safety:

- All unsafe electrical equipment must be disconnected and removed from service;
- Untested equipment must not be used;
- Records of testing will be kept until equipment is retested or removed from the workplace;
- Electrical work must not be carried out on electrical equipment that is energised, unless; it is necessary in the interests of health and safety, it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly, it is necessary for testing, or there is no reasonable alternative means of carrying out the work.

Plant and Equipment:

Speedway Promotions Pty Ltd and all Service Providers plant and equipment shall be inspected and/or tested in accordance with relevant Legislation and Manufacturer's Instructions, by a competent person, accredited or professionally qualified to conduct the inspections and tests.

- All plant and equipment must have a risk assessment obtained from the supplier prior to commissioning or a risk assessment completed using the *Plant Risk Assessment form*, to identify hazards, risks and controls for the following:
 - Safety in Design, and intended use is appropriate for activity,
 - Contact or entanglement with the plant or equipment,
 - Trapping between plant or equipment or fixed structures,
 - Risk of objects ejecting from plant/equipment and striking persons,
 - Noise and vibration levels (to be within Australian standard), and
 - Release of potential energy.

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- Daily Pre-start checks must be conducted, using the *Plant Pre-Start Checklist*, on all plant & equipment intended to be used to ensure it is operating correctly and is free from any damage or defects.
- If any defects are noted, operators will record it in the pre-start checklist and notify their Site Manager immediately.
- Plant & Equipment must be the correct size and design for the works requiring its use.
- Plant must be installed and dismantled by a competent person;
- Information required to control risks involved in the installation, operation and dismantling of plant is provided;
- Inspections are conducted during the installation and dismantling of plant and prior to operation.
- Measures are implemented to prevent any unauthorised dismantling of plant;
- Isolation procedures are in place and used during maintenance and/or cleaning of plant;
- Where Speedway Promotions Pty Ltd and/or service providers supply plant, tools, equipment or machinery, it is their responsibility to ensure that all plant and equipment comply with all the relevant statutory requirements, Codes of Practice and Australian Standards.
- A schedule of inspection shall be documented in the Plant & Equipment Register.
- All Inspection Records, Log Books, Service and Maintenance Records will be maintained, filed or retained with the plant and equipment by the operator, or service provider, so as to be immediately available for examination by the PCBU.

Material Testing:

Note: Material testing, where required will normally be specified during the design stage and will be carried out by an accredited Material Testing Laboratory. The Test Procedure will be in accordance with applicable Australian Standards. Certification is required, and all documents shall be filed accordingly. Inspections of incoming materials, as a minimum (by either Speedway Promotions Pty Ltd or Service Providers), will ensure correct type, quantity and weight; correct packaging and labelling; correct documentation, and; no transit damage. It is important to identify materials that may contain hazardous chemicals or require special handling procedures (e.g. glass) to ensure that correct handling and storage procedures are provided and to facilitate implementation. Inspections and testing are to be carried out only by a competent person using the appropriate procedures and accurately calibrated test equipment.



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7.3 Inspection Schedule

Item	Methodology	Standard/Legislation	Inspection Period	Inspector
Electrical Equipment	All electrical Equipment should be tested by a qualified Electrician using Electrical testing equipment	AS/NZ 3012 – 2010, Electrical Installations - Construction and Demolition Sites AS/NZS 3760:2010, In-Service Safety Inspection and Testing of Electrical Equipment. Work Health and Safety Regulation 2017	As per AS/NZ 3012-2010, AS/NZS 3760:2010	Competent Person completed unit of competency: UEENEEP026A & UEENEEE101A
Site audits	Range of observation, identifying hazards	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Prior to each job	Site Manager
First aid facilities	First Aid Kit is to be checked for expiry dates, and for adequate stock.	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Every six months or following an incident	Suitably Qualified Person
Fire Extinguishers	All fire extinguishers must be inspected and serviced.	AS1851-2005, Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Test & Tag every 6 months. Overhaul every 1-5 years	Competent Person completed unit of competency: CPPFES2021A
Lighting	Light level monitors are to be utilised by a competent person to assess the level of light available to workers in general working conditions.	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Annually or as deemed necessary	Suitably Qualified Person
Safe access and egress	Range of Observation, Risk Assessment and Site Audits	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Prior to each job	Site Manager
Workplace Ergonomics	Range of Observation, Risk Assessment and Site Audits, Self-Assessment	Ergonomic Principals, WHS Act 2011, WHS Regulation 2017	Prior to setting up new workstations, annually	Workers
Site Security- fencing and hoardings	Range of Observation, Risk Assessment and Site Audits	Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Prior to each job	Site Manager



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Item	Methodology	Standard/Legislation	Inspection Period	Inspector
Emergency Equipment (alarms and warnings)	Assess the working order of the emergency equipment every six months. A senior manager can arrange emergency drills every six months	AS 2293.2, AS 1851, Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	Every six months for fire extinguisher testing and emergency drills.	Suitably Qualified Person, Senior Management
Site Amenities	Range of Observation, Risk Assessment and Site Audits	Code of Practice: Amenities for Construction Work, Managing the work environment and facilities, WHS Act 2011 & WHS Regulation 2017	Prior to each job	Site Manager
SDS Register	Assess the chemicals used by the workplace and obtain up to date SDS to control the chemical risks	SafeWork NSW Code of Practice: Labelling workplace hazardous chemicals, Managing the risk of hazardous chemicals, Preparation of safety data sheets hazardous chemicals. Work Health and Safety Act 2011, Work Health and Safety Regulation 2017	New hazardous materials utilised; redundant or SDS expires	Suitably Qualified Person
Machinery, Hoists, Plant and equipment	Certified persons are to inspect and service machinery, hoists, plant and equipment as per the manufacturer's guidelines and manufacturers schedule	Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	As recommended by manufactures guidelines and legislation.	Mechanic, Suitably Qualified Person
PLANT AND EQUIPMENT				
Forklift Truck	Risk Assessment & Pre-Start Checklist	AS 2359.2 Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person
Mobile Earthmoving Plant – Load shifting Equipment (i.e. excavators, front end loader)	Risk Assessment & Pre-Start Checklist	Code of Practice: Managing the Risk of Plant in the Workplace, Manufactures Guidelines WHS Act 2011, WHS Regulation 2017	Daily or as recommended by manufacturer and legislation.	Competent Person
Telehandler <3T or >3T	Risk Assessment & Pre-Start Checklist	AS 2550.19 WHS Act 2011, WHS Regulation 2017 Manufactures Guidelines	Daily or as recommended by manufacturer and legislation.	Competent Person



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7.4 Plant and Equipment Register

Plant No.	Item Name	Model	Date of Inspection	Date of Next Inspection	Inspected by



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7.5 Plant Risk Assessment

Procedure:

- This risk assessment shall utilise Speedway Promotions Pty Ltd risk assessment methodology;
- All new plant must be assessed prior to commissioning, and involve relevant participants;
- Plant that has been modified must be assessed before recommencing operation;
- The assessor must ensure the latest version of this assessment is filed;
- A copy of any assessment relating to vehicles or mobile plant must be laminated and placed in the cabin of the plant/vehicle;
- All plant must be re-assessed at a minimum frequency of every 2 years, or immediately following any modification/change;
- Relevant workers, operators and Safety Representatives must be consulted in the assessment process and sign-off this page accordingly.

Risk Assessment ID Number:			
Site Address:		Date:	
Name of Person Completing:		Signature:	
Name of Person Completing:		Signature:	
Name of Person Completing:		Signature:	

Plant Type:		Plant No:	
Registration:		Hours:	
Design Registration: (If applicable)			
Item Registration: (If applicable)			
Plant Use / Description:			

Reason for Assessment:	<input type="checkbox"/> Pre-purchase Assessment <input type="checkbox"/> New Hire Item <input type="checkbox"/> Initial Assessment		
	<input type="checkbox"/> Review Assessment <input type="checkbox"/> Modification <input type="checkbox"/> Legislative Change/New Information <input type="checkbox"/> Incident		
Is handling, transport or storage of a Hazardous Substance associated with this item of plant?		<input type="checkbox"/> No <input type="checkbox"/> Yes – Ensure the Hazardous Substances & Dangerous Goods Risk Assessment form is completed.	
Other Information / Comments / Pictures:			



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Hazards	Tick for Yes	Controls
Entanglement		
Can anyone's hair, clothing, gloves, rags or other material become entangled with moving parts of the plant, or materials in motion?	<input type="checkbox"/>	
Crushing (Can anyone be crushed due to:)		
Material falling off the plant?	<input type="checkbox"/>	
Uncontrolled or unexpected movement of the plant or its load?	<input type="checkbox"/>	
Lack of capacity for the plant to be slowed, stopped or immobilized?	<input type="checkbox"/>	
The plant tipping or rolling over?	<input type="checkbox"/>	
Parts of the plant collapsing?	<input type="checkbox"/>	
Contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair?	<input type="checkbox"/>	
Being thrown off or under the plant?	<input type="checkbox"/>	
Being trapped between the plant and materials or fixed structures?	<input type="checkbox"/>	
Does the equipment require Roll Over Protection (ROPS) / Falling Object Protection (FOPS)?	<input type="checkbox"/>	
Striking, Cutting, Stabbing & Puncturing (Can anyone be impacted due to:)		
Coming into contact with sharp or flying objects?	<input type="checkbox"/>	
Contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair?	<input type="checkbox"/>	
The plant, part of the plant or work pieces disintegrating?	<input type="checkbox"/>	
Work pieces being ejected?	<input type="checkbox"/>	
The mobility of the plant?	<input type="checkbox"/>	
Uncontrolled or unexpected movement of the plant or material handled by the plant?	<input type="checkbox"/>	
Other factors not mentioned?	<input type="checkbox"/>	
Shearing		
Can anyone's body parts be sheared between two parts of the plant and a work piece or structure?	<input type="checkbox"/>	
Friction		
Can anyone receive burns due to contact with moving parts or surfaces of the plant or material handled by the plant?	<input type="checkbox"/>	
High Pressure Fluid		
Can anyone come into contact with fluids under high pressure due to plant failure or misuse?	<input type="checkbox"/>	
Electrical (Can anyone be injured by electrical shock or burnt due to:)		
The plant contacting or working in close proximity to live electrical conductors?	<input type="checkbox"/>	
Overload of electrical circuits?	<input type="checkbox"/>	
Damaged or poorly maintained electrical leads, cables or switches?	<input type="checkbox"/>	
Water near electrical equipment?	<input type="checkbox"/>	
Lack of isolation procedures?	<input type="checkbox"/>	



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Hazards	Tick for Yes	Controls
Explosion (Injury due to explosion of:)		
Gases, vapours, liquids, dusts or other substances, triggered by operation of plant or material handled?	<input type="checkbox"/>	
Slipping, Tripping or Falling (Can anyone using plant, or in the vicinity of the plant, slip, trip or fall due to:)		
Uneven or slippery surfaces?	<input type="checkbox"/>	
Poor housekeeping e.g. swarf in vicinity, spillage not cleaned up?	<input type="checkbox"/>	
Obstacles being placed in the vicinity of the plant?	<input type="checkbox"/>	
Can anyone fall from levels due to:	<input type="checkbox"/>	
Lack of proper work platform?	<input type="checkbox"/>	
Lack of proper stairs or ladders?	<input type="checkbox"/>	
Lack of guardrails or other suitable edge protection?	<input type="checkbox"/>	
Unprotected holes, penetrations or gaps?	<input type="checkbox"/>	
Poor floor walking surfaces, such as the lack of a slip resistant surface?	<input type="checkbox"/>	
Steep walking surface?	<input type="checkbox"/>	
Collapse of the supporting structure?	<input type="checkbox"/>	
Ergonomic (Can anyone be injured due to:)		
Poorly designed seating?	<input type="checkbox"/>	
Repetitive body movement?	<input type="checkbox"/>	
Constrained body posture or excessive effort?	<input type="checkbox"/>	
Design deficiency causing mental or psychological stress?	<input type="checkbox"/>	
Inadequate or poorly placed lighting?	<input type="checkbox"/>	
Lack of consideration given to human error or human behaviour?	<input type="checkbox"/>	
Mismatch of the plant with human traits and natural limitations?	<input type="checkbox"/>	
Suffocation		
Can anyone be suffocated due to lack of oxygen, or atmospheric contamination?	<input type="checkbox"/>	
High Temperature or Fire		
Can anyone come into contact with objects at high temperatures?	<input type="checkbox"/>	
Can anyone be injured by fire?	<input type="checkbox"/>	
Can anyone suffer ill health due to exposure to high or low temperatures?	<input type="checkbox"/>	
Environmental Issues (Can people or the environment be harmed from exposure to:)		
Have energy efficiencies been considered?	<input type="checkbox"/>	
Chemicals?	<input type="checkbox"/>	
Toxic gases, vapours or fumes?	<input type="checkbox"/>	
Dust?	<input type="checkbox"/>	
Noise / Vibration?	<input type="checkbox"/>	



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7.6 Plant Pre-Start Checklist

Suggested completion frequency: To be completed **daily** on Plant used on site to inspect and check for any faults or damage.

Name of Person Completing:		Date:	
Signature:			

ITEM	DETAIL
Plant Type:	
Plant No:	
Registration:	
Design Registration: (If applicable)	
Hours:	
Item Registration: (If applicable)	

Tick ✓ if OK; Cross ✗ if Faulty/requires maintenance.
Do NOT operate Plant / Machine if faulty or damaged.

Description	✓or✗	Comments	Description	✓or✗	Comments
Oil level	<input type="checkbox"/>		Inspect air leaks	<input type="checkbox"/>	
Hydraulic lines	<input type="checkbox"/>		Inspect fuel leaks	<input type="checkbox"/>	
Oil leaks	<input type="checkbox"/>		Park brake	<input type="checkbox"/>	
Water/coolant level	<input type="checkbox"/>		Inspect steering	<input type="checkbox"/>	
Battery condition	<input type="checkbox"/>		Brakes rolling	<input type="checkbox"/>	
Hoist / sub frame / bolts / pivot points	<input type="checkbox"/>		Reversing camera / alarm	<input type="checkbox"/>	
Transmission / oil / leaks	<input type="checkbox"/>		Seat / seat belts	<input type="checkbox"/>	
Tyers Tread / Inflation / Wheel nuts	<input type="checkbox"/>		Gauges/warning lights / UHF radio	<input type="checkbox"/>	
Indicators / clearance lamps	<input type="checkbox"/>		Access steps / doors latches	<input type="checkbox"/>	
Lights / flashing light / horn	<input type="checkbox"/>		Windows & mirrors	<input type="checkbox"/>	

Comments / Faults:	
I certify that I have inspected all items listed above on this plant and it is safe for its intended use	
Signed by:	



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7.7 Heavy Vehicle Inspection Checklist

Suggested completion frequency: To be completed **daily** to inspect and check for any faults or damage.

Name of Person Completing:		Date:	
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ITEM	DETAIL
Vehicle Type:	
Registration No:	

Tick ✓ if OK; Cross ✗ if Faulty/requires maintenance.
Do NOT operate Plant / Machine if faulty or damaged.

Description	✓ or ✗	Comments
Brakes, Steering and Seat Belts		
Brake failure indicators are operational	<input type="checkbox"/>	
Pressure/vacuum gauges are operational	<input type="checkbox"/>	
Air tank drain valves are operational	<input type="checkbox"/>	
Brakes are operational	<input type="checkbox"/>	
Inspect steering	<input type="checkbox"/>	
Seat and seat belts are in good condition	<input type="checkbox"/>	
Couplings		
Fifth wheel/ballrace and associated mountings are secure	<input type="checkbox"/>	
Towbar, drawbar and couplings are securely mounted	<input type="checkbox"/>	
Trailer coupling is secure (if applicable)	<input type="checkbox"/>	
Kingpin is correctly engaged in fifth wheel jaws	<input type="checkbox"/>	
Airlines, electrical connectors and any ABS/EBS connectors are correctly attached to trailer (if applicable)	<input type="checkbox"/>	
Wheels, Tyres and Hubs		
Tyres are correctly inflated	<input type="checkbox"/>	
Satisfactory condition and depth of tyre tread	<input type="checkbox"/>	
Wheels and wheel nuts are secure	<input type="checkbox"/>	
Structure and Body Condition		
Panels and readily visible structures are secure	<input type="checkbox"/>	
Horn is operational	<input type="checkbox"/>	
Access steps / doors latches are operational	<input type="checkbox"/>	



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Description	✓or✗	Comments
Lights and Reflectors		
Lights, including the clearance lights are operational	<input type="checkbox"/>	
Reflectors and lenses are present and in good condition (not faded, broken or damaged)	<input type="checkbox"/>	
Mirrors		
Mirrors are present, in good condition, secure and appropriately adjusted	<input type="checkbox"/>	
Windscreens and Windows		
Windows are operational	<input type="checkbox"/>	
Wipers and windscreen washers are functioning to ensure a clear forward vision	<input type="checkbox"/>	
Engine, Driveline and Exhaust		
No fluid leaking from vehicle <ul style="list-style-type: none"> • Oil • Water • Refrigerant/coolant • Hydraulic fluid • Brake fluid • Other 	<input type="checkbox"/>	
After starting vehicle, no engine warning lights remain illuminated	<input type="checkbox"/>	

Comments / Faults:

I certify that I have inspected all items listed above on this vehicle and it is safe for its intended use

Signed by:



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7.8 Vehicle Safety Checklist

Suggested completion frequency: Every 6 months

Workers will ensure that the vehicles they are using are registered and maintained via a visual inspection. If damage or defects are present, the supervisor will be notified, the damages documented, and the vehicle removed from operation.

The following checklist will be carried out by workers every 6 months, to ensure all safety equipment, and relevant documentation is present in the vehicles.

Vehicle Type (Van, Car, Ute etc.):			
Registration Number:		Date of Inspection:	
Items			√ = Yes X = No
Vehicle has been serviced as per the manufacturer's recommendations			<input type="checkbox"/>
Hand and foot brakes operating correctly			<input type="checkbox"/>
All lights functional e.g. brake, indicators, head lights etc.			<input type="checkbox"/>
Horn and warning devices functional			<input type="checkbox"/>
Tyres in good condition and inflated			<input type="checkbox"/>
Seat belts in good condition			<input type="checkbox"/>
Vehicle has no signs of damage e.g. Cracks in windscreen			<input type="checkbox"/>
All gauges working correctly e.g. Fuel, Oil, etc.			<input type="checkbox"/>
Fluid levels have been checked e.g. Fuel, Water, Oil, Battery etc.			<input type="checkbox"/>
Safety Data Sheets for the chemicals being used are available			<input type="checkbox"/>
First Aid Kit			<input type="checkbox"/>
Fire Extinguisher			<input type="checkbox"/>
Forms from WHSMS:			
Meeting Form			<input type="checkbox"/>
Project Risk Assessment			<input type="checkbox"/>
Worker Safety Performance Review			<input type="checkbox"/>
Hazard Report			<input type="checkbox"/>
Incident Report			<input type="checkbox"/>
Copy of SWMS/SWI:			<input type="checkbox"/>
Name:			
Signature:			



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7.9 Forklift Pre-Start Checklist

Suggested completion frequency: Every day, prior to using the equipment

Operator is to tick the corresponding item and day when inspected. Where damages or defects are found, record them and give this checklist to your Site Manager.

Week Commencing (Date):							
Workers Using Forklift:							
DAILY INSPECTIONS	Mon	Tue	Wed	Thu	Fri	Sat	Sun
TYRES – check good condition, intact with rim. Look for visual wear or damage. Check tyre pressure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STRUCTURE – check for cracks, bends, dents, distortion or broken parts. Check apron & overhead guards are intact & secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TYNES/FORKS – check they are evenly spread with locking pins in place. Check there is no sharp edges or distortion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAST – check chains are level with no obstructions, rams not pitted or leaking. Check for any wear to lift chains and guides, inspect hydraulic cylinders, look for any leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BATTERY CHARGE – discharge meter in full green or 75% after raising forks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GAS OPERATED FORKS – check gas levels are ok and gas cylinder is not damaged damage. Check gas cylinder is secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTROLS (pre-start) – check seat condition. Check controls are clearly marked, seat & steering wheel are secure & properly adjusted. Seat belt (where fitted) works as intended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTROLS (post start) – check controls and pedals are working. No unusual noises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REVERSE BUZZER & HORN – check working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIGHTS & BEACON – check working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEERING – check smooth from lock to lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BRAKES – check both brake & park brake for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAFETY PEDAL – check the motor cuts out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POWER DISCONNECT – check all electric power cuts out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HYDRAULICS – Operate lift, tilt & reach to full extent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GUARDS – check overhead, load backrest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTACHMENTS – check they function correctly, no unusual noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WEEKLY INSPECTIONS							
FLUIDS – check oil, hydraulics, battery, fuel and coolant for leaks including hoses under fork lift	<input type="checkbox"/>	Date check completed:					
BATTERY – check operational and any damage	<input type="checkbox"/>	Date check completed:					
ENGINE BAY – check it is generally clean? Hydraulic oil-brake pads & brake fluid (cb machines)	<input type="checkbox"/>	Date check completed:					
CAPACITY/LOAD PLATE – check load-capacity plate if fitted, legible and correct.	<input type="checkbox"/>	Date check completed:					
Damages or Defects Found:							
Supervisor Review							
Name:		Signature		Date:			

7.10 Electrical Equipment Testing Register

[illegible]



Work Health & Safety Management System

7.11 Fire Extinguisher Register

Extinguisher Type	Location	Condition and Charge Level	Date of Last Inspection	Inspected By	Date of Next Inspection



Work Health & Safety Management System

SECTION EIGHT: Incident Management, Emergency Response and Corrective Action



Work Health & Safety Management System

8.1 Incident Management and Corrective Action Policy

Policy Statement

Speedway Promotions Pty Ltd has established procedures to manage incidents, to control the use of products and work practices, which do not meet WHS requirements, and to appropriately address WHS issues through corrective action and injury management procedures.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. All workers identified are expected to adhere to any procedures or processes related to this policy.

Policy Implementation

The General Manager/Operations Manager will be alerted when materials, construction methods, plant or equipment, work practices or other work do not meet WHS requirements in the form of incident reports, hazard reports or non-conformances.

In the event of an incident occurring, workers shall ensure they notify the General Manager/Operations Manager and ensure that the incident is reported using the incident report form, and where necessary document any non-conformances and corrective actions.

Speedway Promotions Pty Ltd will discuss the actions needed following the incident with the workers and will assign responsibility for the corrective actions to be implemented. The General Manager/Operations Manager will review the records of the corrective actions to ensure that they have all been implemented and are suitable.

The General Manager/Operations Manager will also be responsible for:

- Eliminating unsafe work practices and unsafe areas.
- Quarantining non-complying materials, substances and other products and disposing of them in accordance with EPA regulations.
- Advising the Director and Regulator as required by the WHS Act 2011.
- Ensuring irregularities, non-conformances and non-compliances are rectified.
- Interview witnesses and take statements following incidents.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

8.2 Incident Management Procedure

Speedway Promotions Pty Ltd will ensure all incidents and injuries are reported with a uniform approach by all workers. Therefore, the following procedure has been formulated to help ensure the workers of Speedway Promotions Pty Ltd understand the process involved in reporting work-related incidents (See Section 8.4 Incident Management Flowchart). The General Manager/Operations Manager is required to notify serious safety breaches to the Director urgently.

Incident Reporting

When an incident occurs, workers must immediately stop work. The area should be made safe and must be isolated immediately.

If an injury occurs, and it is safe to do so, first aiders will be able to assist in the assessment of the severity of the injury and provide assistance as needed. If necessary, workers will be taken to the nearest medical facility for treatment.

Note: A PCBU must ensure that an adequate number of workers are trained to administer first aid at the workplace.

Workers must immediately notify their Site Manager of the following information:

- Who was in the vicinity when the incident occurred?
- Was there any vehicle, plant, equipment or substance involved in the incident?
- How many people were affected?
- How many people were exposed to the incident?

The above information must be correctly reported using the Incident report form. The following steps detail the procedure to complete the form:

Step 1: Ensure all preliminary reporting details are correctly filled out including all witness details, location of the incident, for example did the incident take place at the warehouse or on site, full details of the injury, the workers involved, and task being performed at the time.

Step 2: If reporting an injury to part/s of their body, it must be indicated on the human diagram attached in step two of the reporting process. Circle the area affected and indicate on the right-hand side the type of injury, for example laceration, bruise, swelling.

Step 3: Workers are to document how the incident occurred, damage to property plant or equipment, why the incident occurred, the workers exposed, and the treatment given. This will be done in consultation with the injured worker and any other witnesses to the incident

Step 4: Corrective actions will be evaluated on the information given and the Site Manager will implement corrective action for the workplace.

All incidents will be recorded in the Incident Register to assist in compiling Injury and Incident data to identify areas for WHS improvement.

Notifiable Incidents

Work-related notifiable incidents must be reported to SafeWork NSW immediately. This is detailed in section 8.3.

Non-Disturbance Notice

The non-disturbance notice requires a person to preserve the site (including plant, substance, structure or thing) at which a *notifiable incident* has occurred or in *other circumstances*. The non-disturbance notice must clearly specify the period (max 7 day's) for which it applies and describe obligations, measures taken to preserve the site, and the penalty for the notice.



Work Health & Safety Management System

Where a notifiable incident occurs, the following shall apply:

- Speedway Promotions Pty Ltd must ensure that the site of the incident is not disturbed until an inspector arrives at the site or as otherwise directed by an inspector. There are exceptions to this duty including any action taken to assist an injured person.
- An inspector may at any time issue a non-disturbance notice to management if it is believed that it is necessary to do so to exercise the compliance.

Incident Investigation Report

Under the discretion of Speedway Promotions Pty Ltd's Director, an Incident Investigation is to be conducted, where deemed necessary, after an incident has occurred.

The process involves taking statements from workers involved and witnesses, evaluating from these statements what has happened and compiling all the relevant details into a report.

Root causes and contributing factors will be able to be determined from the investigation to assist in implementing corrective actions. When an incident or non-conformity is identified the company will review existing assessment of WHS risks and other risks, as appropriate and assess these risks that relate to new or changed hazards, prior to taking any action.

Service Providers are responsible for ensuring that all incidents are investigated to determine their cause and to record the results of the investigations and provide those to Speedway Promotions Pty Ltd if requested. The results should be used to bring about improvements in policies, standards, procedures, processes and work practices and progressively lift WHS performance.

Service Providers shall cooperate with and provide assistance to the General Manager/Operations Manager and Director in any investigation organized or undertaken by the General Manager/Operations Manager and Director.

Fatality in the Workplace:

In the event that an incident occurs that causes the death of a worker, Speedway Promotions Pty Ltd will take the following actions.

Call Emergency Services '000' Immediately.

Cease work immediately and remove any other workers from the incident site and make the area safe. Secure the area to prevent access and preserve the site.

Notify the Site Manager and General Manager/Operations Manager immediately.

General Manager/Operations Manager will notify Compliance OH&S of the incident that has occurred.

The Director will notify the state regulatory body, SafeWork NSW, of the incident.

The Director is to make contact with the workers emergency contact / family as soon as possible.

An investigation with SafeWork NSW will commence. Speedway Promotions Pty Ltd will cooperate with the investigation required and Compliance OH&S will be there to provide assistance.

Workers will be notified of the incident that has occurred and the loss of the colleague. Counselling services will be provided by Speedway Promotions Pty Ltd to all workers.



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8.3 Notifiable Incidents

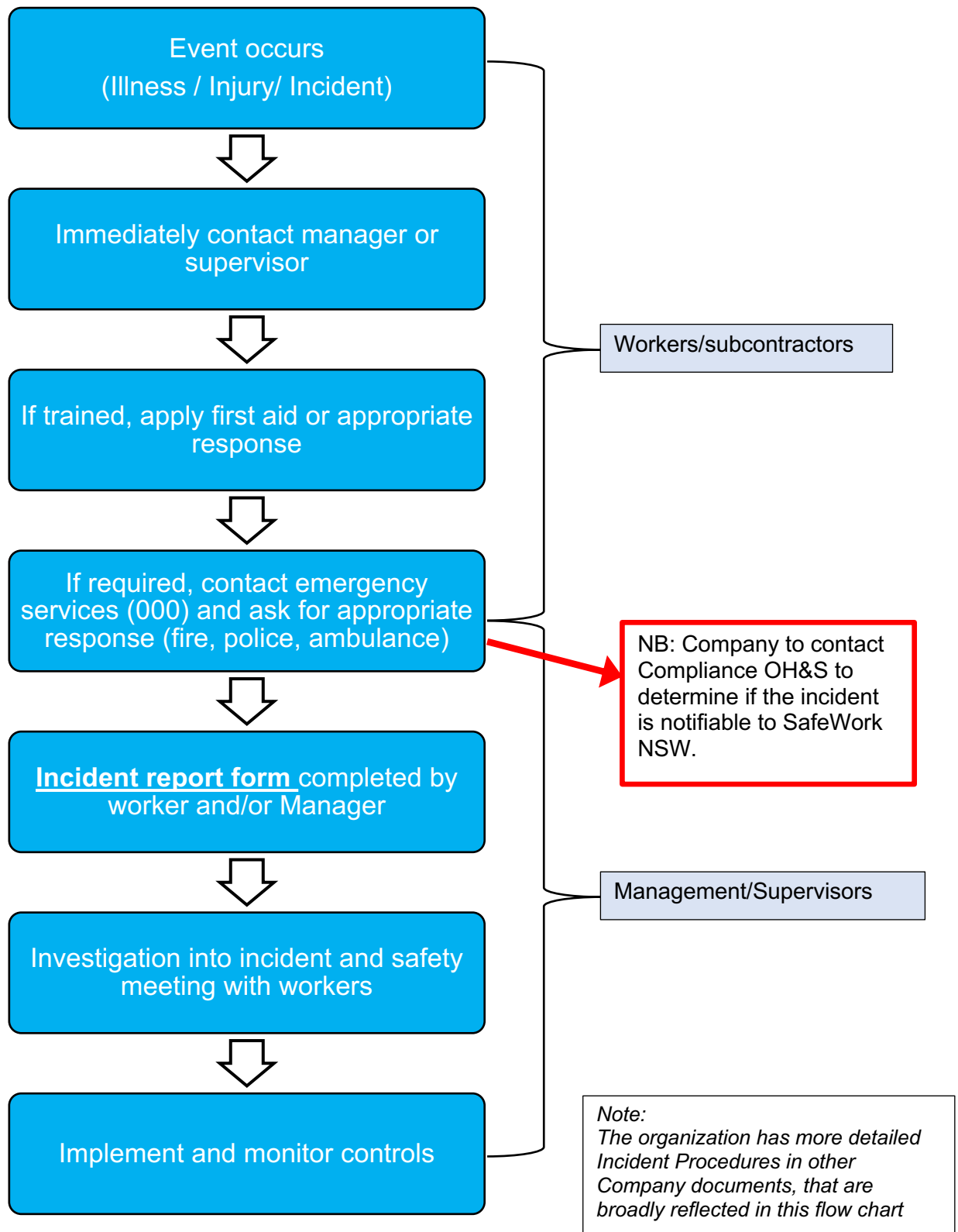
Work-related notifiable incidents must be reported to the regulator SafeWork NSW immediately where the incident involves:

- The **death of a person**,
- A **Serious Injury or Illness** requiring the person to have:
 - (a) immediate treatment as an in-patient in a hospital; or
 - (b) immediate treatment for:
 - i. the amputation of any part of his or her body; or
 - ii. a serious head injury; or
 - iii. a serious eye injury; or
 - iv. a serious burn; or
 - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
 - vi. a spinal injury; or
 - vii. the loss of a bodily function; or
 - viii. serious lacerations; or
 - (c) medical treatment within 48 hours of exposure to a substance, and any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.
- A **Dangerous Incident** that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
 - (a) an uncontrolled escape, spillage or leakage of a substance; or
 - (b) an uncontrolled implosion, explosion or fire; or
 - (c) an uncontrolled escape of gas or steam; or
 - (d) an uncontrolled escape of a pressurised substance; or
 - (e) electric shock; or
 - (f) the fall or release from a height of any plant, substance or thing; or
 - (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorized for use in; or
 - (h) accordance with the regulations; or
 - (i) the collapse or partial collapse of a structure; or
 - (j) the collapse or failure of an excavation or any shoring supporting an excavation; or
 - (k) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
 - (l) interruption of the main system of ventilation in an underground excavation or tunnel; or
 - (m) any other event prescribed by the regulations but does not include an incident of a prescribed kind.



Work Health & Safety Management System

8.4 Incident Management Flowchart





Work Health & Safety Management System

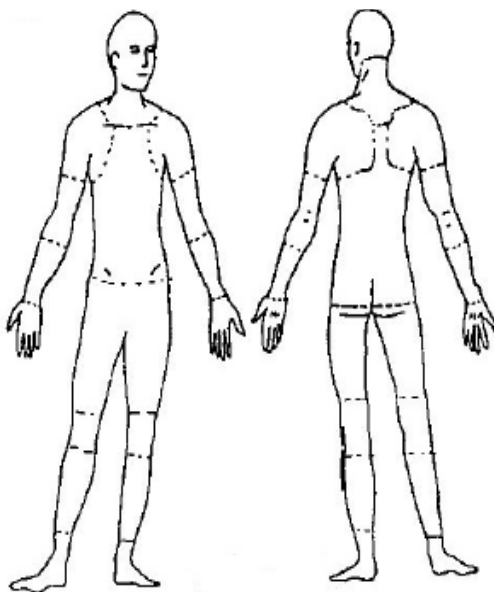
8.5 Incident Report Form

Step 1 – Reporting Details

I am reporting:	Damage <input type="checkbox"/>	Near Miss <input type="checkbox"/>	Service Strike <input type="checkbox"/>	Illness <input type="checkbox"/>	Injury <input type="checkbox"/>
If injury, what sub-category?	First Aid Injury <input type="checkbox"/>		Medical Treatment Injury <input type="checkbox"/>		
Restricted Work Injury <input type="checkbox"/>	Lost Time Injury <input type="checkbox"/>				
Name of Person Involved:					
Contact Number:	D.O.B.		Gender: M <input type="checkbox"/> F <input type="checkbox"/>		
Emergency Contact (Name, Contact Number):					
Job Title:			Supervisor:		
Date of Incident:			Time of Incident:		
Address of Incident:					
Task being performed at the time:					
First Person informed of incident:					
Witness Names & Contact Numbers:					
Witness comments:					

Step 2 – Injury Details

(Indicate area affected)



Nature of Injury	Tick
Abrasion	<input type="checkbox"/>
Amputation	<input type="checkbox"/>
Bite	<input type="checkbox"/>
Broken Bone	<input type="checkbox"/>
Bruise	<input type="checkbox"/>
Burn (Chemical)	<input type="checkbox"/>
Burn (Heat)	<input type="checkbox"/>
Burn (Electrical)	<input type="checkbox"/>
Concussion	<input type="checkbox"/>
Dislocation	<input type="checkbox"/>
Fracture	<input type="checkbox"/>
Laceration	<input type="checkbox"/>
Strain/Sprain/Tears	<input type="checkbox"/>
Other	<input type="checkbox"/>



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Step 3 – Incident Details

Describe the incident:

(List the events leading up to and including the incident, including all details such as work conditions extent of damage, who has been notified)

Why did Incident Occur? (List all relevant factors which may have caused the incident)
Treatment Given: (List all treatment given to patient e.g. first aid, medical)
Has the insurer been notified

 Yes ☐

 No ☐

Step 4 Corrective Actions

What Corrective Action Will be Taken:
Name of Person Completing Report:
Signature:
Date:
Signature of Person Involved:
Date:
Reviewed by Senior Management

 Yes ☐

 No ☐
Appendix

 Photographs
 Witness Statements
 Drawings

 Counselling Provided for
 Workers
 Other Information



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8.6 Incident Register

Date of Incident	Incident Type (damage/ illness/ injury/ near miss)	Injury Category (First Aid/ MTI/LTI)	Incident Summary	Location	Corrective Actions	Date of Closure



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8.7 Non-Conformance Policy

Policy Statement

Speedway Promotions Pty Ltd takes safety very seriously and non-conformance with safety rules will not be tolerated. The non-conformance policy has been developed to ensure that all workers and PCBU's are aware of the consequences of not following policies or procedures. If there is a non-conformance, appropriate disciplinary action will be taken by Speedway Promotions Pty Ltd. Non-conformance also applies to non-conforming materials and systems.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. All workers must adhere to any procedures or processes related to this policy.

The co-operation of all workers and Service Providers is required as a contribution to health, safety and the implementation of this policy.

Policy Implementation

The Site Manager will constantly review the safety performance of workers to ensure that they are complying with the policy or procedure. All workers shall be educated of the policies and procedures to be aware and understand the requirements and the consequences with not obeying the rules. When an incident or non-conformity is identified the company will review existing assessment of WHS risks and other risks, as appropriate and assess these risks that relate to new or changed hazards, prior to taking any action.

If a worker is not obeying policies or procedures, then the Director will review the seriousness of the offence and take appropriate action. If the offence is of a less serious nature, then a non-conformance will be issued to the worker and kept on their file. If a worker has been issued three non-conformances, then they may face consequences up to and including dismissal as determined on a case by case basis at the discretion of management. Non-conformances will be discussed with all workers at Safety Meetings and the actions to prevent the non-conformance from reoccurring where appropriate.

If products, plant or equipment or systems are non-compliant the non-conformance form will be used, and corrective actions will follow.

All worker non-conformances will remain confidential and Speedway Promotions Pty Ltd will ensure that these confidential records are maintained in the workers' employment files which are restricted; access is only granted by the General Manager/Operations Manager, with approval from the Managing Director. Where hard copy records of confidential information are maintained, they will be in a secure location with access only provided with approval from the General Manager/Operations Manager.

All Service Providers engaged to perform work for Speedway Promotions Pty Ltd are to comply with the WHS policies, procedures and programs of Speedway Promotions Pty Ltd and to observe directions on health and safety. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of contract.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



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8.8 Corrective Action Procedure

Speedway Promotions Pty Ltd will ensure Corrective actions is taken as soon as reasonably practical following the identification of a system non-conformance, hazard, incident, and any other situation requiring action to be taken for improvement. The company will determine opportunities for improvement and implement necessary actions to achieve the intended outcomes of its WHS management system.

Corrective Actions may be identified during:

- Monitoring / review of SWMS;
- Consultation mechanisms i.e. Safety Meetings;
- Training;
- Legislative Changes;
- Site Inspections, Risk Assessments, Hazard Reports;
- Inspection and Testing Activities;
- WHS Management System Audits
- Management Reviews;
- Complaints;
- Incident Investigations;
- Non-conformances.

The identified non-conformance requiring corrective action will be investigated thoroughly to research the problem and analysis the situation. The corrective actions will be appropriate to the effects or potential effects of the incidents or non-conformities encountered.

Speedway Promotions Pty Ltd will consult with its workers in response to an identified issue and the possible Corrective action being implemented involving Speedway Promotions Pty Ltd activities. This consultation occurs at Safety Meetings where the circumstances are discussed and the plan for Corrective actions formulated. Workers views on any proposed control measures may be taken into account before implementation.

An action plan will be developed to address the issue that has been identified. Workers responsible for implementing actions shall be specified in the CA register and any other suitable reports and provided with suitable and timely dates for completion.

All Corrective and Preventive actions must be tracked to closure. All corrective actions will be completed using the Corrective Action and Non Conformance Form and logged in the Corrective Action Register.

Records of Corrective action status shall be maintained by the General Manager/Operations Manager and reviewed until all actions are implemented, monitored and signed off by the responsible person. These records are maintained in the Forms Folder by the General Manager/Operations Manager and Administration Manager and are made available on request.

The Corrective action implemented will be followed up to verify and assess the effectiveness and appropriateness of its implementation. This will be conducted in accordance with the review procedures. Illness/injury, incident, disease and compensation data will be collected, both on a work site level and at the planning level within Speedway Promotions Pty Ltd. The data is analysed so that Corrective action can be taken where necessary to improve WHS performance, including injury management.

The workers affected by any changed methods will be advised and re-trained where necessary. If subcontractors breach legislative requirements and/or Speedway Promotions Pty Ltd's safety rules, work must cease immediately. In this case, work will only be allowed to re-commence upon the Director or the General Manager/Operations Manager receiving written confirmation of future compliance.



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8.9 Corrective Action and Non-Conformance Form

Date Raised:			Raised By:		
Location:					
Type of Issue (Tick one):	Safety <input type="checkbox"/>	Environmental <input type="checkbox"/>	Legal Notices <input type="checkbox"/>	Supplier/ Service Provider <input type="checkbox"/>	Other: <input type="checkbox"/>
	Near Miss <input type="checkbox"/>	Internal Audit Finding <input type="checkbox"/>	Product/ Service Issue <input type="checkbox"/>	Non- Conformance <input type="checkbox"/>	
Description of the issue/situation/incident. What was/is the impact?					
Root Cause Analysis:					
Corrective Action Taken:					
Effectiveness of Corrective Action/s Taken (has the corrective action/s resolved the issue?):					
Details of meeting where issue was discussed:					
Reviewed by:			Signed:		
Closed out by:			Signed:		



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8.10 Corrective Action and Non-Conformance Register

Date	Details of Corrective Action	Root Cause	Person Responsible for Implementation	Date of Closure



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8.11 Safety Warning Procedure

The following “Warning Procedure” is to apply to all workers.

Step 1: First Warning:

On the first offence, a warning is to be given in writing or verbal detailing the following:

- Reason for the warning.
- Date and time warning are given, name of workers concerned and others present.
- Details of the circumstances and any mitigating factors

It should also be noted that warnings must be genuine cases that any reasonable person would consider serious enough to warrant any action.

Step 2: Second Official Warning:

As above for Step 1, additionally, the worker is provided with retraining and counselling appropriate to the breach.

- Workers are advised that if another offence is committed, termination may apply on the next offence.
- For the purposes of disciplinary action, the second warning shall be effective for a period of 12 months from the date of issue of the second warning letter.
- In any case, no further action will be taken without the approval of the PCBU who must be advised immediately of the situation.
- Any action taken will be recorded and a formal letter will be sent to the worker concerned. The letter shall note that the worker is consistently violating the WHS Act by placing themselves (and others) in danger and that any further offence may result in the workers termination of employment.
- If the worker refuses to sign the document management are to ensure that a record is stored showing that it was provided to the worker.

Step 3: Third Offence:

- The worker shall present themselves to the PCBU or his/her representative who will decide on the appropriate action taken.
- Serious safety breaches may lead to instant dismissal.



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8.12 Prohibition and Improvement Notices

Policy Statement

Speedway Promotions Pty Ltd will ensure that any prohibition or improvement notices received will be evaluated in accordance with the following procedure.

Policy scope

It is the policy of Speedway Promotions Pty Ltd that all workers comply with this policy and the procedures and directions that support its implementation. The scope of this policy extends to include the business conducted by Speedway Promotions Pty Ltd and its workers on other sites.

Improvement Notice:

The WHS Regulation 2017, Part 10, Division 1, S191, outlines the issuing of Improvement Notices.

An Improvement notice is issued if an inspector reasonably believes that a person:

- (a) Is contravening a provision of the WHS Act; or
- (b) Has contravened a provision in circumstances that make it likely that the contravention will continue or be repeated.

The inspector may issue an improvement notice requiring the person to:

- (a) Remedy the contravention; or
- (b) Prevent a likely contravention from occurring; or
- (c) Remedy the things or operations causing the contravention or likely

Prohibition Notice:

The WHS Regulation 2017, Part 10, Division 2, S195, outlines the issuing of Prohibition Notices.

An Inspector may issue a Prohibition Notice if an inspector reasonably believes that:

- (a) An activity is occurring at a workplace that involves or will involve a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard; or
- (b) An activity may occur at a workplace that, if it occurs, will involve a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard.

The inspector may give a person who has control over the activity a direction prohibiting the carrying on of the activity, or the carrying on of the activity in a specified way, until an inspector is satisfied that the matters that give or will give rise to the risk have been remedied. The direction may be given orally but must be confirmed in written notice (a prohibition notice) issued to the person as soon as practicable.

Policy Implementation

Where Speedway Promotions Pty Ltd is working under a principal contractor and has been served a notice or fine by the regulator, then Speedway Promotions Pty Ltd shall immediately give a copy of that notice or fine to the General Manager/Operations Manager (who will then advise the client, where required by contractual conditions). The Service Provider shall also give notice to the General Manager/Operations Manager of its proposed action to rectify the regulator's notice or fine and advise the General Manager/Operations Manager when the action has been completed and the notice rectified.

Where Speedway Promotions Pty Ltd is the principal contractor and has been served the notice, the General Manager/Operations Manager is responsible for ensuring that the incident



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management procedure is initiated and completed. If a notice is received by Speedway Promotions Pty Ltd, then Compliance OH&S (02) 9521 1666 should be immediately notified.

Once the notice has been received and reviewed, Speedway Promotions Pty Ltd will follow the immediate instructions detailed on the notice. An action plan will be developed to comply with the notice requirements in the given time frame. Following the notice being received, Speedway Promotions Pty Ltd will display a copy of the notice in a prominent place at or near the workplace, or part of the workplace.

Speedway Promotions Pty Ltd will see a review of the notice by an external body if:

- Speedway Promotions Pty Ltd do not have control over the relevant activity;
- The requirements of the notice are unclear;
- The risk doesn't exist, or the breach hasn't occurred;
- The risk is neither serious nor imminent;
- The required steps cannot be taken within the required time, or at all;
- The required steps are excessive and there are more reasonably practicable ways to address the issue; or
- There are already appropriate measures in place.

The WHS Act 2011 allows 14 days to seek a review of an Improvement Notice and if a person is not satisfied with the internal review decision, they have a further 14 days on being advised to appeal to an external review body. While the Notice is being reviewed, it has no effect. The same review can be undertaken for a Prohibition Notice however, while the Notice is being reviewed it *must* be complied with unless the reviewer decides to stay its application.

The WHS Act 2011 sets out a table of what decision are reviewable and whom is eligible to seek a review including:

- A person conducting a business or undertaking whose interests are affected by the decision.
- A health and safety representative who represents a worker whose interests are affected by the decision.
- A health and safety representative whose interests are affected by the decision.
- A worker whose interests are affected by the decision.
- A person who has been issued with a notice or had something seized

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



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8.13 First Aid Policy

Policy Statement

Speedway Promotions Pty Ltd ensures that all workers receive appropriate and timely first aid treatment. In the event of an injury, first aid will be provided to all injured workers, adequate first aid equipment is readily accessible to all workers at the workplace to ensure injured workers get the appropriate medical attention.

Policy Scope

It is the policy of Speedway Promotions Pty Ltd that all workers comply with this policy and the procedures and directions that support its implementation. The scope of this policy extends to include the business conducted by Speedway Promotions Pty Ltd and its workers on other sites.

Policy Implementation

When considering how to provide first aid and what facilities are needed to provide first aid in the workplace, Speedway Promotions Pty Ltd will review the code of practice "first aid in the workplace" to determine specific requirements for each workplace and consult and provide all workers the below information:

- The nature of the work being carried out at the workplace;
- The nature of the hazards at the workplace;
- The size, location and nature of the workplace;
- The number and composition of the workers at the workplace
- The number, location and contents of first aid kits and other equipment
- The type of first aid facilities that may be needed.
- Displaying well-recognised standardised first aid signs in line with AS1319 – Safety Signs for the Occupational Environment.
- How many first aiders are needed.
- The names and location of persons trained to administer first aid.
- The procedures to be followed when first aid is required.

Speedway Promotions Pty Ltd will nominate person/s in the workplace to be trained to administer first aid. The following ratios are recommended:

- Low risk workplaces – one first aider for every 50 workers
- High risk workplaces – one first aider for every 25 workers.

If hazardous chemicals or infectious substances that have the capacity to cause eye injuries are handled in the workplace, Speedway Promotions Pty Ltd will provide portable or fixed eye wash and shower equipment.

Speedway Promotions Pty Ltd will nominate person/s in the workplace to maintain first aid kit, ensuring that kit is suitably replenished, and items remain in good working order and should:

- Monitor the first aid kit and ensure any items used are replaced as soon as practicable after use.
- Undertake regular checks (after each use or, if the kit is not used, at least once every 12 months) to ensure the kit contains a complete set of the required items.
- Ensure that items are in good condition, have not deteriorated and are within their expiry dates and that sterile products are sealed and have not been tampered with.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-2



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8.14 First Aid Kit Checklist

Suggested completion frequency: Annually on all first aid kits

Location of First Aid Kit:				
Date:		Person completing check:		
Item	Quantity	Yes	No	
Access to 30 minutes of clean running water	-	<input type="checkbox"/>	<input type="checkbox"/>	
Adhesive dressing tape, 2.5cm x 5cm	1	<input type="checkbox"/>	<input type="checkbox"/>	
Adhesive plastic dressing strips, sterile, packets of 50	1	<input type="checkbox"/>	<input type="checkbox"/>	
Antiseptic liquid/spray (50ml)	1	<input type="checkbox"/>	<input type="checkbox"/>	
Bags, plastic, for amputated parts: large	2	<input type="checkbox"/>	<input type="checkbox"/>	
Bags, plastic, for amputated parts: medium	2	<input type="checkbox"/>	<input type="checkbox"/>	
Bags, plastic, for amputated parts: small	2	<input type="checkbox"/>	<input type="checkbox"/>	
BPC wound dressings No. 14 medium	1	<input type="checkbox"/>	<input type="checkbox"/>	
BPC wound dressings No 15, large	1	<input type="checkbox"/>	<input type="checkbox"/>	
Conforming Cotton Bandage, 5cm width	3	<input type="checkbox"/>	<input type="checkbox"/>	
Conforming Cotton Bandage, 7.5cm width	3	<input type="checkbox"/>	<input type="checkbox"/>	
Crepe bandage 10cm (For serious bleeding and pressure application)	1	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable nitrile examination gloves	5 pairs	<input type="checkbox"/>	<input type="checkbox"/>	
Dressing combine pad 9 x 20cm	1	<input type="checkbox"/>	<input type="checkbox"/>	
Dressing, non-adherent, sterile, 7.5cm x 7.5cm	5	<input type="checkbox"/>	<input type="checkbox"/>	
Eye pads, sterile	4	<input type="checkbox"/>	<input type="checkbox"/>	
Gauze pieces 7.5 x 7.5 cm sterile (3 pack)	5 packs	<input type="checkbox"/>	<input type="checkbox"/>	
Hydro Gel (3.5gm sachet) if running water is not available	5	<input type="checkbox"/>	<input type="checkbox"/>	
Instant Ice Pack	1	<input type="checkbox"/>	<input type="checkbox"/>	
Instructions for providing first aid – Including Cardio Pulmonary Resuscitation, (CPR) flowchart	1	<input type="checkbox"/>	<input type="checkbox"/>	
Non-adherent wound dressing/pad 5x5cm (small)	6	<input type="checkbox"/>	<input type="checkbox"/>	
Non-adherent wound dressing/pad 7.5 x 10cm (Medium)	3	<input type="checkbox"/>	<input type="checkbox"/>	
Non-adherent wound dressing/pad 10 x 10cm (Large)	1	<input type="checkbox"/>	<input type="checkbox"/>	
Non-stretch, hypoallergenic, adhesive tape – 2.5cm wide roll	1	<input type="checkbox"/>	<input type="checkbox"/>	
Note Book & Pen	1	<input type="checkbox"/>	<input type="checkbox"/>	
Plastic Bags, clip seal	1	<input type="checkbox"/>	<input type="checkbox"/>	
Rescue blanket, silver space	1	<input type="checkbox"/>	<input type="checkbox"/>	
Resuscitation face mask or face shield	1	<input type="checkbox"/>	<input type="checkbox"/>	
Safety pins, packet of 6	1	<input type="checkbox"/>	<input type="checkbox"/>	
Saline (15ml)	8	<input type="checkbox"/>	<input type="checkbox"/>	
Scissors	1	<input type="checkbox"/>	<input type="checkbox"/>	
Splinter probes (single use, disposable)	10	<input type="checkbox"/>	<input type="checkbox"/>	
Triangular bandages, minimum 90cm	2	<input type="checkbox"/>	<input type="checkbox"/>	
Tweezers/Forceps	1	<input type="checkbox"/>	<input type="checkbox"/>	
Wound cleaning wipe (single 1% Cetrimide BP)	10	<input type="checkbox"/>	<input type="checkbox"/>	
Other activity-specific:				
Sting relief cream, gel or spray	1	<input type="checkbox"/>	<input type="checkbox"/>	
Burn treatment instructions	1	<input type="checkbox"/>	<input type="checkbox"/>	
Hydro Gel dressings	8	<input type="checkbox"/>	<input type="checkbox"/>	
Clean polyethylene sheets	1	<input type="checkbox"/>	<input type="checkbox"/>	
Thermal Blanket	1	<input type="checkbox"/>	<input type="checkbox"/>	
Items Required:		Date Replenished:		



Work Health & Safety Management System

Confirm all items replenished	Name:	Signature:
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8.15 Return to Work Program

Leadership & Commitment:

Speedway Promotions Pty Ltd is committed to the prevention of illness and injury through providing a safe and healthy working environment. Although measures are taken to prevent injuries and illnesses, these may still occur and impact workers performing their usual duties.

In respect to this, Speedway Promotions Pty Ltd is committed to providing workers with a positive return to work (RTW) program. This program has been established to ensure the safe and speedy return to work of injured workers. The company promotes the health benefits of returning to work to all workers and is committed to fostering positive attitudes towards workers recovering at work. Speedway Promotions Pty Ltd will take all action to ensure that injured workers receive the appropriate support in order to facilitate a safe and durable return to work.

Role of Speedway Promotions Pty Ltd

- Promote the health benefits of returning to work to all workers and is committed to fostering positive attitudes towards workers recovering at work.
- Take all action to ensure that injured workers receive the appropriate support in order to facilitate a safe and durable return to work.
- Maintain its Workers Compensation Insurance in accordance with legislative and SIRA requirements.
- Develop, implement and review Return to Work Program in consultation with workers every year and display the Return to Work Program in the workplace.
- Ensure weekly payments to be made in accordance with legislative requirements. Records of wages paid to be kept for at least 5 years.
- Notify SafeWork NSW immediately after serious injuries, illnesses or dangerous incidents.
- Don't dismiss an injured worker because of injury within 6 months of worker first becoming unfit for work.
- Comply with medical restrictions resulting from work injury as obtained from the treating doctor.
- Respect the privacy and confidentiality of the injury management program.
- Cooperate with providing retraining or different job opportunities to an injured worker who is unable to return to pre-injury duties.
- Provide workers with adequate information about workers compensation and return to work procedures.
- Ensure a trained Return to Work Coordinator and workplace rehabilitation provider is appointed in consultation with workers.
- Make sure suitable duties available to injured workers who are fit for suitable duties if reasonably practicable to do so.
- Utilise translating and interpreting services if required.

Workplace Arrangements:

RTW Coordinator Contact Details

Name: _____ Contact: _____

Role of the Return to Work Coordinator:

- Carries out day-to-day duties of implementing the RTW Program.
- Knowledge and understanding of the workers compensation legislation.



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- The RTW Coordinator has relevant qualifications from SIRA or SafeWork NSW.
- The RTW coordinator must be notified of all injuries immediately and notify the Insurer within 48 hours of initial notification.
- Contact made with the injured worker and the Site Manager to ensure that the incident report has been completed, first aid or medical treatment has been provided and the worker has nominated a treating doctor to liaise with.
- RTW coordinator shall ensure plans are in place to coordinate the injured workers return to work and identify suitable employment opportunities.
- When the injured worker is capable of returning to work, a RTW plan will be developed in consultation with the worker, doctor and Site Manager.
- Preparing, monitoring and reviewing of the RTW plan and certificate of capacity
- Regular contact with the nominated treating doctor, insurer, treatment providers, workplace rehabilitation provider, union and the injured worker.
- Supporting the redeployment of workers (internally or externally) into suitable employment.
- Keep injury and return to work statistics.
- Keep confidential case notes and records in line with laws and guidelines.
- Promote the health benefits of good work to the workforce.
- Contribute to the improvement of relevant policies and systems.

Approved Workplace Rehabilitation Provider Contact Details

Company: _____

Name: _____ Contact: _____

Role of the Accredited Rehabilitation Provider:

- When it becomes evident that an injured worker is not likely to resume their pre-injury duties or cannot do so without changes to the workplace or work practices, the RTW Coordinator and the Site Manager will consult the insurer and the NTD to discuss the need to involve an accredited Rehabilitation Provider to develop and monitor the RTW Plan.
- Speedway Promotions Pty Ltd acknowledges that injured workers have the right to choose her/his own Rehabilitation Provider. Should a worker wish to change Rehabilitation Provider, she/he must contact the insurer to discuss the required procedures.
- Deliver services to the worker and the company in a cost effective, timely and proactive manner to achieve a safe and durable return to work.
- Ensure the needs of the injured worker and the company are met.
- Help identify and coordinate rehabilitation strategies that ensure the worker is able to return to work safely.
- Communicate with relevant parties throughout service provision to ensure progress towards the return to work goal.

Consultation:

Consultation promotes a positive culture around recovery at work and workers compensation and gives everyone an opportunity to influence policies and procedures. It is in Speedway Promotions Pty Ltd interest to give workers clear information to avoid misunderstandings and uncertainty.

Speedway Promotions Pty Ltd are committed to consulting with their workers, and all parties involved, when developing the RTW Program. Speedway Promotions Pty Ltd have liaised with the workers and it was determined that the most appropriate form of consultation would be to use the agreed procedures. Please see section 2.1 Consultation Policy for further information.

The plan will be reviewed every two years by the Director and the RTW Coordinator and has been developed in line with the insurer's injury management program. The RTW Program



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shall be communicated and trained to all workers via toolbox talk, meeting and inductions. It shall be displayed on the memo board in the office visible for all.

Rights & Obligations

Workers are obliged to:

- Notify their employer as soon as possible after a work-related injury occurs
- Participate and cooperate in establishing an injury management plan
- Carry out the actions such a plan requires of them
- Provide their consent for information regarding their injury management and recovery at work to be shared between the insurer, employer, nominated treating doctor, treating practitioners, providers and SIRA.
- Make all reasonable efforts to recover at work.

Workers have the right to:

- Nominate a treating doctor
- Employment that is suitable and the same as or equivalent to their pre-injury duties
- Be consulted and involved in identifying suitable duties and developing their RTW plan
- Privacy and confidentiality
- Access mechanisms for resolving complaints and disputes.

Insurer

- Appoint a case manager who coordinates the workers compensation claim.
- Develop the injury management program for the injured worker.
- Assess workers current work capacity.
- Liaise with all relevant stakeholders.

Nominated Treating Doctor

- Manage injured workers recovery and assist in workers return to employment.
- Cooperate and communicate with the employer and the insurer in developing and implementing your injury management plan.
- Review condition and capacity for work regularly and complete a certificate of capacity.

Site Manager

- The Site Manager will be responsible for forwarding all injury reports to Management.
- Confidentiality for record keeping will be maintained by:
 - obtaining the workers informed consent to exchange information. Workers consent may be withdrawn at any time,
 - establishing and maintaining a confidential file for each injured worker,
 - restricting access to these files and storing them securely.

After an Incident

Notification of Injury

- Follow the Incident Management Policy and Procedure section 8.1 and 8.2.
- All injuries must be reported to the Site Manager immediately.
- The Site Manager shall notify The Director and the RTW Coordinator.
- The workplace will notify the insurer within 48 hours from the time of notification of injury.
- All injured workers MUST nominate a treating doctor who will be responsible for medical management of the injury and will co-operate with the development and implementation of the Return to Work Program.
- The Site Manager and RTW Coordinator will be responsible for coordinating all efforts aimed at assisting the injured worker recover as quickly and as safely as possible.
- Section 8.3 details SafeWork NSW Notifiable Incidents notification.



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Support for the Worker

Early Contact

- For all injuries, the General Manager/Operations Manager and RTW Coordinator will contact the injured worker to maintain positive communication and regular updates on the workers recovery status.
- The RTW coordinator will communicate with the treating health professionals within 24 hours of the injury being reported and on a continual basis for the recovery of the worker.
- The RTW coordinator will ensure that the following is explained to workers:
 - Process of lodging a Workers' Compensation claim;
 - Their rights, obligations and potential penalties for non-compliance;
 - Process of managing weekly payments with the insurer; and
 - Prepare for the workers safe and timely return to work on medical advice.
- The worker will be provided with an information consent form in order for Speedway Promotions Pty Ltd to gain consent to release and exchange information about the worker. This form will be completed at the first RTW plan meeting. Details on what information is exchanged and who the worker authorises the consent to exchange this information is in the form and will be explained to the worker.

Recovery at Work

Provision of suitable duties

- The RTW coordinator, in consultation with the treating doctor and the injured worker, will ensure that Return to Work strategies are developed for the injured worker. This will include the provision of suitable duties, where available, for those workers who are partially incapacitated and therefore need to be offered suitable duties as part of their rehabilitation.
- Where Speedway Promotions Pty Ltd provide suitable duties as part of a worker's RTW program, they will be meaningful, productive and match their capabilities, consistent with medical advice.
- If the worker is unable to return to work performing suitable duties, then Speedway Promotions Pty Ltd will assist the worker in locating suitable employment with another PCBU.
- Workers will not be dismissed within 6 months from the time of injury due to their work-related injury.

Dispute Prevention & Resolution

In the event of a dispute arising, all parties will attempt to resolve the dispute by consulting with the worker, the Rehabilitation Provider and the treating doctor. If the dispute cannot be resolved, Speedway Promotions Pty Ltd will contact the insurer for advice or the regulator's assistance line.

The Dispute resolution procedure in section 2.4 outlines the appropriate steps to take.

Administration

The Site Manager will be responsible for forwarding incident reports to Management. Record keeping confidentiality will be maintained by obtaining the workers consent to exchange information and establishing and maintaining a restricted access confidential file for each injured worker.

Signed:

Scott Anderson

Date: 17-05-21

Review date: 17-05-22



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8.16 Injured at Work Poster

If you get
injured
at work



1 Tell your employer

Tell your employer as soon as you can. Your employer must notify the insurer within 48 hours. If your injury is serious, your employer must notify SafeWork NSW immediately on 13 10 50.

2 See your doctor

See your doctor and get a *certificate of capacity* for your employer to send to the insurer.

3 Recover at work

If you are able, stay at work or plan how to return to suitable work as early as possible.

You can make a workers compensation claim which may cover medical expenses, and weekly payments if you need time off work. Contact your employer's insurer for more information.

**RECOVER
BETTER
AT WORK**

Evidence shows you recover from an injury better at work than at home.
Being off work can affect your health and wellbeing, your financial situation and your relationships with family and friends.
If a co-worker is off injured, stay in touch and support their return to work.

Your employer's workers compensation insurer is:

.....

Your return to work coordinator is:

.....

SafeWork NSW is the work health and safety regulator. The State Insurance Regulatory Authority (SIRA) regulates workers compensation insurance in NSW. The Workers Compensation Independent Review Office (WIRO) manages workers' unresolved enquiries, or workers' complaints about insurers.

For more information go to safework.nsw.gov.au or sira.nsw.gov.au or call 13 10 50.
For WIRO go to wiro.nsw.gov.au or call 13 94 76.

This poster summarises the requirements of the Workplace Injury Management and Workers Compensation Act 1998 with regard to notifying injuries and making claims. Every employer must ensure information regarding notifying injuries and making claims is available at all times to workers as required under section 231 of the Workplace Injury Management and Workers Compensation Act 1998.



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8.17 Return to Work Plan

Worker Name:			
Claim Number:			
Injury / Illness Description:			
Initial RTW Plan		Progress RTW Plan	
Same job/same PCBU		Same job/different PCBU	
Different job/same PCBU		Different job/different PCBU	
PCBU:			
Return to Work Goal:			
Date expected to achieve RTW Goal:			
Pre-Injury Job Title:			
Pre-Injury Days:		Pre-Injury Hours:	
Services/Treatment Required:			
General Comments:			
Workers Compensation Certificate of Capacity (WCCC)			
Lifting/carrying capacity			
Sitting tolerance			
Standing tolerance			
Pushing/pulling ability			
Bending/twisting/squatting ability			
Driving ability			
Other			
Commencement Date:		End Date:	
Review Date:			



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Date:	Duties to be performed	Days per Week: (Mon-Fri)	Hours per Day: (7am-3pm)

The following parties have agreed to the program understand the associated confidentiality and privacy issues within the RTW Plan:

Injured Worker:		Date:	
Supervisor / Manager:		Date:	
RTW Coordinator:		Date:	
Nominated Treating Doctor:		Date:	

Note: This Return to Work Plan is not intended to be permanent.



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Consent Form to Release of Personal Information

Worker Details

Claim Number:

First Name:

Surname:

Employer Details

Company Name:

Contact Name:

Phone:

Position:

Email:

Worker's Declaration

I have discussed this consent form with my employer. I understand that any information collected will be kept in a confidential case file, with access restricted to those who are directly responsible for coordinating and monitoring my recovery at work.

I understand that my employer will:

- Only collect health information that is relevant and necessary to manage my recovery at work and coordinate the workers compensation claim
- Only use and disclose information for the purpose for which it was collected
- Keep any information collected separate from my other personnel records
- Take reasonable steps to protect my information by ensuring it is stored securely, kept no longer than necessary and disposed of appropriately
- Allow me to access my information without unreasonable delay, unless providing access would be unlawful or pose a serious threat to another person's life or health.

Considering the above, I authorise and consent to the collection, use and disclosure of personal and health information relevant to managing my injury and workers compensation claim.

This information may be exchanged between my employer, my treating doctor(s), the insurer, the workplace rehabilitation provider and the State Insurance Regulatory Authority (SIRA).

I understand that my workers compensation entitlements may be affected if I withdraw my consent.

Worker

Signature:

Date:

Employer Representative

Signature:

Date:



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8.18 Emergency Plan

The Emergency Plan has been developed to assist Speedway Promotions Pty Ltd to enhance the safety of people, by providing processes for emergency planning, which covers the preparedness, response and recovery stages. This plan has been prepared as per AS 3745 *Planning for emergencies in facilities*. It is the policy of Speedway Promotions Pty Ltd that all workers comply with this policy and the procedures and directions that support its implementation.

Scope of Plan

Emergency is defined as an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response (AS3745). Hence this plan does not cover facility operational incidents, community disaster management, business continuity, security management or major environmental impacts beyond the facility. This plan will guide emergency responses of all workers and applicable resources during the emergency. This emergency plan applies to all workers and visitors present at the time of the emergency leading up to, and during an evacuation.

Note: This plan will not override any emergency service (police / ambulance / fire brigade) direction given at the time of the emergency.

Implementation of Emergency Plan

This plan documents the emergency arrangements for Speedway Promotions Pty Ltd's facility, which consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

Emergency preparedness

Speedway Promotions Pty Ltd will ensure necessary arrangements are made so that, should an emergency occur, all those resources and services that are needed to cope with the effects can be effectively mobilised and deployed.

Emergency prevention

Speedway Promotions Pty Ltd will ensure measures are taken to eliminate the incidence of emergencies. These include the regulatory and physical measures to ensure that emergencies are prevented.

Emergency response

Speedway Promotions Pty Ltd will establish and test a documented scheme of assigned responsibilities, actions and procedures, to respond to and manage emergencies.

All workers will be inducted into the company's Emergency Plan and Evacuation responses, as part of the workers initial induction. It is expected that all workers read and understand this Emergency Plan before starting work. All relevant persons are expected to adhere to the contents of the Emergency Plan. All workers will be trained and educated into the site-specific emergency procedures.

Review Procedures

This emergency plan will be reviewed by the Director of Speedway Promotions Pty Ltd whenever:

- Controls are no longer effective
- Changes on site are likely to introduce new or different hazards that current controls will not adequately address
- Results of consultation indicate a review is needed



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- Requested by workers
- Contact or workers details change
- When an emergency drill is trialled and there are identified issues that need to be corrected for effective emergency management and emergency evacuation.
- In response to any organisational or legislative changes and requirements.

The reviews will be undertaken in consultation with workers and other relevant parties. All relevant persons will be made aware of changes made as a result of review.

Emergency Planning Committee (EPC)

An EPC shall in collaboration with facility owners, managers, occupiers and employers, be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training. The duties of the EPC include:

- Identifying events that could reasonably produce emergency situations;
- Developing an emergency plan in accordance with AS3745;
- Ensuring that resources are provided to enable the development and implementation of the emergency plan;
- Nominating the validity period for the emergency plan and the evacuation diagram;
- Ensuring that the emergency plan is readily identifiable and available to the appropriate persons;
- Establishing an emergency control organisation (ECO) to operate in accordance with the emergency plan;
- If deemed necessary, establishing a specialist emergency response team (ERT);
- Authorising, or having authorised, the release and implementation of the emergency plan;
- Establishing arrangements to ensure the continuing operation of the ECO;
- Ensuring that the register of ECO members is current and readily available;
- Establishing strategies to ensure visitors are made aware of emergency response procedures;
- Ensuring that the emergency response procedures remain viable and effective by reviewing, and testing the emergency response procedures at least annually;
- Ensuring that the emergency plan is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the emergency plan;
- Ensuring that a permanent record of events for each emergency is compiled and retained;
- Identifying and rectifying deficiencies and opportunities for improvement in the emergency plan and emergency response procedures.

The EPC shall meet at least annually, and a record of EPC meetings shall be made and retained.

Emergency Control Organisation (ECO)

The ECO shall consist of a chief warden or equivalent as a minimum. The following positions shall be included if they are deemed necessary by the EPC and in accordance with the requirement of AS3745:

- Deputy chief warden
- Communications officer and deputy
- Floor/area wardens and deputies
- Wardens and deputies (runners, stair wardens, roll call wardens, traffic wardens, section wardens)

During emergencies, instructions given by the ECO personnel shall take precedence over the normal management structure. The primary role of the ECO is to give top priority to the safety



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of the occupants and visitors of the facility. Life safety shall take precedence over asset protection during an emergency.

Pre-emergency

(a) Chief Warden:

- (i) Maintain a current register of ECO members
- (ii) Replace ECO members when a position becomes vacant
- (iii) Conduct regular exercises
- (iv) Ensure the emergency response procedures are kept up-to-date
- (v) Attend meetings of the EPC, as appropriate
- (vi) Attend training and emergency services, as required by the EPC
- (vii) Ensure personal ECO identification is available (vest, hat etc)

(b) Communication Officer:

- (i) Ensure personal proficiency in operation of facility communication equipment
- (ii) Maintain records and logbooks and make them available for emergency response
- (iii) Ensure that ECO members are proficient in use of the facility communication equipment
- (iv) Ensure that emergency communication contact details are up-to-date
- (v) Attend training and emergency exercises, as required by the EPC

(c) Floor/area Warden:

- (i) Confirm sufficient wardens for area of responsibility
- (ii) Coordinate the completion of PEEP documentation
- (iii) Report on deficiencies of emergency equipment
- (iv) Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas
- (v) Ensure that occupants are aware of the identity of their wardens
- (vi) Attend training and emergency exercises, as required by the EPC
- (vii) Coordinate safety practices (e.g. clear egress paths, access to first-attack firefighting equipment and disposal of rubbish) by wardens throughout their area of responsibility

(d) Wardens:

- (i) Ensure that all occupants are aware of the emergency response procedures
- (ii) Carry out safety practices (e.g. clear egress paths, access to first-attack firefighting equipment and disposal of rubbish) by wardens throughout their area of responsibility
- (iii) Ensure personal ECO identification is available
- (iv) Attend training and emergency exercises, as required by the EPC

(e) Emergency response team:

- (i) Attend regular training
- (ii) Practise use of specialised equipment
- (iii) Maintain specialised equipment as per manufacturers' specifications
- (iv) Ensure that PPE is maintained and available
- (v) Ensure personal ERT identification is available
- (vi) Pre-emergency planning
- (vii) Attend training and emergency exercises, as required by the EPC



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Emergency

(a) Chief Warden:

- (i) Respond and take control, as appropriate
- (ii) Ascertain the nature of the emergency and implement appropriate action
- (iii) Ensure that the appropriate Emergency Service has been notified
- (iv) Ensure the floor or area wardens are advised of the situation, as appropriate
- (v) If necessary, after evaluation of the situation, initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas
- (vi) Monitor the progress of the evacuation and record any action taken in an incident log
- (vii) Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions
- (viii) Any other actions as considered to be necessary or as directed by Emergency Services

(b) Communication Officer:

- (i) Ascertain the nature and location of the emergency
- (ii) Confirm that the appropriate Emergency Service has been notified
- (iii) Notify appropriate ECO members
- (iv) Transmit instructions and information
- (v) Record a log of the events that occurred during the emergency
- (vi) Act as directed by the chief warden

(c) Floor/area Warden:

- (i) Implement the emergency response procedures for their floor or area
- (ii) Ensure that the appropriate Emergency Service has been notified
- (iii) Direct wardens to check the floor or area for any abnormal situation
- (iv) Commence evacuation if the circumstances on their floor or area warrant this
- (v) Communicate with the chief warden by whatever means available and act on instructions
- (vi) Advise the chief warden as soon as possible of the circumstances and action taken
- (vii) Co-opt persons as required to assist a warden during an emergency
- (viii) Confirm that the activities of wardens have been completed and report this to the chief warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.

(d) Wardens:

- (i) Act as floor or area wardens
- (ii) Operate the communication system in place
- (iii) Check that any fire doors and smoke doors are properly closed
- (iv) Close or open other doors in accordance with the emergency response procedures
- (v) Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated
- (vi) Ensure orderly flow of people into protected areas, for example, stairways
- (vii) Assist occupants with disabilities
- (viii) Act as leader of groups moving to nominated assembly areas
- (ix) Report status of required activities to the floor or area warden on their completion

(e) Emergency response team:

- (i) Respond to the emergency as directed by the chief warden
- (ii) Communicate the status of the situation with the chief warden
- (iii) Hand over and brief Emergency Services on arrival



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Post-Emergency

- (a) Chief Warden:
 - (i) When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate
 - (ii) Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service
 - (iii) Compile a report for the EPC and management
- (b) Communication Officer:
 - (i) Collate records of events during the emergency for the debrief and ensure they are secured for future reference
- (c) Floor/area Warden and Wardens:
 - (i) Compile a report of the actions taken during the emergency for the debrief
- (d) Emergency response team:
 - (i) Clean and service used specialised equipment
 - (ii) Replace specialised equipment as necessary

Emergency Training

As per AS3745, training shall be provided for:

- A least one member of the EPC
- The ECO
- Facility occupants

Training for EPC members is essential to enable them to competently execute their obligations. The training shall include but not limited to emergency planning, duties of EPC, ECO and ERT, managing ECO, identifying and analysing site specific emergency etc.

All ECO members, including nominated deputies, shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures.

All occupants working at the facility shall receive training to enable them to act in accordance with the emergency response procedures. This could include but not limited to, their responsibilities, types of emergencies, how to report emergencies, and evacuation procedures. For those who do not work at the facility, appropriate information will be given.

Emergency Response Exercises

Emergency response exercises should be conducted during the operating hours of the facility to appropriately test the ECO, emergency response procedures and responses of the occupants and visitors. The outcomes for the emergency response exercises should be documented by using Emergency Test Review Form. There should be at least one emergency response exercise involving an evacuation each year.

Maintenance and Servicing

Regular checks of the communication system and emergency equipment shall be carried out, either at monthly intervals or as determined by the EPC. Records shall be retained.



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8.19 Emergency Contact Numbers

Location: Ferrers Rd, Eastern Creek NSW 2766

Manager: Phone:

Supervisor: Phone:

Chief Warden: Phone:

First Aider/s: Phone:

AMBULANCE / FIRE / POLICE: **000**

Police Assistance Line: 13 14 44

Services:

Telstra: 13 20 00

Sydney Water: 13 20 90

Poisons Information Centre: 13 11 26

Gas (AGL): 13 14 04

Electricity: Energy Australia 13 15 35

Integral Energy 13 10 03

SafeWork NSW: 13 10 50

Nearest Emergency Services Contact:

Police Station: Blacktown Police Station,
(02) 9671 9199
11 Kildare Rd, Blacktown NSW 2148

Fire Station: Eastern Creek Rural Fire Brigade,
(02) 9832 4433
204 Rooty Hill Rd S, Eastern Creek NSW 2766

Hospital: Blacktown Hospital,
(02) 9881 8000
18 Blacktown Rd, Blacktown NSW 2148

Eye Hospital: 9382 7111 (*Sydney Eye Hospital*)

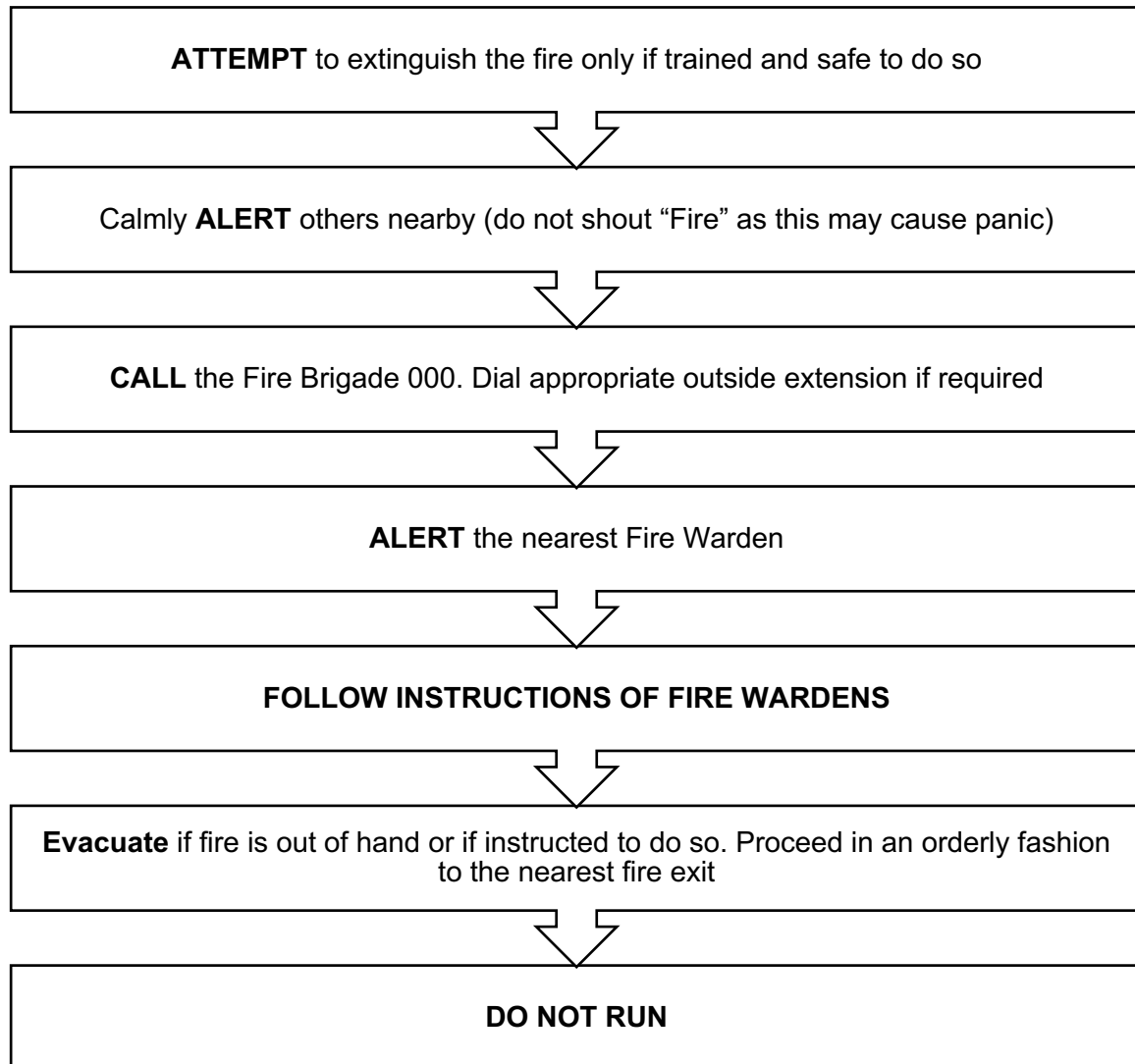


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8.20 Emergency Procedures

Fire or Smoke Procedure

If you detect a fire or smoke, no matter how minor it may appear to be, follow the procedure outlined:



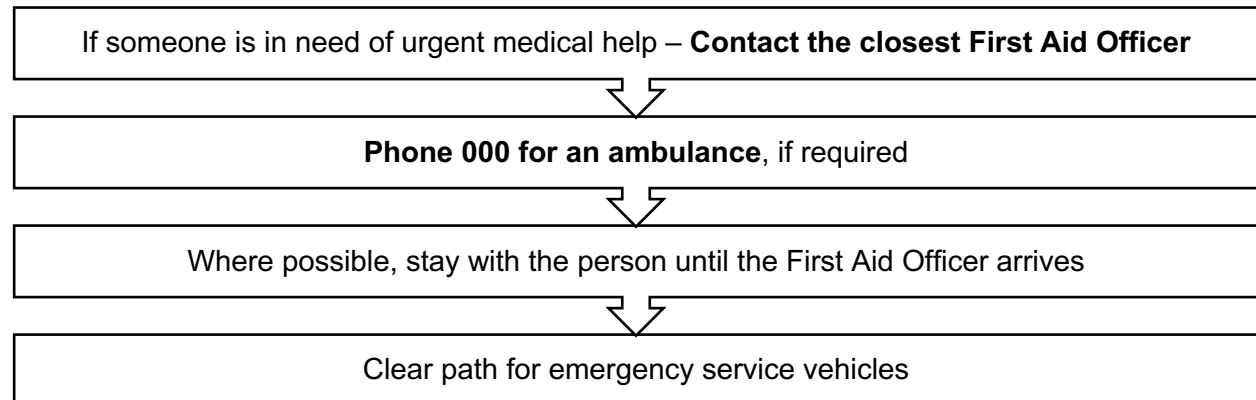
The ECO should:

- Ensure the immediate **safety of anyone** within the facility in a fire situation takes precedence over commercial operations and property/asset protection
- **CALL** the Fire Brigade 000
- **Evacuation** – ensure effective warning arrangement and assessment of all evacuation routes
- **Fight the fire** – If trained and safe to do so **(in accordance with Section 8.22)**



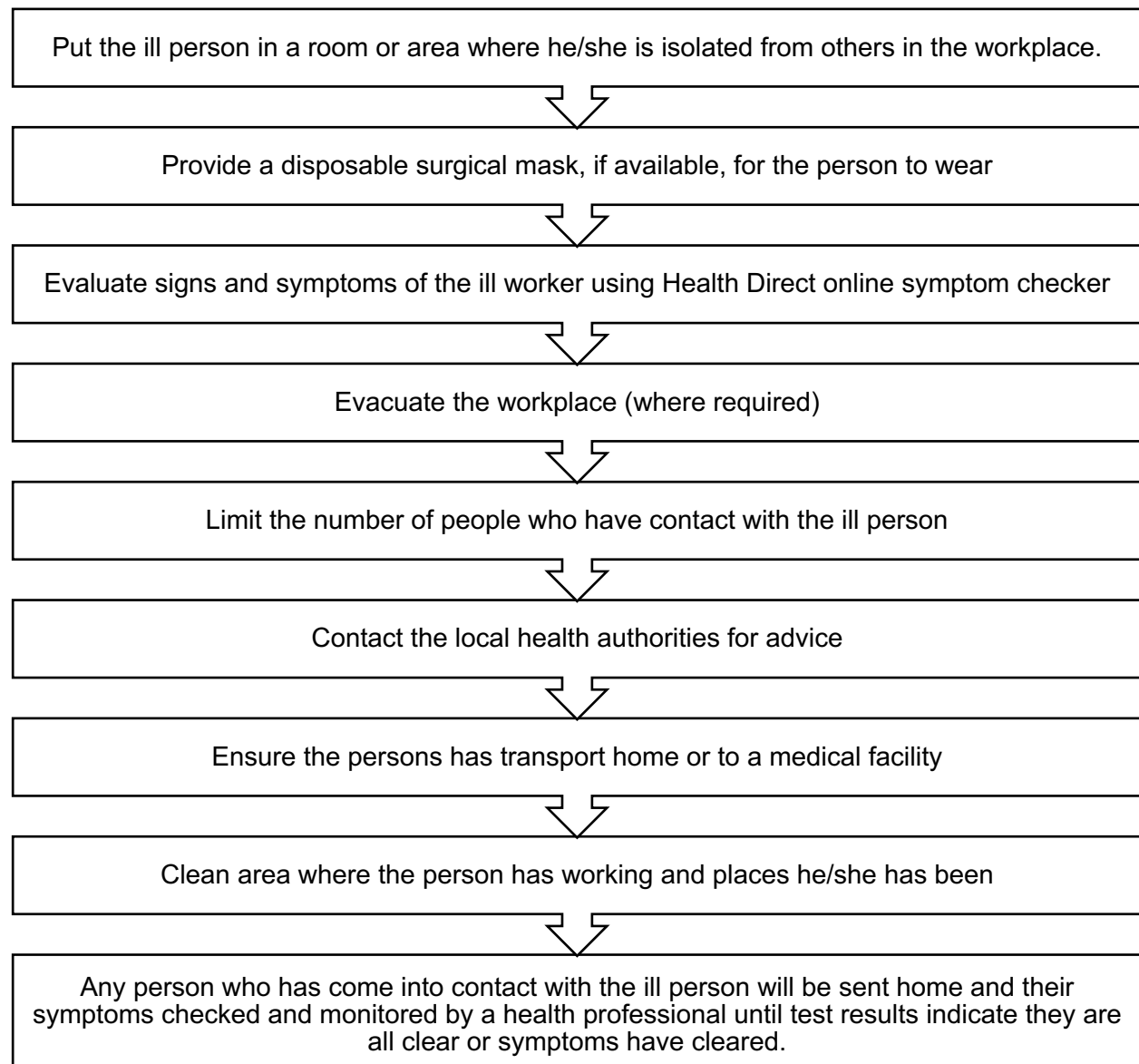
Work Health & Safety Management System

Medical Emergency



Pandemic (Influenza)

Prior to a pandemic outbreak, ensure that a current Pandemic Management Plan is up to date.
When a person becomes ill with suspected Influenza Pandemic at the workplace:

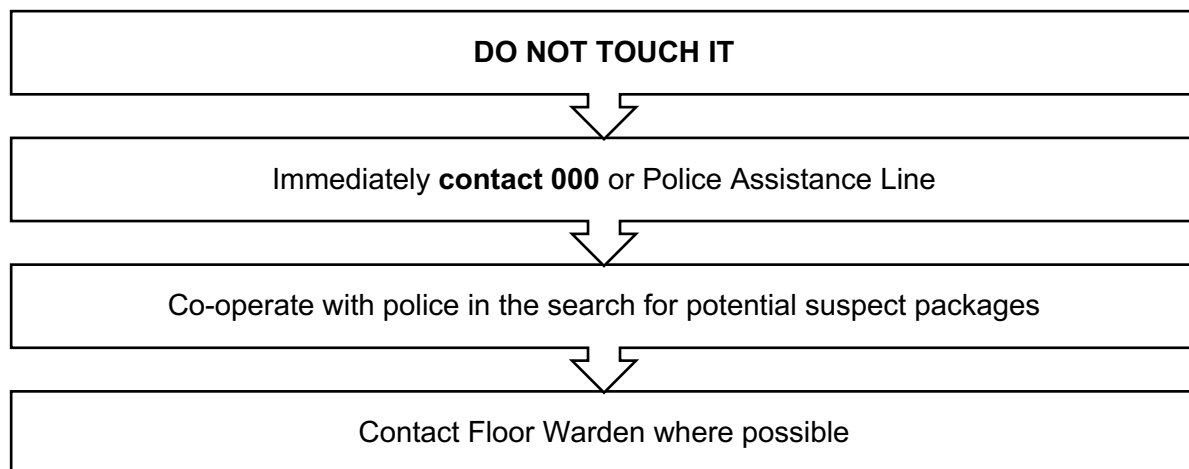




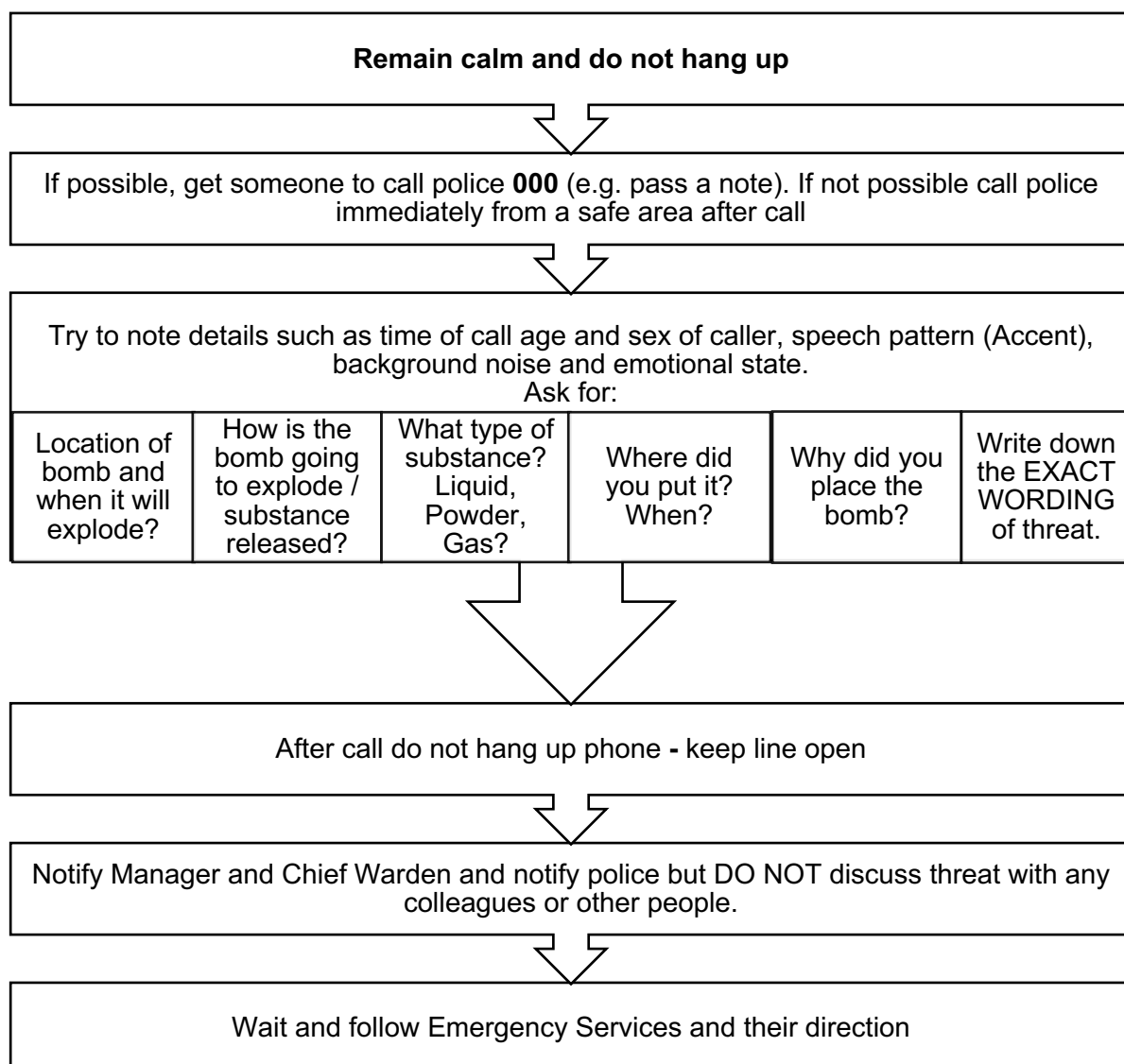
Work Health & Safety Management System

Bomb Threat

If Speedway Promotions Pty Ltd receives bomb threat by mail or electronic means:



If received by telephone:



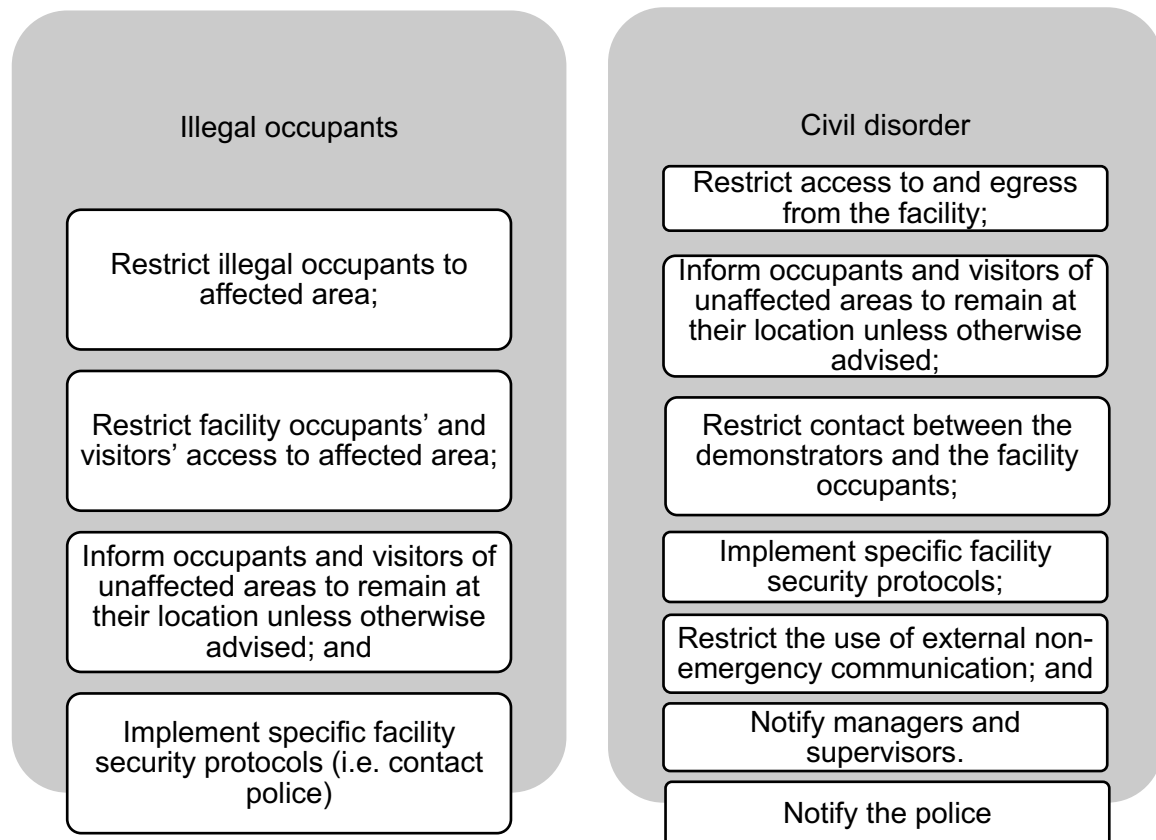
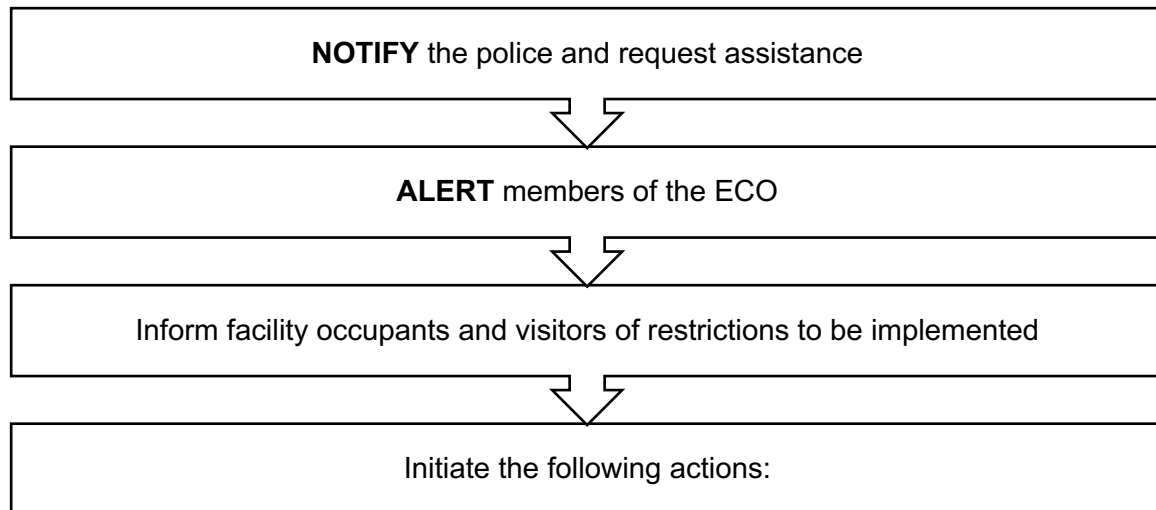


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Civil Unrest / Terrorism / Biological or Chemical Incident surrounding building

Planning for this procedure should be done in consultation with the police or other specialist advisers and should be specific to the facility and should be consistent with the facility's security standard operating procedure.

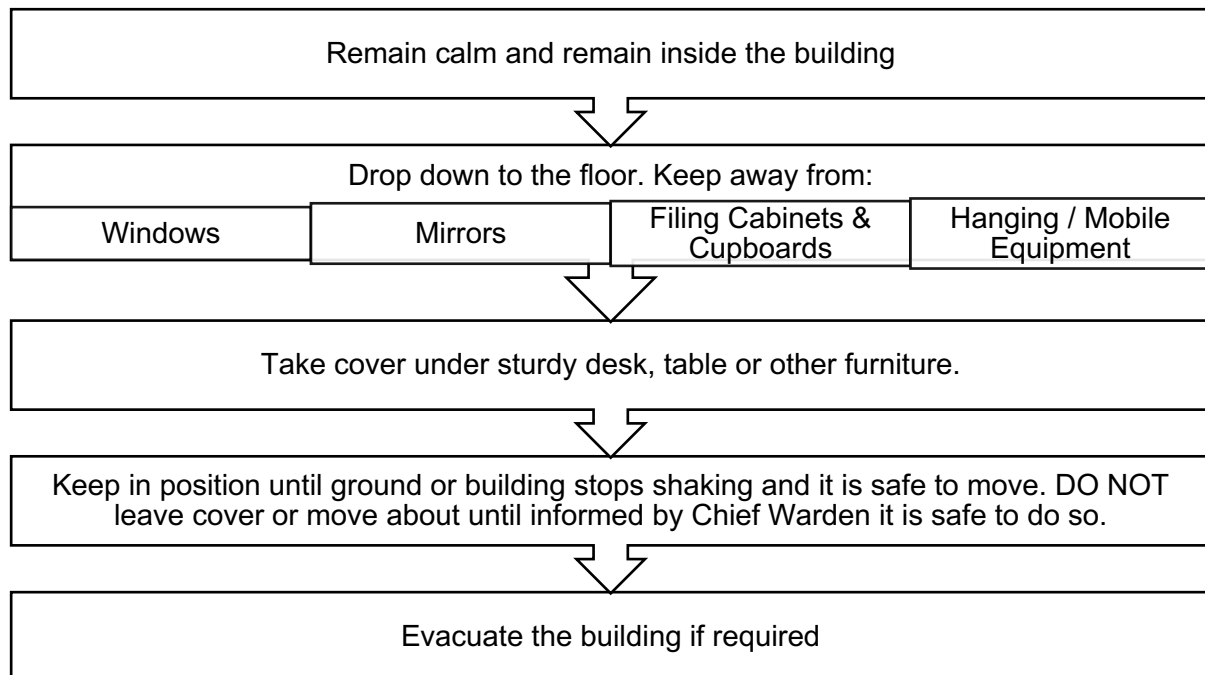
The chief warden or any senior member of the ECO should:



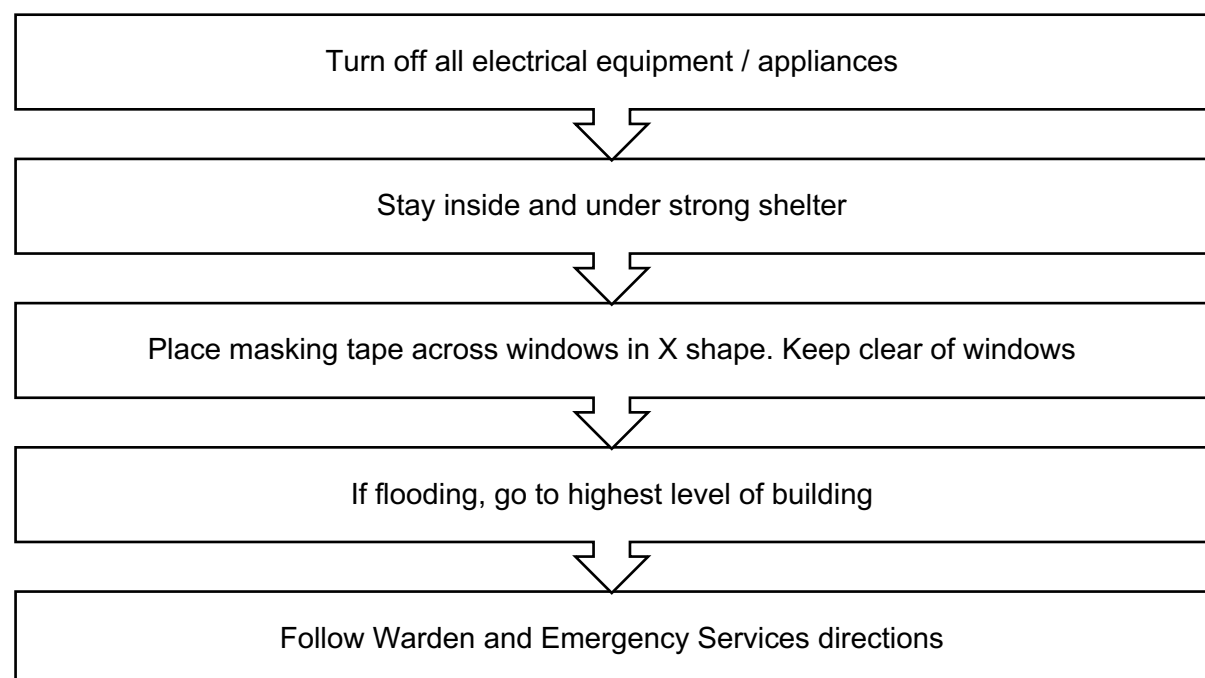


Work Health & Safety Management System

Earthquake



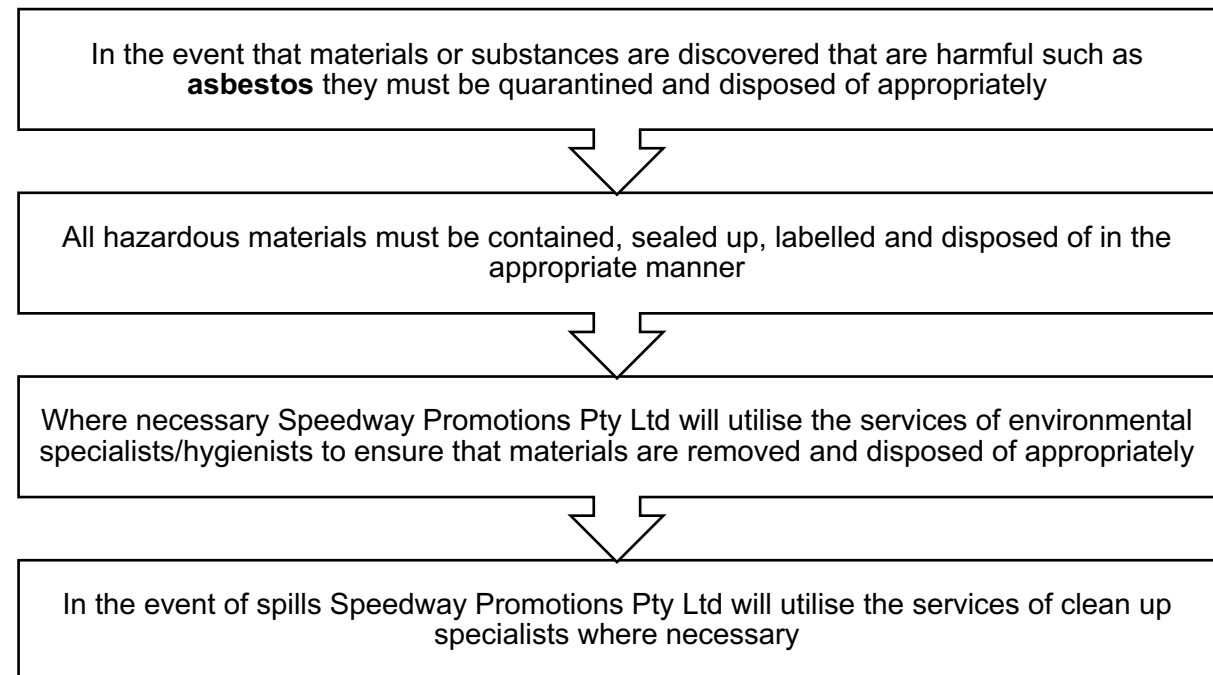
Storm / Flooding





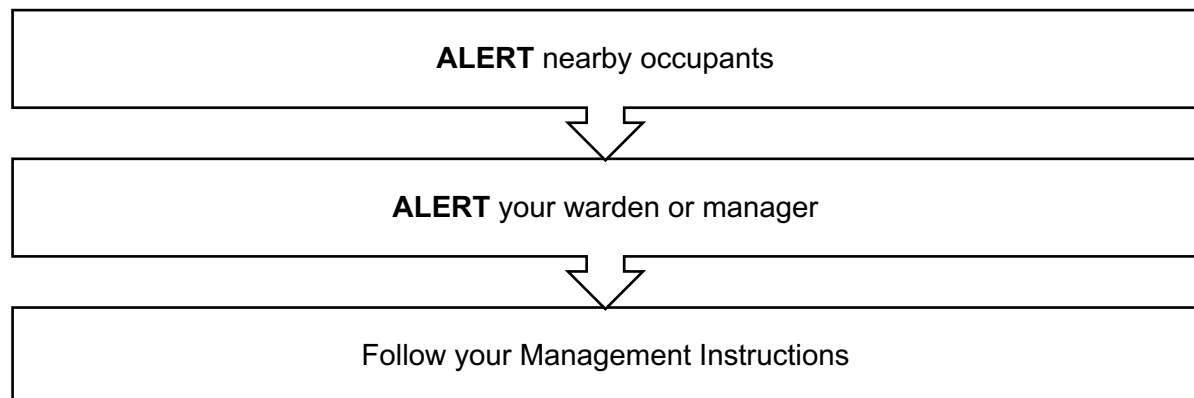
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Hazardous Substance Release/Spill



Building Damage

If you discover damage to the building, gas or other contamination –



People with Disability (Physical or Intellectual) or Personal Emergency Evacuation Plans

People with disability or who have a Personal Emergency Evacuation Plan (PEEP) will be evacuated individually by the Area Wardens.



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8.21 Operation of Fire Fighting Equipment

Fire Fighting Considerations

Never attempt to fight a fire if:

- You are not comfortable to do so.
- You cannot position yourself with a safe means of escape from the fire.
- You don't know what is burning (i.e. what class of fire it is).
- The fire has started to spread rapidly or is already out of control.
- You don't have the correct equipment (i.e. incompatible fire extinguisher).
- There is a danger of smoke inhalation.

Always ensure:

- That emergency services are contacted (000).
- The firefighting equipment is the correct type and size for the class of fire.
- That you test the fire extinguisher or hose before use.
- Approach the fire from upwind- where possible.
- Have a backup fire extinguisher or hose ready.
- Have a backup person to provide assistance- where possible.
- Beware of re-ignition.

Fire Extinguisher Operation

Fire extinguishers are operated by removing the safety pin, or operating a safety catch, on the head of the extinguisher, then squeezing the operating handle/trigger, whilst aiming the extinguisher at the base of the fire.

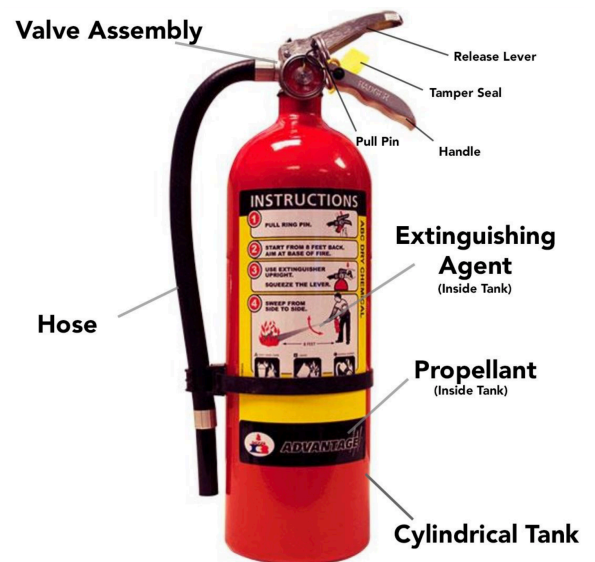
A simple acronym for operating a fire extinguisher is **PASS**.

P- PULL the safety pin.

A- AIM the extinguisher hose at the base of the fire.

S- SQUEEZE the operating handle/trigger.

S- SWEEP, the extinguisher from side to side until the fire is extinguished.





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Fire Hose Operation

When operating a fire hose, there should be enough pressure for the hose reel to have a reach of between 4 – 6 metres from the nozzle to the fire. Hose reels can generally be operated by one person; however, it is recommended that two people operate the fire hose. One person can be used to operate the nozzle and the other person at the reel to minimise snagging of the hose reel.

How to operate a fire hose reel:

1. Turn on Main Valve (Stop Valve) to release nozzle.
2. Run out adequate hose to fight the fire.
3. Turn on water before **attacking** fire.
4. Direct the nozzle at the base of the fire.
5. Always face the fire, even whilst moving away from the fire.
6. After the fire has been extinguished, turn off at the nozzle.
7. Return hose reel to drum and shutoff main valve.



Fire Blanket Use

Fire blankets are designed to suppress only two types of fires, one is a stove top fire, the other is when a person's clothes or body is on fire.

How to use a fire blanket:

1. Turn off stove or cooking appliance if safe to do so.
2. Remove fire blanket from the pouch by pulling down on the two pull tabs.
3. Ensure it is completely opened with your hands holding the pull tabs.
4. Approach the area where the fire is located, holding the blanket in front of yourself, covering you from head to toe.
5. Lay the fire blanket over the stove/fire area and release the pull tabs.
6. Leave the fire blanket over the stove/fire area to contain the fire.
7. Allow the stove/area to cool prior to touching.
8. Replace the fire blanket.



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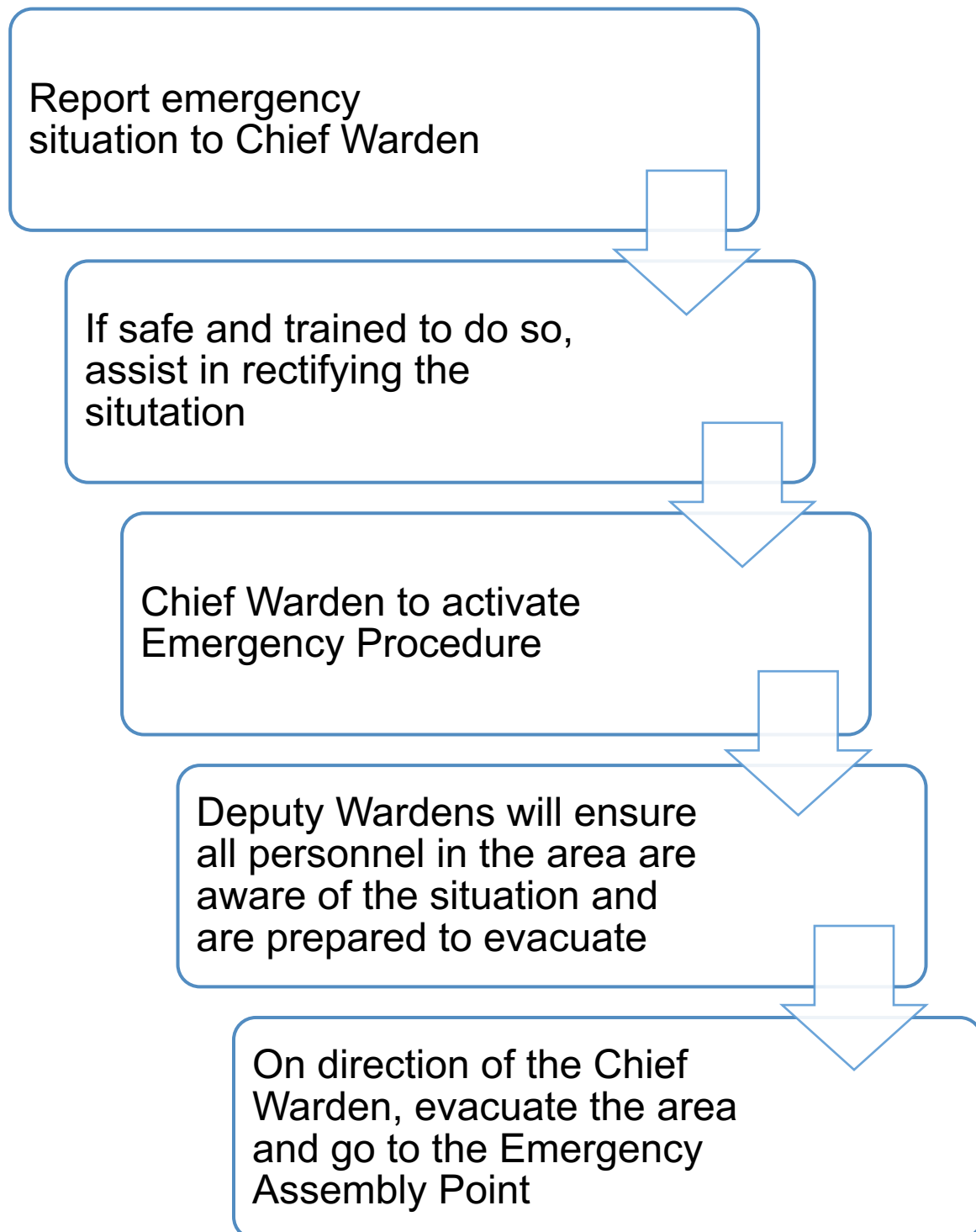
8.22 Evacuation Diagram

See Evacuation Diagram located on site.



Work Health & Safety Management System

8.23 Evacuation Procedure





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8.24 Emergency Exercise Evaluation Form

Emergency Test Type:	Spill <input type="checkbox"/>	Fire <input type="checkbox"/>	Gas leak <input type="checkbox"/>	Bomb threat <input type="checkbox"/>	Other <input type="checkbox"/>
Location:					
Date:	Start time:	End time:	No. workers:		
PART I – Summary of exercise					
Description of emergency exercise conducted:					
Attendees:					
Name	Signature	Name	Signature		
Observations / compliance with procedures:					
What could be improved (with underlying or root cause if appropriate)?					



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Nonconformity / Corrective or Preventive action:

PART II - Response

Response checklist	Yes	No	N/A
Did person who initially discovered the emergency act calmly and correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was alarm sounded in accordance with plan? Was it effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could alarm be heard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the Site Manager / General Foreman or Sub-Foreman / Nominated Person been notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did wardens / Site Manager / General Foreman or Sub-Foreman / Nominated Person report to their emergency posts or relevant area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has work been stopped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has First Aid Officer been contacted for response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have Emergency Services '000' been contacted? Note: In the event of an Emergency Drill, emergency services do not need to be contacted. Just mock contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the area been made safe, as reasonably practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the emergency team identification i.e. helmets, vests in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate resources available for response and used? <ul style="list-style-type: none"> • Safety Data Sheet (SDS) • First Aid Kit • Spill Kit • Fire Extinguisher or Blanket 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have neighbouring businesses been notified of the emergency? (If applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does this Emergency scenario require an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was there any confusion from staff or other stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did staff react rationally and maturely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was evacuation conducted in an orderly fashion? <ul style="list-style-type: none"> • Wardens check floor or area • Wardens report floor or area clear • Persons with disabilities accounted for 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Were there any obstructions or problems evacuation paths or fire exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the Site Manager / General Foreman or Sub-Foreman / Nominated Person commenced evacuation of designated area, ensuring that side rooms and toilets are checked on the way out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Response checklist	Yes	No	N/A
Does the Site Manager / General Foreman or Sub-Foreman / Nominated Person have the Daily Site Register at the emergency assembly area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did workers move to the designated assembly areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has each company conducted a headcount of their people and reported it back against the numbers on the Daily site register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all personnel been evacuated? If there are any discrepancies in the headcount, assure that emergency services are notified of the discrepancy, and the last known location of the worker.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PART III – Debrief Session			
Were there any hazards or risks identified during the exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there any persons injured from the exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there any issues raised from the exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any additional training required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there any material, equipment or PPE required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the current Emergency Plan and Procedures need to be reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed by:			
Signature:			



Work Health & Safety Management System

SECTION NINE: Purchasing, Handling, Storage, Packaging and Delivery



Work Health & Safety Management System

9.1 Purchasing, Handling, Storage, Packaging and Delivery Policy

Policy Statement

All new materials, substances or plant & equipment purchased by Speedway Promotions Pty Ltd will undergo a risk assessment to ensure suitability and safety. It is the policy of Speedway Promotions Pty Ltd to ensure that all risks are identified, assessed and controlled in accordance with the WHS Act 2011, WHS regulation 2017, AS ISO 31000: 2018 Risk Management and other guidance materials.

This policy aims to ensure that plant, equipment and materials are purchased, handled, stored, packaged and delivered in accordance with relevant legislative requirements. The procedure in section 9.2 of the WHSMS details all of the requirements to safely manage Purchasing, Handling, Storage, Packaging and Delivery risks exposed to workers.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Implementation

When purchasing materials or equipment Speedway Promotions Pty Ltd will ensure that all safety requirements are met. A Risk Assessment will be obtained or, where necessary completed, and any required action must be taken to ensure the safety of the materials and equipment.

As per Section 25 of the WHS Act 2011 the supplier must ensure, so far as is reasonably practicable, that the plant, substance or structure is without risks to the health and safety of persons.

Speedway Promotions Pty Ltd will ensure that client-supplied plant and materials meet WHS requirements by completing a review as outlined in the Service Provider WHS Review.

All persons selling or transferring plant have the responsibility to ensure that risks are eliminated or controlled to the fullest extent possible. Some items require registration. Sellers and transferrers of used plant also have obligations to provide information to hirers about faults.

Chapter 7 of the WHS Regulation details the hazardous chemicals legislative requirements that Speedway Promotions Pty Ltd must oblige to in the workplace. It applies to the use, handling, storage of hazardous chemicals at a workplace and the generation of hazardous substances at a workplace. The Purchasing, Use, Storage, Handling & Disposal Procedure outline the requirements to meet this obligation.

Minimum/Maximum Quantities held

When managing dangerous goods and hazardous chemicals on site, the quantities stored should fall between a 'Minimum' and 'Maximum' holding. Where hazardous substances, in the table in the procedure below, are above the threshold quantities listed, a manifest and a Dangerous Goods Map must be kept onsite listing all relevant details required by the regulator.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



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9.2 Purchasing, Handling, Storage, Packaging and Delivery Procedure

Purchasing

Procurement of products and services will be controlled in order to ensure conformity to the WHS Management System. Detailed below is what is considered when procuring products.

Section 25 of the WHS Act 2011 mandates that the supplier must ensure, so far as is reasonably practicable, that the plant, substance or structure is without risks to the health and safety of persons:

- a) Who, at a workplace, use the plant or substance or structure for a purpose for which it was designed or manufactured; or?
- b) Who handle the substance at a workplace; or
- c) Who store the plant or substance at a workplace; or?
- d) Who carry out any reasonably foreseeable activity at a workplace in relation to:
 - (i) The assembly or use of the plant for a purpose for which it was designed or manufactured or the proper storage, decommissioning, dismantling or disposal of the plant; or
 - (ii) The use of the substance for a purpose for which it was designed or manufactured or the proper handling, storage or disposal of the substance; or
 - (iii) The assembly or use of the structure for a purpose for which it was designed or manufactured or the proper demolition or disposal of the structure.

The supplier of materials, plant and equipment must:

- a) Carry out, or arrange the carrying out of, any calculations, analysis, testing or examination that may be necessary for the performance of the duty;
- b) Ensure that the calculations, analysis, testing or examination have been carried out;
- c) Give adequate information to each person to whom the supplied plant, substance, or structure concerning the purpose, results of any analysis and conditions necessary when used for a purpose for which it was designed or manufactured.

Speedway Promotions Pty Ltd will consider the following when selecting products:

- Flammability and explosively;
- Toxicity (short and long term);
- Carcinogenic classification;
- Chemical action and instability;
- Corrosive properties;
- Extent of PPE required;
- Environmental Hazards;
- Storage requirements.
- Safer products are to be selected for use where possible.

Plant & Equipment:

When purchasing plant or equipment Speedway Promotions Pty Ltd will obtain the below information from the supplier:

- The purpose for which the plant or equipment was designed or manufactured;
- The results of any calculations, analysis, testing or examination;
- Any conditions necessary for the safe use of the plant;
- Any alterations or modifications made to the plant.



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Speedway Promotions Pty Ltd will check that the plant is suitable for its intended use and check that the plant or equipment has been inspected and maintained according to manufacturer's specifications.

A *Plant Risk Assessment* is to be used to conducted on plant before it is commissioned to identify its appropriateness, safety and suitability.

Before purchasing, hiring or leasing plant Speedway Promotions Pty Ltd will determine:

- The hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant;
- Control measures needed to minimise these hazards and risks;
- The manufacturer's recommendations in relation to the frequency and type of inspection and maintenance needed;
- Any special skills required for people who operate the plant or carry out inspection and maintenance;
- Any special conditions or equipment required to protect the health and safety of people carrying out activities such as installation, operation and maintenance;
- Any alterations or modifications to be made to the plant.

Relevant factors shall be considered when selecting the correct type of plant and equipment for the work it is required for, such as, but not limited to:

- Size;
- Shape;
- Design Envelope;
- Lifting/Carrying Capacity;
- Operator Controls;
- Licencing requirements and operator competency;
- Work type and method;
- Surrounding work & environment.

Hazardous Chemical Identification

Speedway Promotions Pty Ltd will identify hazardous chemicals when purchasing products. SafeWork Australia has the Hazardous Chemical Information System (HCIS) that enables searching for a chemical to identify if it is hazardous and provide detailed information about the specific chemical.

Website: <http://hcis.safeworkaustralia.gov.au/HazardousChemical/Details?chemicalID=2202>

Chapter 7 of the WHS Regulation details the hazardous chemicals legislative requirements that Speedway Promotions Pty Ltd must comply with in the workplace.

However, Chapter 7 does not apply to the following hazardous chemicals in the circumstances described:

- a) Hazardous chemicals in batteries when incorporated in plant;
- b) Fuel, oils or coolants in a container fitted to a vehicle, vessel, aircraft, mobile plant, appliance or other device, if the fuel, oil or coolant is intended for use in the operation of the device;
- c) Fuel in the fuel container of a domestic or portable fuel burning appliance, if the quantity of fuel does not exceed 25 kilograms or 25 litres;
- d) Hazardous chemicals in portable firefighting or medical equipment for use in a workplace;



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- e) Hazardous chemicals that form part of the integrated refrigeration system of refrigerated freight containers;
- f) Potable liquids that are consumer products at retail premises.

A manifest will be prepared if any quantity of hazardous chemical in the workplace has been exceeded as per Schedule 11 of the WHS Regulation:

Column 1	Column 2	Column 3	Column 4	Column 5
Item	Description of hazardous chemical		Placard quantity	Manifest quantity
1	Flammable gases	Category 1	200L	5,000L
2	Gases under pressure	With acute toxicity, categories 1, 2, 3 or 4	50L	500L
3		With skin corrosion categories 1A, 1B or 1C	50L	500L
4		Aerosols	5,000L	10,000L
5		Not specified elsewhere in this Table	1,000L	10,000L
6	Flammable liquids	Category 1	50L	500L
7		Category 2	250L	2,500L
8		Category 3	1,000L	10,000L
9		Any combination of chemicals from Items 6 to 8 where none of the items exceeds the quantities in columns 4 or 5 on their own	1,000L	10,000L
10		Category 4	10,000L	100,000L
11	Self-reactive substances	Type A	5kg or 5L	50kg or 50L
12		Type B	50kg or 50L	500kg or 500L
13		Type C to F	250kg or 250L	2,500kg or 2,500L
14	Flammable solids	Category 1	250kg	2,500kg
15		Category 2	1,000kg	10,000kg
16		Any combination of chemicals from Items 12 to 15 where none of the items exceeds the quantities in columns 4 or 5 on their own	1,000kg or 1,000L	10,000kg or 10,000L
17	Pyrophoric liquids and pyrophoric solids	Category 1	50kg or 50L	500kg or 500L
18	Self-heating substances and mixtures	Category 1	250kg or 250L	2,500kg or 2,500L
19		Category 2	1,000kg or 1,000L	10,000kg or 10,000L
20		Any combination of chemicals from Items 17 to 19 where none of the items exceeds the quantities in columns 4 or 5 on their own	1,000kg or 1,000L	10,000kg or 10,000L
21	Substances which in contact with water emit	Category 1	50kg or 50L	500kg or 500L
22		Category 2	250kg or 250L	2,500kg or 2,500L



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Column 1	Column 2	Column 3	Column 4	Column 5
Item	Description of hazardous chemical		Placard quantity	Manifest quantity
23	flammable gas	Category 3	1,000kg or 1,000L	10,000kg or 10,000L
24		Any combination of chemicals from Items 21 to 23 where none of the items exceeds the quantities in columns 4 or 5 on their own	1,000kg or 1,000L	10,000kg or 10,000L
25	Oxidising liquids and oxidising solids	Category 1	50kg or 50L	500kg or 500L
26		Category 2	250kg or 250L	2,500kg or 2,500L
27		Category 3	1,000kg or 1,000L	10,000kg or 10,000L
28		Any combination of chemicals from Items 25 to 27 where none of the items exceeds the quantities in columns 4 or 5 on their own	1,000kg or 1,000L	10,000kg or 10,000L
29	Organic peroxides	Type A	5kg or 5L	50kg or 50L
30		Type B	50kg or 50L	500kg or 500L
31		Type C to F	250kg or 250L	2,500kg or 2,500L
32		Any combination of chemicals from Items 30 and 31 where none of the items exceeds the quantities in columns 4 or 5 on their own	250kg or 250L	2,500kg or 2,500L
33	Acute toxicity	Category 1	50kg or 50L	500kg or 500L
34		Category 2	250kg or 250L	2,500kg or 2,500L
35		Category 3	1,000kg or 1,000L	10,000kg or 10,000L
36		Any combination of chemicals from Items 33 to 35 where none of the items exceeds the quantities in columns 4 or 5 on their own	1,000kg or 1,000L	10,000kg or 10,000L
37	Skin corrosion	Category 1A	50kg or 50L	500kg or 500L
38		Category 1B	250kg or 250L	2,500kg or 2,500L
39		Category 1C	1,000kg or 1,000L	10,000kg or 10,000L
40	Corrosive to metals	Category 1	1,000kg or 1,000L	10,000kg or 10,000L
41		Any combination of chemicals from Items 37 to 40 where none of the items exceeds the quantities in columns 4 or 5 on their own	1,000kg or 1,000L	10,000kg or 10,000L
42	Unstable explosives		5kg or 5L	50kg or 50L



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Column 1	Column 2	Column 3	Column 4	Column 5
Item	Description of hazardous chemical		Placard quantity	Manifest quantity
43	Unstable chemicals	Any combination of chemicals from items 11, 29 and 42 where none of the items exceeds the quantities in columns 4 or 5 on their own	5kg or 5L	50kg or

Determination of classification of flammable liquids

For the purposes of this table, if a flammable liquid category 4 is used, handled or stored in the same spill compound as one or more flammable liquids of category 1, 2 or 3, the total quantity of flammable liquids category 1, 2 or 3 must be determined as if the flammable liquid category 4 had the same classification as the flammable liquid in the spill compound with the lowest flash point.

Example. For placarding and manifest purposes, a spill compound containing 1000L of flammable liquid category 1 and 1000L of flammable liquid category 4 is considered to contain 2000L of flammable liquid category 1.

Storage

Plant & Equipment

- Ensure there is adequate ventilation and room for the plant & equipment in the storage facility.
- Ensure access / egress points are safe and easily identifiable.
- Ensure relevant WHS information is provided with the plant in storage.
- Before plant is used after an extended period of storage, the plant should be re-commissioned by carrying out the same level of testing and inspection when it was first commissioned.
- Ensure that plant or equipment has been parked on a firm, level surface with the handbrake applied, the motor switched off and rendered inoperable, for example by removing the key.
- Ensure the plant or equipment cannot move or roll freely. Objects may need to be placed around the tyres to prevent free movement.

Hazardous Substances

- The storage and use of the hazardous chemicals and dangerous goods will be in accordance with the SDS and the 9.3 *Dangerous Goods & Combustible Liquids Storage Compatibility Chart*.
- All hazardous chemicals and dangerous goods will be stored in their original containers with the label legible and intact.
- Hazardous chemicals and dangerous goods of any quantity will not be stored in crib rooms, container sheds or offices.
- Speedway Promotions Pty Ltd Hazardous Substances Register is to be available to all workers.
- Sites used for the storage of Dangerous Goods shall be appropriately licensed and shall have procedures and work instructions to ensure compliance with specific licence requirements.
- Dangerous Goods Storage Risk Assessments shall be reviewed:
 - Prior to introduction of significant quantities of any new Dangerous Goods;
 - Prior to increasing the maximum allowable storage quantity for existing Dangerous Goods;
 - Whenever the classification of existing dangerous goods is changed;
 - At least every two years.
- Display HAZCHEM placards on the outside of the workplace (where required);
- Display appropriate warning signs near the chemical storage area;
- Display placards and signs to assist emergency services if you store hazardous chemicals that exceed placard quantity, as per Schedule 11 of WHS Regulation;
- Ensure chemicals are at a stable temperature and location for suitable storage;



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- Ensure a spill kit is available nearby storage area.

Gas Cylinder Storage

- Cylinders must be stored in the upright position.
- Used or nominally empty cylinders shall be afforded the same precautions as full cylinders.
- Copies of SDS for the gases used on site shall be kept readily accessible.
- Store away from artificial sources of heat e.g. radiators, boilers etc.
- Keep clear of combustible material, vegetation and refuse, for a distance of not less than 3 meters.
- Cylinders must be protected from being knocked over or falling and subjected to impact damage.
- Inspection and testing of pressure vessels as per AS 3788-2006 table 4.1.

Use & Handling

Plant & Equipment

- Follow Safe Work Method Statements, where applicable;
- Implement safe access/egress for plant & equipment on work sites;
- Check operators of plant and equipment have appropriate licences and demonstrate competency;
- The manufacturer's instructions must be followed for all items installed to store and handle plant & equipment. Anyone who operates, tests, maintains or decommissions the plant or equipment must be trained.

Hazardous Substance

- Prior to hazardous substances being used, Speedway Promotions Pty Ltd will obtain a Safety Data Sheet (SDS).
- Where subcontracts are engaged on behalf of Speedway Promotions Pty Ltd, they must submit any SDS for the hazardous substances they will be using.
- The Hazardous Substances Risk Assessment and Register in Section 9.3 must be populated for all hazardous substances used.
- Implement the safe handling procedures outlined in the SDS.
- Implement appropriate control measures and be aware of safe measures from the SDS.
- Ensure chemical containers are secured to stable foundations and supports.
- Do not eat, drink, smoke or wash near chemicals used or handled in the workplace.
- Ensure a spill kit is available when handling chemicals.
- Ensure all hazardous chemicals are labelled appropriately.

Drainage and Kerbing

- Drainage shall be controlled to ensure that contaminated water does not enter waterways, sewer or storm water drains.
- Drainage and kerbing shall be provided so that in the event of fire, molten material will flow clear of all other storages and buildings.

Delivery

Plant & Equipment

When delivering plant and equipment Speedway Promotions Pty Ltd will:

- Conduct a Plant Risk Assessment before they are delivered;



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- Develop and implement appropriate Safe Work Method Statements, where required, for delivery;
- Plan safe access/egress for plant & equipment;
- Where possible, goods shall be delivered in an easy to access position.

Hazardous Substances

When delivering hazardous substances Speedway Promotions Pty Ltd will:

- Transport in compliance with all regulatory requirements including spill kits and fire extinguishers where necessary;
- Obtain the appropriate SDS from the supplier to provide to the receiver;
- Planning safe access/egress for materials delivery;
- Ensure all hazardous chemicals are labelled appropriately;
- Where possible, goods shall be delivered to site in an easy to access position.

Disposal & Decommissioning

Plant & Equipment

- Plant must not be decommissioned or dismantled unless it can be carried out without risks to health and safety.
- Hazards and risks associated with decommissioning and dismantling must be identified prior to commencing and managed accordingly.
- Only competent persons are able to decommission or dismantle plant and must have available information necessary to eliminate or minimise risks to health and safety.
- Inspections must be conducted whilst in the process of decommissioning and dismantling plant.
- The plant should be dismantled in accordance with the designer's and manufacturer's instructions.
- Disposing of plant may include reselling or scrapping (waste disposal and/or recycling). If the plant is to be resold, the seller will take on the duties of a person that supplies plant. The seller should ensure that the plant is safe to load, transport, unload and store. Any information relating to the plant design, registration, installation, operation and/or maintenance must be provided with the plant to the reseller or buyer.
- If the plant is to be scrapped, you should consult with local waste disposal authorities or companies so that the plant is safe to load, transport, unload and dispose of. You must inform the person you are supplying the plant to that the plant is being supplied as scrap or spare parts and that the plant in its current form is not to be used as plant. This must be done in writing or by marking the item of plant.
























Hazardous Substances

- When you no longer need to store or handle chemicals, clear any chemical handling system of chemicals. If that's not possible, label the system listing any hazardous chemicals not removed.
- A waste disposal area is to be designated prior to the commencement of works conducted by Speedway Promotions Pty Ltd. The waste area is to be in a position close to the works and is to be barricaded off from public access.



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9.3 Dangerous Goods & Combustible Liquids Storage Compatibility Chart

DANGEROUS GOODS & COMBUSTIBLE LIQUIDS STORAGE COMPATIBILITY CHART													
Class or Subsidiary Risk													
FLAMMABLE GASES		OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
NON TOXIC NON FLAMMABLE GASES		OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
TOXIC GAS		SEGREGATE At least 3m	OK TO STORE TOGETHER	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
OXIDIZING GAS		SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
FLAMMABLE LIQUIDS + COMBUSTIBLE LIQUIDS		SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 5m	SEGREGATE At least 3m
FLAMMABLE SOLID		SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES
SPONTANEOUSLY COMBUSTIBLE		SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 3m
DANGEROUS WHEN WET		SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
OXIDIZING AGENT		SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	KEEP APART	SEGREGATE At least 5m	SEGREGATE At least 5m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 3m
ORGANIC PEROXIDE		ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	OK TO STORE TOGETHER	ISOLATE	SEGREGATE At least 3m



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9.4 Hazardous Substances Risk Assessment & Register

The following hazardous chemicals and dangerous goods exist on site. A copy of the SDS is accessible to the worker using the hazardous substance.

Product Name	Application	Product labelled Y/N	SDS Y/N	SDS Review Date	RA Class	Controls based	QTY Stored	Risk of physical or chemical reaction	Further action required	Responsible

Risk Assessment (RA) Classes:

Class 1: (High Risk) does the substance and its associated hazards have the potential to kill, or cause permanently disability, e.g. lung disease?

Class 2: (Medium Risk) does the substance and its associated hazards have the potential to cause a serious injury, or illness, which will temporarily disable, e.g. Dermatitis?

Class 3: (Low Risk) does the substance and its associated hazards have the potential to cause a minor injury, which would not disable, e.g. mild skin rash



Work Health & Safety Management System

SECTION TEN: Reporting and Performance Measurement



Work Health & Safety Management System

10.1 Reporting and Performance Measurement Policy

Policy Statement

Speedway Promotions Pty Ltd has established procedures to regularly measure, monitor, analyse and improve WHS performance against established WHS objectives and targets and the reporting of WHS performance and issues to the customers/clients, where required.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. It extends to all workers who perform work for, with, or on behalf of the company. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Policy Implementation

Speedway Promotions Pty Ltd shall determine:

- a) What needs to be monitored and measured through the WHS Implementation Guide;
- b) The methods for monitoring, measurement, analysis and evaluation needed to ensure valid results through a systematic internal audit;
- c) When the monitoring and measuring shall be performed as per the Internal Audit Policy;
- d) When the results from monitoring, and measurement shall be analysed and evaluated.

Speedway Promotions Pty Ltd shall evaluate the performance and the effectiveness of the WHS Management System and retain approved documented information as evidence of results in senior management meetings, team meetings, etc.

Speedway Promotions Pty Ltd aims to plan and implement the monitoring, measurement; analysis and improvement processes needed for verifying that WHS objectives are being met and hence initiating continuous improvements of the WHS Management System.

The General Manager/Operations Manager will be responsible for obtaining and reviewing WHS performance across the organisation and reporting WHS performance and issues to clients that Speedway Promotions Pty Ltd engages with.

The Site Manager will assist the General Manager/Operations Manager in finalising performance reports, including but not limited to:

- Quarterly WHS Reports
- Internal Audits
- Client Reports

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

10.2 Reporting and Performance Measurement Procedure

Performance Measurement

Speedway Promotions Pty Ltd will ensure that appropriate data relating to WHS performance is collected, monitored and analysed regularly during core business processes to determine if they are meeting their WHS objectives and targets and to evaluate the suitability and effectiveness of the WHS Management System. The objectives and targets will be formed based on the current WHS policy of Speedway Promotions Pty Ltd and what they aim to achieve.

The General Manager/Operations Manager will monitor these objectives and targets by completing the Quarterly WHS Reports to monitor both lead and lag indicators to ensure the objectives are being achieved and whether there is a need for improvements to the WHS Management System.

Internal audits are also completed, in line with Section 11 to determine the overall effectiveness and performance of the WHS Management System and whether initial planning of WHS activities within Speedway Promotions Pty Ltd has been considered and is effective.

Annual reviews of the WHS Management System (in accordance with Section 11) will determine if the current objectives and targets are still in line with the current WHS policy or if they need to be updated to suit the changing needs of the company. Speedway Promotions Pty Ltd will ensure that the objectives and targets of the company are incorporated into the WHS management plan for each project that the company undertakes.

The General Manager/Operations Manager in consultation with the Site Manager will ensure the above activities are completed to schedule, the data obtained and reported to Senior Management, in the form of Management Review Meetings, Team Leader meetings, etc and where required. Senior Management will review the data and provide their recommendations, including corrective or preventive actions to be implemented for continuous improvement. Speedway Promotions Pty Ltd will ensure additional resources are available to meet the recommendations specified and that The General Manager/Operations Manager will implement the recommendations in a timely manner.

Client Reporting

Speedway Promotions Pty Ltd is committed to regular communication and consultation with any client that they undertake work for. Any WHS incidents that have occurred will be documented and reported in accordance with the Incident Management and Corrective Action Procedures.

Following this, the General Manager/Operations Manager will obtain any incident reports from the Site Manager as soon as practicable and will report these incidents to the client summarising:

- What occurred?
- Who was involved?
- What has been done to rectify the situation?

Results from any performance measurements conducted (i.e. Site Inspections) will be finalised by the General Manager/Operations Manager, before distributing a copy of the report to the client, upon request. Any non-conformance issues that arise throughout Speedway Promotions Pty Ltd's engagement with the client will be immediately identified and discussed with the client, noting any actions taken. The Quarterly WHS Reports shall be completed to summarise the above requirements for performance and client reporting.



Work Health & Safety Management System

10.3 Quarterly Work Health and Safety Report

Company Name:	Speedway Promotions Pty Ltd	Report period:	
		Report dates:	
PERFORMANCE INDICATORS			
Indicator	Previous Month	Current Month	Total
Number of First Aid Injuries:			
Number of Medical Treatments Injuries:			
Number of Lost Time Injuries:			
Number of days lost due to injury:			
Total number of Hours worked:			
Average Number of workers:			
Number of Hazards Reported:			
Number of Near Misses:			
Number of Damages:			
INCIDENT SUMMARY – PERSONAL INJURY AND PROPERTY DAMAGE			
Incident Date	Name/Property	Injury/Damage	Cause
SUMMARY OF WHS ACTIVITIES			
Number of Inspections Completed:			
Number of Audits Completed:			
Number of Toolbox Talks Completed:			
Number of Worker Safety Performance Reviews Completed:			
Comments on WHS performance			
Name of Person Completing Report:			
Signature:		Date:	



Work Health & Safety Management System

SECTION ELEVEN: Internal Audit & Management Review



Work Health & Safety Management System

11.1 Internal Audit & Management Review Policy

Policy Statement

Speedway Promotions Pty Ltd has established procedures for planning and undertaking internal audits and management reviews to assist with complying with the requirements of the WHS legislation, ISO 45001 standard, and for continual improvement of the WHS Management System. These internal audits and management reviews will be completed on a regular basis to ensure that the workplace/s of Speedway Promotions Pty Ltd are meeting their legislative responsibilities and ensuring the ongoing success of the WHS Management System. The Internal Audit and Management Review Process will display the company's commitment to safety.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. Often, the workers involved in the internal review will be selected by the company and may not involve the wider workforce. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd.

Policy Implementation

Speedway Promotions Pty Ltd is committed to continual improvement of the suitability, adequacy and effectiveness of the WHSMS by:

- a) Enhancing WHS performance;
- b) Promoting a culture that supports a WHS Management System;
- c) Promoting the participation of workers in implementing actions for the continual improvement of the WHS Management System;
- d) Communicating the relevant results of continual improvement to workers, and, where they exist, workers' representatives;
- e) Maintaining and retaining documented information as evidence of continual improvement.

The General Manager/Operations Manager and/or Compliance OH&S will carry out internal audits and management reviews and will complete the following activities:

- Complete an internal audit/s at regular, scheduled intervals of once per Quarter, using the Internal Audit Form 11.3.
- Complete a Management Review on the WHS Management System, on an annual basis, using the Management Review Checklist 11.4.
- Examine each of the key system elements with relevant senior management and workers, during the Management Review, for relevancy and suitability to legislative requirements,
- Identify deficiencies in the WHS Management System,
- Review all Incident Reports, all Non-conformance and all client or relevant regulator complaints or notices.
- Report audit and review results and recommendations to the Director.

Findings

The General Manager/Operations Manager shall communicate any deficiencies found arising out of Internal Audits and Management Reviews to the appropriate workers. The General Manager/Operations Manager may utilise the Non-Conformance Form in issuing non-conformances arising out of the Internal Audits and Management Reviews.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



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11.2 Internal Audit and Management Review Procedure

Internal Audit

An internal audit form will be used to report on Speedway Promotions Pty Ltd's WHS performance covering each section of the WHS Management System. The Internal Audit Form will be used to obtain evidence from each section of the WHS Management System to evaluate the evidence and identify areas that the company is compliant in and areas of minor or major non-conformance. The form should be completed regularly and critically to ensure that areas for improvement are identified. This form may be completed by Speedway Promotions Pty Ltd or by Compliance OH&S on a quarterly basis.

Speedway Promotions Pty Ltd have considered the status and importance of each WHS System element and will ensure that significant items (i.e. Risk Management) will have a greater focus during each internal audit.

Upon completion of this form, Speedway Promotions Pty Ltd will report deficiencies found and the required corrective actions at the end of the form. Speedway Promotions Pty Ltd will review these corrective actions and work to rectify any areas for improvement. Internal audit findings will be reviewed by Senior Management and/or during company meetings to assign actions to personnel for implementation. Follow up audits will be completed to ensure outstanding items have been satisfactorily closed out, ensuring the continuous improvement of the WHS Management System.

WHS Management System Review

A review of Speedway Promotions Pty Ltd's WHS Management System, including a review on the overall WHS performance within the company, will occur regularly, at a frequency that is suitable to the company, as part of the management review meetings. The frequency may be as required, monthly, quarterly, bi-annual, or annual.

The management review meeting will involve assessing the current policies, procedures, forms and tools against their suitability, adequacy and effectiveness of meeting the company's needs and expectations, objectives and targets and in consideration of the results of internal audits.

More frequent reviews of specific policies, procedures or forms may be required when it is identified that a change is necessary. A necessary change may be a result of incident investigations, WHS issues raised, audit results or a change in the processes of the organisation.

These management reviews help to decide whether changes are required for policies, procedures, objectives and targets and other elements of the WHS Management System.

The Management Review Meeting will include:

- a) An evaluation of the suitability of the WHS Policy,
- b) Review of the Objectives, Targets and WHS Performance Indicators,
- c) Findings of the WHSMS Audits,
- d) An evaluation of the effectiveness of the WHSMS and the need for changes due to:
 - i. Changing legislation;
 - ii. Changing expectations and requirements of interested parties;
 - iii. Changes in the products or activities of the company
 - iv. Changes in the structure of the company
 - v. Advances in science and technology including epidemiology
 - vi. Lessons learned from WHS Incidents
 - vii. Reporting and communication



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- viii. Feedback (Particularly from Workers)
- ix. Risks and opportunities
- x. Adequacy of resources for maintaining an effective WHSMS
- xi. Opportunities to improve integration of the WH&S management system with other business processes
- xii. Any implications for the strategic direction of the company

The review ensures the continued relevance of, and change where appropriate, to policies, objectives, responsibilities and other elements of the WHSMS in consideration of WHSMS audit results and changing environment to ensure a commitment to continual improvement is undertaken. The management review is documented in *Section 11.4 Management Review Checklist*.

If any corrective actions following the management review result in an amendment of the WHSMS, it will be updated, and all workers may be re-inducted into the WHSMS.

Speedway Promotions Pty Ltd will make adequate resources available to address any WHS issues arising from the management review, including corrective actions to rectify any deficiencies in the WHS Management System. The General Manager/Operations Manager will follow-up on the corrective-actions to ensure that they have been implemented and will assess the effectiveness of the corrective actions in improving the system by undertaking another internal audit at the next scheduled audit.

Speedway Promotions Pty Ltd will regularly audit all safety plans, SWMS and other relevant safety documentation.

Workplace Incidents, Corrective/Preventive Actions and Non-Conformance Review

Speedway Promotions Pty Ltd will review any incidents, non-conformances, corrective/preventive actions and regulator issued complaints or notices regularly. The company recognises the importance of reviewing any areas which have resulted in a negative outcome in the course of work. If these outcomes are not reviewed they have the potential to cause another failure in the system and potentially create serious injuries, non-conformances, or even death. Speedway Promotions Pty Ltd understands that if these are not reviewed they may cost the company

Incidents will be reviewed at an appropriate time either during or after the incident has occurred. Non-conformances, including corrective and preventive actions will be reviewed as a part of the quarterly review checklist. Speedway Promotions Pty Ltd will:

- Review the incident register, non-conformance or corrective/preventive actions registers;
- Review the incident report form, corrective/preventive actions form or non-conformance form
- Determine if all corrective actions are closed out.

In instances where corrective actions are not closed out, Speedway Promotions Pty Ltd will establish why they have not been closed out and will work to close out the corrective action as soon as practical.

Reporting

Speedway Promotions Pty Ltd will report on any findings from the aforementioned review procedures. This will be completed with all relevant personnel present. The company may discuss the findings at WHS meetings, at company meetings, or other appropriate times.



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Where appropriate, Speedway Promotions Pty Ltd will report findings from these reviews to the relevant workers. Workers may be made aware of their contribution to the effectiveness of the WHS management system, including the benefits of improved WHS performance via meetings / toolboxes.



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11.3 Quarterly Internal Audit Form

Client Name:	Speedway Promotions Pty Ltd		
Address:			
Audit Scope:			
Date of review:		Period of review:	
Review undertaken by:			
Workers present:			

Key to Status

Compliance	Observation/Opportunity for Improvement	Minor Non-Conformance	Major Non-Conformance
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Section	Criteria	Status	Performance
Section One Management Responsibility	Has the company met its performance objectives for the quarter?		
	Have current legislative changes been communicated to the workers?		
	Has the company identified and actioned the WHS risks and opportunities present; are the actions currently effective (review the internal/external issues table)?		
	Are all applicable policies displayed on site for workers to access?		
	Is Senior Management participating in site inspections, safety meetings, management reviews, etc. (senior management commitment).		
Section Two Communication & Consultation	Are all toolbox Talks carried out to schedule and recorded for reference?		
	Are the minutes/details of the last toolbox talk / meeting available and complete?		
Section Three Service Providers	Are all Service Providers assessed with the Section 3 material?		



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Section	Criteria	Status	Performance
	Are all Service Providers recorded in the Approved Service Provider Register?		
Section Five Risk Management	Is the Risk Register still applicable or do changes need to be made?		<i>Review hazard reports/register in line with Risk Register to determine if the Risk Register needs to be updated.</i>
	Are Hazard Reports being completed?		
	Have the SWMS been reviewed and signed by the workforce?		
	Do the SWMS's cover all equipment and activities currently performed by Speedway Promotions Pty Ltd?		
	Has an ergonomic review been undertaken of the workstations?		
	Are Pre-Start Meetings being completed daily?		
	Have Project Risk Assessments been completed?		
	Has an Office / Warehouse Inspection been completed?		
	Has a site safety inspection been completed for all long-term jobs?		
	Have any been any electrical or mechanical isolation breaches?		
	Have Traffic Control Risk Assessments been completed?		
	Have a Traffic Management Site Inspections been completed prior to work commencing?		
	Have Working at Heights Rescue Plans been developed prior to using fall arrest equipment?		
	Has the company documented, assessed and actioned WHS opportunities for any planned changes to the company, its policies, processes or its activities (i.e. significant changes to the company)?		
Section Six Training	Is all issued PPE fit for purpose and in good condition?		
	Are all Worker Safety Performance Reviews being performed and recorded with improvement actions, if applicable?		
	Are all workers inducted into the WHS Management System?		



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Section	Criteria	Status	Performance
	Have all workers provided their tickets to Speedway Promotions Pty Ltd?		
	Are all worker tickets up to date in the training register?		
	Have all EWP operators been assessed as competent and the competency form completed?		
	Have all forklift operators been assessed as competent and the competency form completed?		
	Are visitors being site inducted and signing in and out of site?		
Section Seven Inspection Testing and Servicing	Are all electrical hand tools tested and tagged?		
	Are all Plant and Equipment inspected as per the inspection schedule?		
	Is all firefighting equipment serviced as per manufacturers requirements?		
	Is a pre-start check being completed on plant prior to use?		
	Are vehicle safety checklists being completed?		
Section Eight Incident Management and Corrective Action	Have any incidents been reported, recorded and actioned?		
	Have any near misses occurred and have they been recorded, and corrective actions implemented?		
	Is the Incident Register up to date?		
	Have any non-conformances been reported and actioned?		
	Have any corrective actions been raised and documented for changes to the WHS System?		
	Is the Corrective Actions Register up to date and actions closed out where possible?		
	Are evacuation diagrams up to date?		
	Are emergency escape routes clear and without obstructions?		
	Is the first aid kit accessible, regularly checked and suitably plenished?		
	Has an emergency drill been completed biannually and documented?		



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Section	Criteria	Status	Performance
Section Nine Purchasing, Handling, Packaging and Delivery	Has an SDS been obtained for all chemicals onsite and the hazardous chemicals and dangerous goods register been updated?		
	Are hazardous chemicals stored in appropriately labelled containers and sorted correctly?		
	Are dangerous goods and combustible liquids stored in accordance with storage compatibility chart?		
	Has a Plant Risk Assessment been obtained from the supplier for any new items of plant or a plant risk assessment completed by the company?		
Section Ten Reporting & Performance	Has the Quartely Work Health and Safety Report been completed?		
Section Eleven Internal Reviews	Have all of last quarter's items been completed?		
	Has a Management Review been conducted using the checklist?		
Section Twelve Documentation	Have sufficient Documentation and Records been kept?		
	Is all WHS documentation in circulation the most current version?		



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Administration

Has the WHS Management System been updated?	
Are there any current problems with the Forms / Policies / Procedures?	
Are there any safety concerns in the company?	
Are workers undertaking their allocated safety responsibilities?	
Additional Observations:	

Corrective Actions

Sign Off

Date:	Name:	Signature:
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11.4 Management Review Checklist

Reviewer Name/s:						Date/s:	
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Item	WHSMS Management Review Criteria	Suitable	Adequate	Effective	Corrective Action Required	Results of Audits / Further Comments (e.g. Is it appropriate for the nature of company operations; Does it satisfy the company's requirements; Does it produce the expected outcome/results?)
Introduction						
i.	Guide to implementing the WHSMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ii.	Definitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iii.	iii. Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
iv.	Overview of Legal and Other Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
v.	Speedway Promotions Pty Ltd Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vi.	Internal and External WHS Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
vii.	Understanding the Needs & Expectations of Workers and Other Interested Parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 1: Senior Management Commitment						
1.1	Work Health and Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Elements of PCBU Duty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Work Health and Safety Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Reasonably Practicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	WHS Objectives and Targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Organisational Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	WHS Duties and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Item	WHSMS Management Review Criteria	Suitable	Adequate	Effective	Corrective Action Required	Results of Audits / Further Comments (e.g. Is it appropriate for the nature of company operations; Does it satisfy the company's requirements; Does it produce the expected outcome/results?)
1.8	Bullying, Harassment, and Anti-Discrimination Bullying Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.9	Bullying, Harassment, and Anti-Discrimination Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.10	Drug and Alcohol Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.11	Fatigue Management Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.12	Mental Health Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.13	Inexperienced Workers Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.14	Environmental Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.15	Work Travel Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.16	Health Monitoring Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 2: Communication & Consultation						
2.1	WHS Consultation Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Communication Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	WHS Dispute Resolution Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Safety Meeting Form (Toolbox Talk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 3: Managing Service Providers and Consultants						
3.1	Service Provider Management Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Service Provider Management Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Service Provider WHS Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Service Providers Pre-Qualification Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Item	WHSMS Management Review Criteria	Suitable	Adequate	Effective	Corrective Action Required	Results of Audits / Further Comments (e.g. Is it appropriate for the nature of company operations; Does it satisfy the company's requirements; Does it produce the expected outcome/results?)
3.5	Subcontractor's Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Service Providers SWMS Review Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7	Approved Service Provider Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.8	Outsourcing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 4: Design						
4.1	WHS Design Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 5: Risk Management						
5.1	WHS Risk Management Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	WHS Risk Management Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Speedway Promotions Pty Ltd WHS Risk Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Change Management Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Hazard Reporting Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6	Hazard Report Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.7	Hazard Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.8	Project Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.9	Site Inspection Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.10	Personal Protective Equipment Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.11	PPE Issue Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.12	Office Workstations Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.13	Office Workstation Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Work Health & Safety Management System

Item	WHSMS Management Review Criteria	Suitable	Adequate	Effective	Corrective Action Required	Results of Audits / Further Comments (e.g. Is it appropriate for the nature of company operations; Does it satisfy the company's requirements; Does it produce the expected outcome/results?)
5.14	Office Workstation/Ergonomic Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.15	Hazardous Manual Tasks Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.16	Working Around Live Traffic Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.17	Working Around Live Traffic Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.18	Traffic Control Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.19	Traffic Management Site Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.20	Mobile Plant & Equipment Management Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.21	Mobile Plant & Equipment Management Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.22	Sun and Heat Protection Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 6: Training						
6.1	WHS Training Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	WHS Training Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	WHSMS Induction Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	WHS Induction Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Forklift Competency Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Training / Licence Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	Other Training Qualifications / Licenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.8	Worker Safety Performance Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.9	Visitor Site Induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.10	Visitor Sign In/Out Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Item	WHSMS Management Review Criteria	Suitable	Adequate	Effective	Corrective Action Required	Results of Audits / Further Comments (e.g. Is it appropriate for the nature of company operations; Does it satisfy the company's requirements; Does it produce the expected outcome/results?)
Section 7: Inspection, Testing & Servicing						
7.1	Inspection, Testing and Servicing Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2	Inspection, Testing and Servicing Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Inspection Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Plant and Equipment Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	Plant Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.6	Plant Pre-Start Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7	Heavy Vehicle Safety Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.8	Vehicle Safety Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.9	Forklift Pre-Start Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.10	Electrical Equipment Testing Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.11	Fire Extinguisher Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 8: Incident Management, Corrective Action and Emergency Response						
8.1	Incident Management and Corrective Action Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Incident Management Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Notifiable Incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Incident Management Flowchart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Incident Report Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	Incident Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7	Non-Conformance Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Item	WHSMS Management Review Criteria	Suitable	Adequate	Effective	Corrective Action Required	Results of Audits / Further Comments (e.g. Is it appropriate for the nature of company operations; Does it satisfy the company's requirements; Does it produce the expected outcome/results?)
8.8	Corrective Action Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9	Corrective Action and Non-Conformance Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.10	Corrective Action and Non-Conformance Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.11	Safety Warning Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.12	Prohibition and Improvement Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.13	First Aid Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.14	First Aid Kit Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.15	Return to Work Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.16	Injured at Work poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.17	Return to Work Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.18	Emergency Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.19	Emergency Contact Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.20	Emergency Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.21	Operation of Fire Fighting Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.22	Evacuation Diagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.23	Evacuation Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.24	Emergency Exercise Evaluation Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 9: Purchasing, Handling, Storage, Packing and Delivery						
9.1	Purchasing, Handling, Storage, Packaging and Delivery Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Item	WHSMS Management Review Criteria	Suitable	Adequate	Effective	Corrective Action Required	Results of Audits / Further Comments (e.g. Is it appropriate for the nature of company operations; Does it satisfy the company's requirements; Does it produce the expected outcome/results?)
9.2	Purchasing, Handling, Storage, Packaging and Delivery Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3	Dangerous Goods & Combustible Liquids Storage Compatibility Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.4	Hazardous Substances Risk Assessment & Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 10: Reporting and Performance Management						
10.1	Reporting and Performance Measurement Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.2	Reporting and Performance Measurement Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.3	Quarterly Work Health and Safety Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 11: Internal Reviews						
11.1	Internal Audit & Management Review Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.2	Internal Audit & Management Review Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.3	Quarterly Internal Audit Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.4	Management Review Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 12: Documents and Records						
12.1	Document Control Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2	Record Management Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WHSMS Criteria		Management Review Comments				



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Evaluation of the suitability of the WHS Policy	
Review of the Objectives, Targets and WHS Performance Indicators	
Findings of the WHSMS Audits	

Evaluation of the effectiveness of the WHSMS, Management Review Outputs and the Need for Changes due to:	
Changing legislation	
Changing expectations and requirements of interested parties	
Changes in the products or activities of the company	
Changes in the structure of the company	
Advances in science and technology	
Lessons learned from WHS Incidents	
Reporting and Communication	



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Feedback	
Resourcing Required	
Opportunities to improve integration of the OH&S management system with other business processes?	
Any implications for the strategic direction of the company?	



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Corrective Actions			
Criteria	Action	Responsible Person	Date closed out



Work Health & Safety Management System

SECTION TWELVE: Documentation and Records



Work Health & Safety Management System

12.1 Document Control Policy

Policy Statement

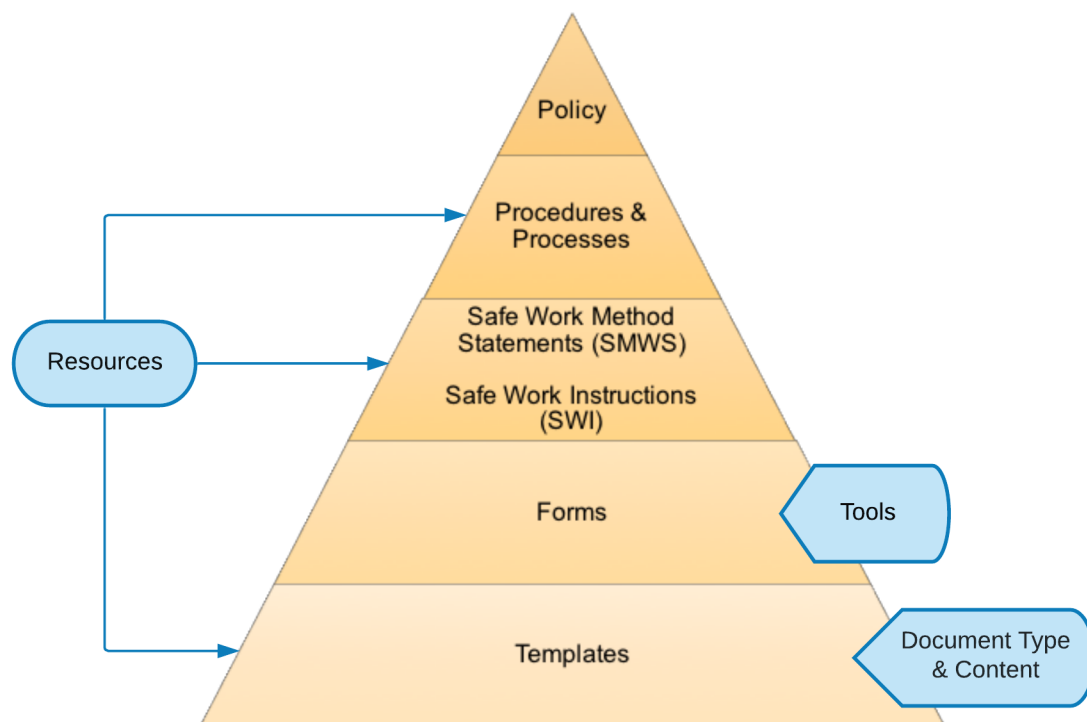
Speedway Promotions Pty Ltd understands the importance of maintaining WHS policies and procedures to ensure that high safety standards are maintained. The document control policy, WHS Activities Calendar and Forms Folder have been developed to ensure that all documentation remains up to date and consistent. Speedway Promotions Pty Ltd will review policies and procedures on a regular basis and ensure that high standards are maintained. The policy describes the way in which WHS documents are developed, revised and controlled.

Policy Scope

This policy applies to all workers, who are employed under any capacity, by Speedway Promotions Pty Ltd. The scope extends to all sites, locations or places of directed work for Speedway Promotions Pty Ltd. It is the policy of Speedway Promotions Pty Ltd that all policies, procedures and related documentation will conform to the Document Control Policy. This Policy will be implemented for all Speedway Promotions Pty Ltd documents.

Policy Implementation

Documentation will be structured in the following hierarchy:



The documented information is kept in the WHS Management System Manual.

The person responsible for the control and management of the documented information is the General Manager/Operations Manager or delegate.

Speedway Promotions Pty Ltd will ensure all policies are developed in a consistent format:

- All documentation will be in Arial Font.
- All documents will have company logo in the header
- All documents will have a Title in the header.



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- The footer will contain the company details, date & version control, and page number.
- All documentation must be in a legible format.

Speedway Promotions Pty Ltd will review policies and procedures on a regular basis:

- Each policy will contain approval by the Director, sign off, date developed and a review date.
- Each policy will be reviewed annually or if changes are required.
- WHS Procedures are developed, reviewed and approved by the General Manager/Operations Manager in consultation with the workers, HSR's and WHS Committee.
- Each quarter policies and procedures will be reviewed and updated as indicated in the Quarterly Review Checklist. Where changes are made procedures will be re printed and workers re-educated.

Speedway Promotions Pty Ltd will ensure current versions are made available and obsolete documents removed:

- Old versions of the WHSMS manual will be removed from circulation and archived for 5 years by the General Manager/Operations Manager and Compliance OH&S to ensure the system being used by Speedway Promotions Pty Ltd is up to date with the latest changes and legislative requirements.
- Speedway Promotions Pty Ltd will remove the old versions of the physical WHS Management System, SWMS and SSMP, scan the completed documents and store in accordance with the Records Management Policy.
- Documentation relating to a project, e.g. specific SWMS, SSMP's, will retained for an appropriate period of time. If an incident occurs, it must be kept for at least 2 years after the incident.
- The WHSMS will be saved with the date of modification in the document name.
- All forms will be maintained in a forms folder in the office and retained as necessary.
- Speedway Promotions Pty Ltd will not print any obsolete version of the WHS Management Systems for use.

The document issuing, and control system ensures that only current documents are used, obsolete documents are withdrawn and that records can be readily retrieved.

Documented information of external origin determined by the company to be necessary for the planning and operation of the WHSMS will be controlled by adding to the documented information to the appropriate folder i.e. subcontractor folder, toolbox talks etc.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



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12.2 Records Management Policy

Policy Statement

Speedway Promotions Pty Ltd understands the importance of filing, retaining and retrieving records to assist in investigations, identify areas for improvement and to assist with compliance with legislative responsibilities. The record management policy has been developed to ensure that all records are appropriately labelled, stored and able to be readily retrieved upon request.

Policy scope

It is the policy of Speedway Promotions Pty Ltd that all records will conform to the Records Management Policy. This Policy will be implemented for Speedway Promotions Pty Ltd records where required. It is expected that all workers, who are employed under any capacity, that perform work for, with, or on behalf of Speedway Promotions Pty Ltd adhere to this policy and any related procedures.

Policy Implementation

Identification, filing, retrieval and retention of records:

- The Director has allocated responsibility for the retention and management of records to the Administration Manager.
- Records are stored in the office records folder.
- The Administration Manager will ensure that certain records are retained in accordance with legislative requirements and disposed of when necessary.
- All Risk Assessment reports indicating a need for atmospheric or health surveillance, and records of the results of any monitoring or health surveillance are to be kept for at least 40 years after the date of the last entry in them,
- A record of all inductions or other training required is to be maintained for a minimum of 5 years.
- Speedway Promotions Pty Ltd keeps a record in respect of each worker who has been or is likely to be exposed to a prohibited or Notifiable carcinogenic substance, for at least 40 years after the date of the last entry, including the following details:
 - The full name and date of birth of the worker,
 - The address of the worker while employed by Speedway Promotions Pty Ltd.
- A copy of each notification to the regulator by a PCBU of an intention to carry out work that involves the use of a carcinogenic substance or lead risk work, for at least 40 years after the date on which the notification is given,
- All records required to be kept for a worker ceasing to carry out lead risk at work for at least 5 years after the date of the last entry in them.
- All Site Safety Management Plans and SWMS/Safe Work Instructions must be kept and made available for up to two years following an incident.

Records must include but are not limited to:

- Induction & Training Records,
- Company & Service Provider SWMS/SWI,
- Meeting Minutes,
- A register of workers working on the project,
- Copies of all Licenses, Certificates and Qualifications held by workers,
- WHS Design Reviews,
- Test reports,
- Hazard, Incident & Non-Conformance reports,
- Incident Investigation Reports,



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- Safety Inspection reports,
- Electrical Equipment testing register,
- SDS,
- First Aid treatment records,
- Emergency procedures,
- Hazard identification and Risk Assessments,
- Plant and equipment maintenance, repair and servicing records,
- Measuring Equipment calibration or verification methods and results
- Product information,
- Work permits,
- Hazardous chemicals use and monitoring records,
- Internal Review Reports,
- Injury and Workers Compensation management records,
- Site Specific Safety Management Plan, Site Safety Rules,
- Incident statistics,
- WHS Audit Reports,
- WHS Performance results
- Evidence of actions - Corrective or Preventive Action Records.

Record Retention Table

Record Type	Retention Period
High-Risk Licence	1 year after high-risk work is carried out
Electrical testing	Next tested or permanently removed from workplace or disposed of
Risk Assessments Work Permits	Until 28 days after the work to which it relates is completed. If an incident occurs, it must be kept for at least 2 years after incident occurs.
SWMS	Until the high-risk construction work to which it relates is completed. If an incident occurs, it must be kept for at least 2 years after incident occurs.
Health Monitoring / Surveillance Records	30 years after the record is made. Asbestos records must be kept for 40 years after the record is made.
Training Records for hazardous chemical exposure at workplace	5 years after the day the worker ceases working for Speedway Promotions Pty Ltd.
PCBU notifications to regulators of intention to carry out work involving use of carcinogenic substance	40 years after the notification is given.
Site Safety Management Plans	Until the project for which the SSMP relates is completed. If an incident occurs, it must be kept for at least 2 years after incident occurs.
All other documents that are not mentioned in table	Minimum of 7 years.

This policy is endorsed by the Director of Speedway Promotions Pty Ltd

Signed: Scott Anderson

Date: 17-05-21 Review date: 17-05-22



Work Health & Safety Management System

Appendix

- **SWMS**



Safe Work Method Statement – Traffic Management Control of Car Park

NOTE: Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.			
PCBU Name & Contact Details: Speedway Promotions Pty Ltd 37 Garema Circuit, Kingsgrove NSW 2208 Phone: 0418 675 761 A.B.N: 98 648 814 779		Principal Contractor (PC):	
Work Manager Contact Number:		Date SWMS provided to PC:	
Work Activity	Traffic Management Control of Car Park		Workplace Location:
High Risk Construction Work:	<input type="checkbox"/> Risk of person falling more than 2 metres (note: in some jurisdictions, this is 3metres)	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of a load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations	<input type="checkbox"/> Use of explosives
	<input type="checkbox"/> Diving Work	<input checked="" type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in an area with movement of powered mobile plant.
	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Tilt-up or precast concrete elements
Name of workers consulted in the development of this SWMS:	Signature:		
Person responsible for ensuring compliance with SWMS:	Date SWMS received:		
What measures are in place to ensure compliance with the SWMS?	Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.		
Person responsible for approving and reviewing SWMS control measures:	Date SWMS received by reviewer:		
How will the SWMS control measures be reviewed?	The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.		
Review Date:	Reviewer's signature:		



Safe Work Method Statement – Traffic Management Control of Car Park

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Planning for installation of signals and associated equipment	Untrained or unlicensed workers may access site	Medium (3)	<p>All workers must complete site induction and sign the site induction form before proceeding with work.</p> <p>Ensure all relevant documentation is in site folder and correct before leaving depot.</p> <p>All workers to be trained in and sign safe work method statement.</p> <p>All workers to be qualified/ licensed/ ticketed/ trained as required for activities performed.</p> <p>Competent person to supervise all new workers.</p> <p>Safety Meeting to be conducted prior to commencement of works.</p> <p>All workers to be in a fit state to commence work, zero blood alcohol concentration, not under influence of drugs and not fatigued.</p> <p>Ensure a Traffic Control Plan for car parking must be implemented on site before works commence.</p> <p>All signage to be in accordance with the traffic control plan.</p> <p>Traffic Controllers performing Stop/Slow duties shall be relieved after 2 hours if continuous work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to Stop/Slow duties (RMS TCAWS Manual Version 5.0 2018).</p> <p>Do not use mobile phones while performing traffic control duties.</p>	Low (1)	Workers and Supervisor
	Inappropriate number of workers	Medium (3)	<p>Management to ensure that adequate workers numbers are allocated.</p> <p>Management to ensure that adequate PPE is available.</p> <p>Management to ensure that appropriate equipment and procedures are used for the works being completed.</p> <p>Ensure adequate first aid kits and amenities are available.</p> <p>Ensure appropriate signage is allocated for the works.</p> <p>Ensure all lights and arrow boards are working correctly.</p> <p>Workers are to have clear radio contact at all times.</p>	Low (1)	Workers and Supervisor
Accessing the car park before event	Collisions causing injury or death to other drivers, pedestrians and workers	High (6)	<p>Workers to ensure drivers of speed limits of car park at all times.</p> <p>Management to ensure 8-hour break within any period of 24hours.</p> <p>Ensure all employees have 1 × 24hours continuous rest period per week.</p> <p>Follow vehicle movement plan and traffic management plan in car park.</p>	Low (2)	Workers



Safe Work Method Statement – Traffic Management Control of Car Park

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Slips, trips and falls	Medium (3)	All Workers to wear approved rubber sole lace up work boots. Identify any slip trip and fall hazards in the car park. All Workers to regularly clean up any waste from public to minimise trip hazards. Competent person to supervise all new workers. Ensure high visibility safety vests are worn. Ensure adequate lighting is in place (Day makers).	Low (1)	Workers and Supervisor
	Interaction with public	Medium (3)	Workers not to approach public or intoxicated persons. Car Park to be secure at all times. Ensure emergency phones can be accessed if needed.	Low (1)	Workers and Supervisor
Set up signage prior to event	Inappropriate signage allocation	Medium (3)	Traffic controllers to always have a safe escape route. Using the authorised car park Traffic Control Plan (TCP) set out the signage in the correct sequence in accordance with the car park TCP. Ensure 40km/h speed zones are installed where workers are within 1.2 metres of moving traffic. Ensure all signage is the correct size and is visible to motorists and not obstructed. Ensure all existing speed signs are covered when setting up car park signage. Ensure the sign is weighted down at all times. Check the correct distance between signage and vehicle movement.	Low (1)	Workers
	Manual handling	Medium (4)	Always use correct manual handling techniques when lifting. Use mechanical lifting devices and trolleys where possible. Only lift objects within your safe lifting limit (use team lifts where needed). Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine straight, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely.	Low (2)	Workers



Safe Work Method Statement – Traffic Management Control of Car Park

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Traffic Control and Management of Car Park during events	Workers and pedestrians being struck by vehicles causing serious injury or death	High (9)	<p>Car Park traffic controllers to stand side on to traffic for 180-degree visual sight of traffic.</p> <p>Workers are to never turn their back on the traffic.</p> <p>Workers are to watch driveway movements and car park entry at all times.</p> <p>Variable message signs (VMS) could be provided to alert road users of any car park full capacity closures.</p> <p>A car park Traffic Management Plan and Traffic Control must be implemented on site before works commence.</p> <p>Ensure workers to be wearing high visibility clothing.</p> <p>Car Park traffic controllers to redirect vehicles where necessary.</p> <p>Use day makers for night work.</p> <p>Ensure all vehicles observe pedestrians and workers.</p> <p>Ensure a minimum of 1.5 metres distance with hand signals to divers to slow down.</p> <p>Ensure there is safe pedestrian access.</p> <p>Avoid space-limited areas where possible. Workers to keep count of numbers of cars entering and exiting, and number of car spots available.</p> <p>Ensure clear and distinct walking paths are available for pedestrians in the car park and away from vehicles.</p> <p>In adverse weather conditions, increase sign distances and or repeater signs.</p> <p>Ensure all signage and equipment is secured.</p> <p>Workers are to have clear radio contact at all times.</p> <p>Ensure all workers get their required breaks when performing stop/slow duties, all breaks are to be recorded and signed off with times.</p> <p>Any injuries/incidents to be reported to management.</p>	Medium (3)	Workers and Supervisor



Safe Work Method Statement – Traffic Management Control of Car Park

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Traffic Control and Management of Car Park during events	Traffic hazard	High (6)	<p>Ensure sufficient car parks are available to cater the demands of both competitors and spectators of all motorsport operators within the precinct for all major events.</p> <p>Ensure there is clear and safe access ways for the public to enter and exit the car park.</p> <p>Ensure there is safe pedestrian access.</p> <p>Ensure emergency exits are not blocked-in car park.</p> <p>Redirect traffic if car park is completely full to other nearby available parking areas.</p> <p>Ensure accredited traffic controllers are wearing high visibility clothing.</p> <p>Variable message signs to be provided to alert road users of any road closure or changes traffic conditions during or prior to events.</p>	Medium (3)	Workers and Supervisor
Closure of car park and remove all equipment post event	Inappropriate use of equipment	Medium (3)	<p>Ensure all signage equipment is removed from car park.</p> <p>Ensure manual handling principles (below) are followed.</p> <p>Remove all equipment from site.</p> <p>Check for any hazards and remove where necessary.</p> <p>Ensure site is left safe.</p> <p>Ensure spotter is observing traffic.</p> <p>Wear gloves when handling signs.</p> <p>Ensure all signage is secured.</p>	Low (1)	Workers
	Manual handling	Medium (4)	<p>Always use correct manual handling techniques when lifting.</p> <p>Use mechanical lifting devices and trolleys where possible.</p> <p>Only lift objects within your safe lifting limit (use team lifts where needed).</p> <p>Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine straight, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely.</p>	Low (2)	Workers
Night show car park works	Injury to Workers/Public	Medium (4)	<p>Ensure traffic controller is clearly visible. Approved high visibility uniform to be worn by workers/car park traffic controllers.</p> <p>Ensure night wands are used.</p> <p>Use two-way radios even if there is clear sight between controllers.</p> <p>Ensure that the correct night signs are implementation in accordance with section 8.1.4 TCWM.</p>	Low (2)	Workers



Safe Work Method Statement – Traffic Management Control of Car Park

Personal Protective Equipment (PPE) required:	Enclosed leather steel capped boots (As per AS/NZS 2210)	Traffic controller reflective vest with identification, long sleeve shirts and long pants, Night works to have a night wand
List the training required by workers to complete the work: List the qualifications of personnel doing the work:	Construction induction certificate (White card), Traffic Controller (Blue Card) Select and Modify Traffic Control Plans (Red Card) Drivers Licences (NSW) Road Occupation Licence Direction to Restrict	
List the Permits, Certificates, SafeWork NSW Approvals, required to complete the work:	Council Permits Police Permits	
Relevant legislation:	Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017, AS/NZS1337.1 Personal eye protection-Eye and face protectors for occupational applications (2010), AS/NZS 1269.3 Occupational Noise management-Hearing protection program (2005), AS/NZS 1801 industrial safety helmets (1997), AS/NZS 2210.1 Safety, protective and occupational footwear-Guide to selection, care and use (2010) & AS/NZS 2210.2 to 2210.9 Occupational protective footwear. AS 1742.1-2003 Manual of uniform traffic control devices, AS 1742.2, AS 1742.3, AS1742.4, AS1742.7, AS1742.8, AS1742.9, AS1742.10, AS174.11, AS1742.12, AS1742.13, AS1742.14. SafeWork NSW Codes of Practice Construction Work Managing the risk of falls Work Health and Safety Consultation, Co-operation and Co-ordination Managing the Work Environment and Facilities First Aid in the Workplace Hazardous Manual Tasks How to Manage Work Health and Safety Risks	
List the plant / equipment that will be used on site:	Associated Signs and Devices	
List maintenance checks for plant & equipment:	Pre-start inspection and regular servicing as per manufacturers instructions	
Frequency of site/workplace inspections: Site Inspections will be completed by:	Daily site inspections to be completed by Site Supervisor and at completion of job	
Hazardous Substances:		



Safe Work Method Statement – Traffic Management Control of Car Park

Sign Off and Approvals

Person responsible for site supervision of the work, inspecting and approving work areas, approval of and compliance with SWMS, protective measures, plant, equipment:	
Name and position:	Signature:
SWMS Prepared by: Ben Knox – Compliance OH&S	Signature: <i>Ben Knox</i>

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
Low 1, 2	Will require localised control measures.				
Medium 3, 4	Will require operational planning. Actions will be recorded on a SWMS.				
High 6, 9	Stop immediately. Implement permanent preventative controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				

SWMS has been developed using the hierarchy of controls to reduce the risk and likelihood of an incident occurring. The use of Elimination, Substitution, Isolation, Engineering, Administration and PPE measures will be used in the above order of preference wherever practicable



Safe Work Method Statement – Traffic Management Control of Car Park

Induction confirmation:

This SWMS has been developed in consultation with the workers and has been read and signed by all workers involved in this activity. I note that I have read and understood the above safe work method statement and will ensure work is completed accordingly.

Date:	Name:	Signature:



Safe Work Method Statement – Traffic Management Control of Car Park

Date:	Name:	Signature:



Safe Work Method Statement – Delivery of Equipment to Site

SWMS-002-Truck Driving and Delivery of Equipment to Site

NOTE: Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.			
PCBU Name & Contact Details: Speedway Promotions Pty Ltd 37 Garema Circuit Kingsgrove NSW 2208 Phone: 0418 675 761 A.B.N: 27 608 559 842		Principal Contractor (PC):	
Work Manager Contact Number:	Date SWMS provided to PC:		
Work Activity	Delivering items to site with truck, LED screen setup, and event production team		Workplace Location:
High Risk Construction Work:	<input type="checkbox"/> Risk of person falling more than 2 metres (note: in some jurisdictions, this is 3metres)	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of a load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations	<input type="checkbox"/> Use of explosives
	<input type="checkbox"/> Diving Work	<input checked="" type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant.
	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Tilt-up or precast concrete elements
Name of workers consulted in the development of this SWMS:	Signature:		
Person responsible for ensuring compliance with SWMS:	Date SWMS received:		
What measures are in place to ensure compliance with the SWMS?	Daily toolbox meetings, SWMS sign off and supervision review		
Person responsible for approving and reviewing SWMS control measures:	Date SWMS received by reviewer:		
How will the SWMS control measures be reviewed?	The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.		
Review Date:	Reviewer's signature:		



Safe Work Method Statement – Delivery of Equipment to Site

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Planning the job	Untrained or unlicensed staff may access site	Medium (3)	All staff must have approved access to site, drivers' licence, and HR drivers' licence where applicable. All staff to be trained in and sign the safe work method statement. Competent person to supervise all new staff. Workers to have Overmass/oversize Permit for their vehicle. All drivers to have appropriate licence for vehicles they are driving.	Low (1)	Workers and supervisor
	Inappropriate tool and equipment allocation	Medium (3)	Management to ensure that adequate time and staff are allocated to complete the work. Management to ensure that equipment is appropriate for the works (i.e., appropriate size truck). Workers to complete vehicle inspection checklist prior to driving.	Low (1)	Workers and supervisor
Drive to site	Collisions causing injury or death to other drivers, pedestrians and staff	High (9)	Workers to follow road safety rules and speed limits at all times. Drivers not to exceed 100km/hour. Ensure compliance with road guidelines in Overmass/Oversize permit for specific routes. Workers to share driving where possible. Ensure all visibility lights on trucks are maintained. Ensure that rear marking plates and oversize signs are in place.	Medium (3)	Workers and supervisor
	Consumption of alcohol and illegal drugs causing risk of motor vehicle accident	High (9)	Blood Alcohol Concentration must not exceed zero at anytime during work hours. Under no circumstances are staff to take illegal drugs or prescription drugs which may affect their driving performance.	Medium (3)	Workers and supervisor



Safe Work Method Statement – Delivery of Equipment to Site

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Poor driver management causing driver fatigue and risk of motor vehicle accident	High (9)	Workers to ensuring regular night sleep of 7-8hours to manage driver fatigue. Workers to maintain health by eating well balanced diet and adopt strategies to manage stress. Workers to be educated on driver fatigue. National Driver Logbook to be filled out for each individual driver where travel occurs outside of the 100km radius. Copies provided to Speedway Promotions and records kept for 12 months for auditing as requested by the road regulator. Management to ensure 8-hour break within any period of 24hours. Drivers not to exceed 12hrs of driving for every 24 hrs. All staff must have 1 × 24 hours continuous rest period per week.	Medium (3)	Workers and supervisor
Park screen truck in position and ensure it is locked and secured, setup screen Receive and secure load	Traffic hazard	High (9)	Direct traffic as necessary. An external company's Traffic Management Plan and Traffic Control must be implemented on site before works commence. Appropriate PPE to be worn at all times. Approved high visibility safety vests and steel capped leather boots to be worn at all times. Supervisor to monitor traffic movements. Ensure trucks reverse beacons and warning sound is working and maintained.	Medium (3)	Workers and supervisor
	Load falling	High (6)	Ensure load is secured well and appropriately. Secure truck by locking and erecting exclusion zone. Do not jump up or down from truck. Ensure all doors etc are secure.	Low (2)	Workers
	Contact with other persons	High (9)	Before reversing ensure all prestart checks are completed on the vehicle. Ensure reverse beacons and cameras are functioning correctly. Ensure work area is isolated from unauthorised personnel. Only deliver screens to site when designated by the site manager/PC. Avoid delivering to site when the public are present in the area. Spotters to be used where necessary.	Medium (3)	Workers



Safe Work Method Statement – Delivery of Equipment to Site

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Injury to staff from aggressive persons	Medium (3)	Members of the public who are threatening, aggressive or abusive should not be approached. Report abuse to supervisor immediately and contact emergency services where needed.	Low (1)	Workers
Receive and secure load/ production equipment	Manual handling	Medium (4)	Always use correct manual handling techniques when lifting: <ul style="list-style-type: none"> ➤ Use mechanical lifting devices and trolleys where possible ➤ Only lift objects within your safe lifting limit (use team lifts where needed) ➤ Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine strait, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely. Ensure the production equipment is safe and stored in a secure location.	Low (2)	Workers
Receive and secure load/ production equipment	Load falling	High (6)	Ensure load does not exceed capacity of truck. Secure load with appropriate tie downs rated to take the load. Do not jump up or down from tray of truck. Ensure toolboxes are secure.	Low (2)	Workers
	Contact with other persons	High (9)	Pre-start checks are completed on the vehicle prior to reversing. Ensure reverse beacons and cameras are functioning correctly. Ensure work area is isolated from unauthorised personnel.	Medium (3)	Workers
	Injury to staff from aggressive persons	Medium (3)	Members of the public who are threatening, aggressive or abusive should not be approached. Report abuse to supervisor immediately and contact emergency services where needed. Speedway Promotions shall provide counseling services to all staff upon request and following dangerous incidents.	Low (1)	Workers
Pack up truck and screen Leave site	Load falling/unstable	High (6)	Ensure load is secured well and appropriately. Truck to have pre-start check completed to ensure it is safe and in good working order. Do not jump up or down from truck.	Low (2)	Workers



Safe Work Method Statement – Delivery of Equipment to Site


Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Contact with other persons	High (9)	Before reversing ensure all prestart checks are completed on the vehicle. Ensure reverse beacons and cameras are functioning correctly. Ensure work area is isolated from unauthorised personnel. Only deliver screens to site when designated by the site manager/PC. Avoid leaving to site when the public are present in the area. Spotters to be used where necessary.	Medium (3)	Workers
	Traffic hazard	High (9)	High Visibility Uniform to be worn at all sites Spotters/traffic controllers to be used to stop/redirect traffic where necessary. Ensure personnel are not in the vicinity of the moving vehicle. Ensure site is secured to prevent unauthorised access.	Medium (3)	Workers



Safe Work Method Statement – Delivery of Equipment to Site

Personal Protective Equipment (PPE) required:	Enclosed leather steel capped boots	High visibility clothing
List the training required by workers to complete the work: List the qualifications of personnel doing the work:	Induction into SWMS Drivers Licence Approved access to site	
List the Permits, Certificates, SafeWork NSW Approvals, required to complete the work:	All necessary permits to be completed on site	
Relevant legislation:	Work in accordance with Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017, workplace injury management and workers compensation act 1998 no. 86, AS/NZS 2210.1 Safety, protective and occupational footwear-Guide to selection, care and use (2010) & AS/NZS 2210.2 to 2210.9 Occupational protective footwear. SafeWork NSW Codes of Practice (or other relevant state-based COP) Construction Work Managing the risk of falls Work Health and Safety Consultation, Co-operation and Co-ordination Managing the Work Environment and Facilities First Aid in the Workplace Hazardous Manual Tasks How to Manage Work Health and Safety Risks	
List the plant / equipment that will be used on site:	Screen mounted truck,	
List maintenance checks for plant & equipment:	Daily pre-start checks, maintenance as per manufacturers guidelines	
Frequency of site/workplace inspections: Site Inspections will be completed by:	Daily site inspections & job completion inspections to be completed by Site Supervisor.	
Hazardous Substances:		

Sign Off and Approvals

Person responsible for site supervision of the work, inspecting and approving work areas, approval of and compliance with SWMS, protective measures, plant, equipment:	
Name and position:	Signature:
SWMS Prepared by: Ben Knox – Compliance OH&S	Signature: 



Safe Work Method Statement – Delivery of Equipment to Site

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
Low 1, 2	Will require localised control measures.				
Medium 3, 4	Will require operational planning. Actions will be recorded on a SWMS.				
High 6, 9	Stop immediately. Implement permanent preventative controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				

SWMS has been developed using the hierarchy of controls to reduce the risk and likely hood of an incident/injury occurring. The use of Elimination, Substitution, Engineering/isolation, Administrative and PPE measures will be used in the above order of preference where ever practicable.



Safe Work Method Statement – Delivery of Equipment to Site

Induction confirmation:

This SWMS has been developed in consultation with the workers and has been read and signed by all workers involved in this activity. I note that I have read and understood the above safe work method statement and will ensure work is completed accordingly.

Date:	Name:	Signature:



Safe Work Method Statement – Delivery of Equipment to Site

Date:	Name:	Signature:



Safe Work Method Statement – Manitou

NOTE: Work must be performed in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

PCBU Name & Contact Details:

Speedway Promotions Pty Ltd
37 Garema Circuit
Kingsgrove NSW 2208
Phone: 0418 675 761
A.B.N: 98 648 814 779

Principal Contractor (PC):

Work Manager Contact Number:

Date SWMS provided to PC:

Work Activity

Manitou Operation

Workplace Location:

High Risk Construction Work:

☐ Risk of person falling more than 2 metres (note: in some jurisdictions, this is 3metres)

☐ Work on a telecommunication tower

☐ Demolition of a load-bearing structure

☐ Likely to involve disturbing asbestos

☐ Temporary load-bearing support for structural alterations or repairs

☐ Work in or near a confined space

☐ Work in or near a shaft or trench deeper than 1.5m or a tunnel

☐ Work in an area that may have a contaminated or flammable atmosphere.

☐ Work on or near pressurised gas mains or piping

☐ Work on or near chemical, fuel or refrigerant lines

☐ Work on or near energised electrical installations

☐ Use of explosives

☐ Diving Work

☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians

☒ Work in an area with movement of powered mobile plant.

☐ Work in areas with artificial extremes of temperature

☐ Work in or near water or other liquid that involves a risk of drowning

☐ Tilt-up or precast concrete elements

Name of workers consulted in the development of this SWMS:

Signature:

Person responsible for ensuring compliance with SWMS:

Date SWMS received:

What measures are in place to ensure compliance with the SWMS?

Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.

Person responsible for approving and reviewing SWMS control measures:

Date SWMS received by reviewer:

How will the SWMS control measures be reviewed?

The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.

Review Date:

Reviewer's signature:



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Planning for the set-up of job. Check all Workers tickets/licences, check site, complete induction	Untrained or unlicensed workers may access site causing serious injury to self or other individuals	Medium (4)	All workers must have Construction Induction Certificate. All workers to be qualified/ licensed/ ticketed/ trained as required for the works. All workers must complete site induction upon arrival to site and sign in. Where induction is not available workers to liaise with site supervisor about site hazards, emergency procedures and any other site requirements. All workers to be trained in and sign safe work method statement. Toolbox talk to be conducted prior to commencement of works All workers to be in a fit state to commence work, be zero blood alcohol concentration, not suffering from fatigue or under the influence of drugs. Competent person to supervise all new workers.	Low (2)	Manitou Operator
	Inappropriate tool and equipment allocation may lead to injury	Medium (4)	Site Supervisor/Management to ensure that appropriate equipment and procedures are used for the works being completed. Site Supervisor /Management to ensure that all electrical devices have an electrical test tag prior to commencement of work. Management to ensure that adequate personal protective equipment is available to workers. Workers to complete pre-start inspection on all equipment prior to use to ensure it is appropriate for the work and is free from damages or defects.	Low (2)	Manitou Operator
Accessing and securing the site	Slips, trips and falls	Low (2)	All workers to wear steel capped boots. Onsite inductions to be completed prior to entering the job including identification of any slip trip and fall hazards. Ensure the work area is clear and free of slip, trip and fall hazards.	Low (1)	Workers



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Weather conditions may cause lead to injury I.e. heat stroke, dehydration, skin cancer, sun burn etc	Medium (4)	Ensure workers remain hydrated through regularly drinking water. Ensure workers to stay out of sun where possible and implement rest breaks or job rotation where necessary. The supervisor to monitor weather forecasts 72 hours out from operation. Monitor wind speed and other weather elements on day of erection. Ensure all action to cease if the inclement conditions are prevailing as determined by the supervisor. Ensure no work to be completed when lightning is present. If wind speeds exceed 10m/s, or the manufacturers maximum wind speed for the Manitou, set up Manitou and operation to cease. Wet weather gear to be available if necessary. In the event that operation ceases due to inclement weather. Ensure manitou must be left in a safe position. Ensure workers wear appropriate PPE including: sun cream, sun hats, and tinted safety glasses while working outside.	Low (2)	Manitou Operator
	Environmental contamination i.e. erosion and sediment	Low (2)	Where possible, works to be timed to avoid rain. Ensure workers follow the project environmental requirements (where required).	Low (1)	Manitou Operator
Accessing and securing the site	Emergency onsite i.e. fire, spill, medical emergency etc. Workers not familiar with emergency procedures	Medium (3)	All workers to ensure they are familiar with the emergency muster points of the site. Ensure all workers follow the onsite emergency procedures as outlined at induction.	Low (2)	Manitou Operator
	Injury to personnel due to individuals entering work site	Medium (3)	Ensure barricades to be erected to prevent unauthorised access to work area. Signage to be erected indicating work site unauthorised access not permitted. Where required, spotters to be used to observe personnel and re-direct where needed. Ensure alternate access is provided where appropriate.	Low (1)	Manitou Operator



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Exposure to site specific hazards	Medium (3)	Crew to review the site inspection form and ensure that controls are implemented for the hazards identified.	Low (2)	Manitou Operator
	Overhead obstructions	Medium (3)	Maintain clearances from electrical equipment and structures, use caution and follow direction of ground crew.	Low (2)	Manitou Operator
Manitou delivery	Traffic hazard Collision with vehicles	Medium (4)	Workers to follow all road rules. Direct traffic as necessary. High visibility uniform to be worn at all times. Supervisor to monitor traffic movements.	Low (2)	Manitou Operator
Drive Manitou into position	Poor communication causing risk of accident Not completing pre-start checklist. Workers not informed of hazards	Medium (4)	Supervisor to ensure clear communication between all persons with signals, whistle or uninterrupted radio frequency. Daily Pre-start Checklists to be completed and logged & signed by operator. Complete toolbox talk and sign SWMS. View Traffic Control Plan and permits as required. Set up Manitou in accordance with manufacturer's recommendations.	Low (2)	Manitou Operator
	Machine failure causing injury to workers and surrounding persons	Medium (4)	Set up Manitou in accordance with manufacturer's recommendations. Daily maintenance check of function and operation safety. Only trained and competent workers to be involved in operating & maintaining plant. Supervision to be provided to all new workers. Park machine on hard ground at all times. Operator to set up machine to AS2550.5-2016 Manufacturers manual & specs. Driver to adjust machine set-up according to site conditions for safe work operations of machine following the risk assessment.	Low (2)	Manitou Operator
Set up Manitou	Manitou tipping or rolling resulting in serious injury	Medium (4)	Prior to operation, inspect the entire work site and all ground conditions where the Manitou will travel. Do not exceed maximum weight capacity of machine. Do not drive with load elevated. If one or more of the wheels are not making full contact with the ground exercise extreme caution.	Low (2)	Manitou Operator



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Attach lifting gear	Equipment failure	Medium (4)	<p>Ensure slings, chains and lifting devices are checked by competent persons using pre-start daily checks defective equipment to be removed from service.</p> <p>Use only engineer approved slings, chains and lifting devices.</p> <p>Only use slings, chains and lifting devices that have been designed for the purpose they are to be used for.</p> <p>Ensure lifting equipment is tagged displaying SWL and has been inspected for compliance.</p> <p>Attach lifting equipment at ground level where possible alternatively use EWP as per SWMS for EWP.</p> <p>Ensure Manitou is set up as per manufacturer's instructions.</p> <p>Double check all aspects of the Manitou each time the Manitou has been re-configured.</p> <p>Do not allow line to go slack.</p>	Low (2)	Manitou Operator
Access connection points on load to attach chains/ slings/ lifters.	Objects falling from height.	High (6)	<p>Ensure all tools and equipment to be secure at all times.</p> <p>Ensure work area is secured off below.</p> <p>Ground staff to remain clear of drop zone.</p> <p>Ensure hard hats must be worn at all times.</p> <p>Ensure safe rigging/slinging practices are followed as identified in certification course, company procedures and site inductions.</p> <p>Use protectors for synthetic slings on sharp edges or corners that may damage the sling. Use only synthetic 16mm tag lines as appropriate and secure to control load.</p> <p>Agree on slinging method and points to attach eg; spreader bar etc. Client or dogman to calculate prior to lift.</p> <p>Tie all items securely before lifting. Once slung, raise load 100 mm to ensure stable prior to continuing lift.</p>	Medium (4)	Manitou Operator
Access connection points on load to attach chains/ slings/ lifters.	Working at height – risk of falls from height.	High (6)	<p>Ensure ground crew advise the mass and Manitou operator to reference load charts to ensure that the required radius is within the WLL of the Manitou.</p> <p>Operator not to operate Manitou over 100% or near load limiter 'limits' as automatic stopping by load limiter may occur abruptly and tip the Manitou.</p>	Low (2)	Manitou Operator
Operate Manitou	Objects falling from height	High (6)	<p>Ensure all tools and equipment to be secure at all times.</p> <p>Ensure work area is secured off below.</p> <p>Ensure hard hats must be worn at all times.</p>	Low (2)	Manitou Operator



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Individuals may be crushed when slewing or raising Manitou	High (6)	Operator must ensure that all personnel are cleared from the area prior to raising or lowering the Manitou. Keep hands and body parts clear of moving machinery.	Low (2)	Manitou Operator
	Being trapped between the plant and materials or fixed structures	Medium (4)	Avoid congested work areas. Remain within the confines of the Manitou while operating. Ensure sufficient clearance between the Manitou and overhead obstacles. Ensure a hard hat is worn where overhead hazards are present.	Low (2)	Manitou Operator
Lift load: Operate Manitou to dogger instructions and manufacturers guidelines	Poor communication causing collision with persons or infrastructure	Medium (4)	Crew to ensure clear communication is maintained between dogger & Manitou operator with signals, whistle or uninterrupted radio frequency to maintain safe approach distances from all persons and infrastructure. Toolbox talk to be completed and SWMS discussed and signed. High visibility uniform to be worn at all times. Manitou to have functioning reverse beacons and flashing lights. Drivers to wear a seatbelt at all times while driving the Manitou. Passengers are only allowed to ride if they are protected in the same manner.	Low (2)	Manitou Operator



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Lift load: Operate Manitou to dogger instructions and manufacturers guidelines	Manitou or load striking persons, structures, plant or equipment resulting in death or serious injury	High (6)	<p>Monitor load to confirm compliance with load capacity. Ensure Manitou is never operated when lightning is present. Ensure loads are never suspended over people and all items are secure. Ensure only trained, competent, ticketed persons to operate Manitou. High Visibility uniform to be worn at all times. Dogman to observe Manitou at all times and alert Manitou driver at slew limit and whenever else necessary. Manitou crew to undertake a trial lift and Manitou slew to check clearances. Never stand under a load or near a crush zone. Ensure constant clear communication between ground crew and Manitou operator:</p> <ul style="list-style-type: none"> • Supply two-way radios for communication. • Where possible maintain visual contact and use approved signals. • Use whistles for backup. 	Medium (3)	Manitou Operator
	Manitou tipping over causing death or serious injury	High (6)	<p>Never exceed Manitou rated loads. Never lift a load out of designated radius. Operator to observe procedures on lift study at all times. Ensure stable foundation of Manitou and outriggers. Use Manitou cut out systems where necessary.</p>	Medium (3)	Manitou Operator



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Lift load: Operate Manitou to dogger instructions and manufacturers guidelines	Mechanical equipment failure	High (6)	<p>Ensure slings, chains and lifting devices are checked by competent persons using pre-start daily checks defective equipment to be removed from service.</p> <p>Only use slings, chains and lifting devices that have been designed for the purpose they are to be used for.</p> <p>Ensure lifting equipment is tagged displaying SWL and has been inspected for compliance.</p> <p>Attach lifting equipment at ground level where possible alternatively use EWP as per SWMS for EWP.</p> <p>Ensure Manitou is set up as per manufacturer's instructions.</p> <p>Double check all aspects of the Manitou each time the Manitou has been re-configured.</p> <p>Ensure line has no slack.</p>	Medium (3)	Manitou Operator
Placement of load to dogman instructions.	Lowering load onto personnel causing serious injury.	Medium (4)	<p>Operator to ensure structure or landing site suitable for load and position themselves such as not to be struck/crushed by load.</p> <p>Load to be stable and secure on ground prior to removing lifting equipment.</p> <p>Ensure lifting gear is not under load prior to removing.</p> <p>All crew to wear the high visibility uniform at all times.</p> <p>Ensure load is lowered slowly.</p> <p>Ensure constant clear communication between ground crew and Manitou operator.</p> <p>Ensure all personnel to remain clear of load.</p> <p>Ground crew to provide adequate warning of descending load to persons below.</p> <p>Ensure there is no hand placement or bodily parts below the load when lowering.</p> <p>Use non-conductive tag line to assist with controlling the load.</p>	Low (2)	Manitou Operator
Removal of lifting gear and lifting devices	Fall from heights	High (6)	<p>Remove lifting gear at ground level where possible.</p> <p>Utilize EWP where necessary as per SWMS for EWP. Complete working at heights permits where necessary.</p>	Medium (3)	Manitou Operator



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Manual Handling injury	Medium (4)	Workers to follow correct manual handling procedures. Use mechanical lifting devices and trolleys where possible. Only lift objects within your safe lifting limit use team lifts where needed Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine straight, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely.	Low (2)	Manitou Operator
	Objects falling from height	High (6)	Ensure all tools and equipment to be secure at all times. Ensure work area is secured off below. Ensure hard hats must be worn at all times.	Low (2)	Manitou Operator
Packing up Manitou Remove lifting gear	Persons being struck by moving Manitou	High (6)	Maintain a safe distance from infrastructure and people. Approved high visibility uniform to be worn at all times. Crew to monitor and direct traffic as necessary. Review and comply with Traffic Control Plan and permits where in place. Only trained and competent crew to operate Manitou. Ensure clear communication between dogger and Manitou operator. Barricade area from public access where necessary. Ground crew to remain clear of moving plant. Operator to stay alert and maintain a safe distance from all persons or structures. Ensure flashing lights and reversing beacons are operating.	Medium (3)	Manitou Operator
Packing up Manitou Remove lifting gear	When refuelling, sparks, flames, hot engine can ignite fuel.	High (6)	Ensure engine is shut down prior to refuelling. Prior to filling ground nozzle against tank to avoid spark. Ensure refuelling occurs in a well-ventilated area. Ensure that there are no naked flames in the area. Do not smoke, avoid spilling fuel and collect any fuel run off. Do not refuel when Manitou is elevated.	Low (2)	Manitou Operator
	Unauthorised persons accessing and using Manitou when unattended	Medium (4)	Ensure all cabinets are locked and covered when leaving machine unattended. Ensure power supply isolated where applicable. Remove key from ignition. Ensure motion brakes and locks applied appropriately.	Low (2)	Manitou Operator



Safe Work Method Statement – Manitou

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Clean up site/Manitou	Manual Handling hazard	Medium (4)	Workers to follow correct manual handling procedures. Use mechanical lifting devices and trolleys where possible. Only lift objects within your safe lifting limit use team lifts where needed Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine straight, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely.	Low (2)	Manitou Operator
	Housekeeping	Low (2)	Centralise and store all tools and equipment at designated secured storage area.	Low (1)	Manitou Operator
Drive Manitou away from site	Poor communication causing collision with persons or infrastructure	Medium (4)	Crew to ensure clear communication is maintained between ground crew & Manitou operator with signals, whistle or uninterrupted radio frequency. Ensure toolbox talks are completed and SWMS discussed and signed. All two-way communications are to be tested before use.	Low (2)	Manitou Operator



Safe Work Method Statement – Manitou

Personal Protective Equipment (PPE) required:	Enclosed leather steel capped boots (As per AS/NZS 2210) Hard Hats	High visibility clothing Sun hats, sun cream- when working outdoors
List the training required by workers to complete the work: List the qualifications of personnel doing the work:	Construction induction certificate (White card) Dogger/Riggers or Manitou driver's ticket Experience and competence in operating Manitou.	Driver's License (HC) Working at Heights Crane And plant Electrical Safety Qualification SWMS induction
List the Permits, Certificates, SafeWork NSW Approvals, required to complete the work:	All necessary permits to be completed on site Crane Safe certification to be in Manitou SafeWork NSW plant registration to be in Manitou	
Relevant Legislation	Work Health & Safety Act 2011, Work Health & Safety Regulations 2017, AS/NZS1337.1 Personal eye protection-Eye and face protectors for occupational applications (2010), AS/NZS 1801 industrial safety helmets (1997), AS/NZS 2210.1 Safety, protective and occupational footwear-Guide to selection, care and use (2010)AS/NZS 2550.1 2002 Cranes, Hoists & Winches, AS/NZS 2050.5 Mobile Cranes, AS 1742 Part 3, Traffic Control, AS 3775.2 2004 Chains & Slings, Work safety guide: Rigging, AS/NZ 1891 Fall arrest systems, AS/NZS 2550.4 & AS/NZS 1418.4, AS 2741 – 1992 Shackles, AS 4497.1-1997 Round Slings- Synthetic Fibre- Product Specification, AS 4497.2-1997 Round Slings- Synthetic Fibre- Care and use, As 3775.2 Chain Slings-Grade R-Care and use, Safe Work Australia Codes of Practice; Construction Work, Managing the risk of falls, Work Health and Safety Consultation, Co-operation and Co-ordination, Managing the Work Environment and Facilities, First Aid in the Workplace, Hazardous Manual Tasks, How to Manage Work Health and Safety Risks and Managing Electrical Risks at the Workplace	
List the plant / equipment that will be used on site: List maintenance checks for plant & equipment:	Crane Make: Manitou Daily maintenance/compliance check of crane Daily slings, chains, shackles, spreader safety compliance inspection to be in crane Annual external crane safe audit 500 hour or three-monthly service inspections. Prestart inspection and regular maintenance checks of equipment	
Frequency of site/workplace inspections: Site Inspections will be completed by	Prior to the job the supervisor will check the site with the workers and remove any hazards All workers will be supervised All equipment will be inspected prior to use and maintained as per the manufacturer's instructions Reviews will be completed regularly on site	
Hazardous Substances:	Fuel	
Corrective Actions	Any member of the crew may call a halt to the job if there are doubts about the safety of the job, items being lifted or the general safety on the project. A decision to restart the job will only be made after all team members are satisfied it is safe to do so. The Site Supervisor is to manage the job and control any changes to processes as they occur in consultation with the workers.	



Safe Work Method Statement – Manitou

Sign Off and Approvals

Person responsible for site supervision of the work, inspecting and approving work areas, approval of and compliance with SWMS, protective measures, plant, equipment:	
Name and position:	Signature:
SWMS Prepared by: Ben Knox – Compliance OH&S	Signature: <i>Ben Knox</i>

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
Low 1, 2	Will require localised control measures.				
Medium 3, 4	Will require operational planning. Actions will be recorded on a SWMS.				
High 6, 9	Stop immediately. Implement permanent preventative controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				

SWMS has been developed using the hierarchy of controls to reduce the risk and likely hood of an incident/injury occurring. The use of *Elimination, Substitution, Engineering/isolation, Administrative and PPE* measures will be used in the above order of preference wherever practicable.



Safe Work Method Statement – Manitou

Induction confirmation:

This SWMS has been developed in consultation with the workers and has been read and signed by all workers involved in this activity. I note that I have read and understood the above safe work method statement and will ensure work is completed accordingly.

Date:	Name:	Signature:



Safe Work Method Statement – Manitou

Date:	Name:	Signature:



Safe Work Method Statement – Front End Loader/Bobcat

NOTE: Work must be performed in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

PCBU Name & Contact Details:

Speedway Promotions Pty Ltd
37 Garema Circuit,
Kingsgrove NSW 2208
Phone: 0418 675 761
A.B.N: 98 648 814 779

Principal Contractor (PC):

Work Manager Contact Number:

Date SWMS provided to PC:

Work Activity

Front End Loader and Bobcat Operation

Workplace Location:

High Risk Construction Work:

☐ Risk of person falling more than 2 metres (note: in some jurisdictions, this is 3metres)

☐ Work on a telecommunication tower

☐ Demolition of a load-bearing structure

☐ Likely to involve disturbing asbestos

☐ Temporary load-bearing support for structural alterations or repairs

☐ Work in or near a confined space

☒ Work in or near a shaft or trench deeper than 1.5m or a tunnel

☐ Work in an area that may have a contaminated or flammable atmosphere.

☐ Work on or near pressurised gas mains or piping

☐ Work on or near chemical, fuel or refrigerant lines

☐ Work on or near energised electrical installations

☐ Use of explosives

☐ Diving Work

☒ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians

☒ Work in an area with movement of powered mobile plant.

☐ Work in areas with artificial extremes of temperature

☐ Work in or near water or other liquid that involves a risk of drowning

☐ Tilt-up or precast concrete elements

Name of workers consulted in the development of this SWMS:

Signature:

Person responsible for ensuring compliance with SWMS:

Date SWMS received:

What measures are in place to ensure compliance with the SWMS?

Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.

Person responsible for approving and reviewing SWMS control measures:

Date SWMS received by reviewer:

How will the SWMS control measures be reviewed?

The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.

Review Date:

Reviewer's signature:



Safe Work Method Statement – Front End Loader/Bobcat

Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Planning for the setup of job	Untrained or unlicensed workers may access site	Medium (3)	All workers must have Construction Induction Training. All workers must complete site induction and sign in / out. Liaise with site controller about site hazards, emergency procedures and any other site requirements. All workers to be trained in and sign SWMS. All workers to be qualified/ licensed/ ticketed/ trained for activity. Competent person to supervise all new workers. Pre-start meeting to be conducted prior to commencing work. All workers must be fit for work, zero blood alcohol concentration, not fatigued or under the influence of drugs.	Low (1)	Management and Workers
	Inappropriate equipment allocation	Medium (3)	Management to ensure adequate workers are allocated to job. Consult with all workers about the works prior to commencement. Management to ensure that adequate PPE is available. Management to ensure that appropriate procedures are used for the works being completed. Management to ensure appropriate plant & equipment is provided for work activity. Ensure adequate first aid kits and amenities are available.	Low (1)	Management and Workers
Accessing the site	Unauthorised personnel enter site	Medium (3)	Appropriate barriers & signage to be erected to prevent unauthorised access to work area. Spotters to be used to observe personnel and re direct as needed. Alternate access to be provided where appropriate. Ensure pedestrian exclusion zones are established.	Low (1)	Workers
	Slips, trips and falls	Medium (3)	Identify any slip trip and fall hazards. Workers not to access areas where risk of slip trip or fall is present. Manager to ensure safe access to site and all hazards have been removed where possible. Wear PPE: High visibility uniform, rubber steel capped work boots.	Low (1)	Workers
	UV exposure, Wet Weather	Medium (3)	Workers must remain hydrated through day, regularly drinking water. Workers to stay out of sun where possible and implement rest breaks or job rotation where necessary. Workers to consider stopping work in extreme heat. Do not work in wet weather. Workers must wear appropriate PPE including sun cream, sun hats, long sleeve shirts, and sunglasses while working outside.	Low (1)	Workers



Safe Work Method Statement – Front End Loader/Bobcat

Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Accessing the site / Drive to site	Collisions with other drivers, pedestrians and Workers	High (9)	Workers to follow road safety rules and speed limits at all times. Ensure all visibility lights on vehicles are operational. Workers to use defensive driving techniques and avoid road rage. Drivers to take extreme care with driving to avoid incidents. Workers to take break every two hours of driving.	Medium (3)	Driver
	Consumption of alcohol and illegal drugs	High (9)	All Workers must be free of drugs and alcohol during work hours. Drugs or alcohol are not to be bought to work or consumed during work. Under no circumstances are Workers to take illegal drugs or prescription drugs, which may affect their performance.	Medium (3)	Driver
	Workers being struck by vehicles	High (9)	Work on closed road where possible. An external company's Traffic Management Plan and Traffic Control must be implemented on site before works commence. Workers to be wearing high visibility clothing reflective tape at night. Signage to be installed. Spotters to be in place to observe oncoming vehicles. Operate in quiet times where possible. Traffic controllers to redirect vehicles where necessary. Utilise block vehicles for all work on roads. Use day makers for night work.	Medium (3)	Driver
Unload machine	Contact with other persons and plant or vehicle	High (9)	Ensure workers are moved to a safe distance prior to unloading of plant. Unloading / Loading area exclusion zone to be set up. Spotters to monitor the work area to ensure no unauthorised personnel enter the unloading area. Use spotter to guide unloading. Signage to be installed for unloading plant. Ensure all breaks are on prior to removal of machine. All workers to maintain constant communication for unloading. Ramps to be used to unload the machine. Workers to ensure that the ramp is secured prior to unloading.	Medium (3)	Driver and Workers
	Uneven or soft/Slippery/muddy surface	High (6)	Unload plant in Designated unload/load area. Ensure firm, level ground where unloading takes place. Implement exclusion zones and keep other persons away from unloading area. Geotechnical engineer must approve the ground stability prior to using Articulated Loader. Use spotter to guide unloading. Wear PPE; steel capped boots.	Low (2)	Operator and Workers



Safe Work Method Statement – Front End Loader/Bobcat

Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Unload machine	Contact with persons	High (9)	<p>Complete survey of site with site controller before entering and plan path of travel to ensure all obstacles are avoided.</p> <p>Maintain a safe distance ground people.</p> <p>Use spotters and tiger tails where necessary.</p> <p>Ensure approved high visibility uniform to be worn at all times.</p> <p>Staff to monitor and direct traffic as necessary.</p> <p>Review and comply with Traffic Control Plan where in place.</p> <p>Determine slew zone and ensure clear of obstacles.</p> <p>Only trained and competent staff to operate Loader.</p> <p>Use additional spotter where necessary.</p> <p>Ensure clear communication between spotter and Loader operator.</p> <p>Barricade area from public access where necessary</p> <p>Ground staff to remain clear of moving plant.</p> <p>Operator to maintain a safe distance from all persons or structures.</p> <p>Ensure flashing lights and reversing beacons are operating.</p>	Medium (3)	Workers
Entering and exiting vehicle cab	Falls, slips	Medium (3)	<p>Maintain 3 points contact with the access system.</p> <p>Never jump on or off the machine.</p> <p>Never attempt to mount or dismount a moving machine.</p>	Low (1)	Workers
Operation of Loader	Loaders creating dust and noise	Medium (3)	<p>Complete pre-start checks. Ensure service log up to date.</p> <p>Ensure personnel are not working around the vicinity of plant.</p> <p>Ensure temporary fencing is in place to isolate work area from personnel.</p> <p>Ensure hearing protection, hard hats, high visibility shirts, steel capped leather boots, eye and ear protection is worn.</p> <p>Wet down area to minimise dust generation.</p>	Low (1)	Workers
Operation of Loader	Contact with personnel and other plant and equipment	High (9)	<p>Only trained and competent operators to use Loaders.</p> <p>Operate Loader as per manufacturer's instructions.</p> <p>Ensure all personnel are well clear of the Loader at all times. Implement exclusion zones in area of work and around plant.</p> <p>Ensure all guards are fitted as per the operation manual.</p> <p>Ensure the Loader does not exceed the operating parameters as per manual.</p> <p>Ensure flashing lights and beacons are operating effectively.</p>	Medium (3)	Operator and Workers



Safe Work Method Statement – Front End Loader/Bobcat


Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Plant Rollover	High (9)	<p>Assess ground conditions prior to operation and ensure an engineer is consulted for approval of the ground stability prior to operating.</p> <p>Be aware of soft ground, approach areas straight on, not at an angle.</p> <p>Keep the attachments low to the ground when travelling.</p> <p>Ensure all open edges that are not being excavated are barricaded with clear signage.</p> <p>Plant, vehicle, materials should not be placed near the edge of an excavation (zone of influence).</p> <p>Store away from edges, unless ground support system (e.g. Benching, battering or shoring techniques) is in place and approved by an engineer.</p> <p>Place material on lower side slopes.</p> <p>Operators must wear seatbelts fitted to plant.</p> <p>Plant to have ROPS.</p>	Medium (3)	Workers
Load the Articulated Loader onto Truck	Contact with others	High (9)	<p>Complete final check on plant to ensure defects are noted and addressed.</p> <p>Ensure all workers are moved to a safe distance prior to loading plant.</p> <p>Ensure all breaks etc are working prior to loading of machine.</p> <p>Place truck on level surface with hand breaks on.</p> <p>Take care while removing machine and use spotters.</p> <p>Ensure Loader is safely secured and all breaks and locks in place.</p>	Medium (3)	Workers
	Overloading	Medium (4)	<p>Check load chart and ensure Load mass is not exceeded on truck.</p> <p>Apply correct number of lashing points to secure it down.</p> <p>Wash away dirt and mud from Loader before loading onto truck.</p>	Low (2)	Workers
Clean-up site	Housekeeping	Medium (3)	<p>Remove all waste from site and dispose of appropriately.</p> <p>Clean-up area continuously throughout day and at end of day, keep up with housekeeping practices. Clean up any mess, spills or water.</p> <p>Clean equipment as required and pack away in secure storage.</p> <p>Implement adequate silt control & weather control.</p>	Low (1)	Workers
Refuelling Loader with petrol	Ignite Fire, Exposure to petrol	Medium (3)	<p>Allow engine to cool at least 5 minutes before refuelling.</p> <p>Use funnel or can with spout when filling petrol.</p> <p>Ensure you do not overfill tank and no spills occur.</p> <p>Clean-up spills immediately. Ensure spill kit is available and used to contain any spills. Use absorbent materials to clean up any spills and dispose of in a flammable waste container.</p> <p>Return fuel to a secure position. Check for fuel leaks.</p> <p>Ensure adequate ventilation when filling fuel tank.</p> <p>Review SDS and follow safety instructions.</p>	Low (1)	Workers



Safe Work Method Statement – Front End Loader/Bobcat

Personal Protective Equipment (PPE) required:	Enclosed leather steel capped boots Hearing Protection	High visibility clothing Sun hats, sun cream - when working outdoors
List the training required by workers to complete the work: List the qualifications of personnel doing the work:	Construction Induction Card Competency in operating Articulated Loader Induction into SWMS	
List the Permits, Certificates, SafeWork NSW Approvals, required to complete the work:		
Relevant legislation:	Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017 AS/NZS1337.1 Personal eye protection-Eye and face protectors for occupational applications (2010), AS/NZS 1269.3 Occupational Noise Management-Hearing protection program (2005), AS/NZS 1801 industrial safety helmets (1997), AS/NZS 2210.1 Safety, protective and occupational footwear-Guide to selection, care and use (2010) & AS/NZS 2210.2 to 2210.9 Occupational protective footwear. SafeWork NSW Codes of Practice Construction Work Managing the risk of falls Work Health and Safety Consultation, Co-operation and Co-ordination Managing the Work Environment and Facilities First Aid in the Workplace Hazardous Manual Tasks How to Manage Work Health and Safety Risks	
List the plant / equipment that will be used on site:	Front End Loader	
List maintenance checks for plant & equipment:	Daily pre-start checks, maintenance as per manufacturers guidelines	
Frequency of site/workplace inspections: Site Inspections will be completed by:	Daily site inspections & job completion inspections to be completed by Site Supervisor.	
Hazardous Substances:	Fuel	

Sign Off and Approvals

Person responsible for site supervision of the work, inspecting and approving work areas, approval of and compliance with SWMS, protective measures, plant, equipment:	
Name and position:	Signature:
SWMS Prepared by: Ben Knox – Compliance OH&S	Signature: 



Safe Work Method Statement – Front End Loader/Bobcat

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
Low 1, 2	Will require localised control measures.				
Medium 3, 4	Will require operational planning. Actions will be recorded on a SWMS.				
High 6, 9	Stop immediately. Implement permanent preventative controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				

SWMS has been developed using the hierarchy of controls to reduce the risk and likelihood of an incident occurring.

The use of Elimination, Substitution, Isolation, Engineering, Administration and PPE measures will be used in the above order of preference wherever practicable.



Safe Work Method Statement – Front End Loader/Bobcat

Induction confirmation:

This SWMS has been developed in consultation with the workers and has been read and signed by all workers involved in this activity. I note that I have read and understood the above safe work method statement and will ensure work is completed accordingly.

Date:	Name:	Signature:



Safe Work Method Statement – Front End Loader/Bobcat

Date:	Name:	Signature:



Safe Work Method Statement – Water Truck Operation

NOTE: Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.			
PCBU Name & Contact Details: Speedway Promotions Pty Ltd 37 Garema Circuit, Kingsgrove NSW 2208 Phone: 0418 675 761 A.B.N: 98 648 814 779		Principal Contractor (PC):	
Work Manager Contact Number:		Date SWMS provided to PC:	
Work Activity	Water Truck Operation		Workplace Location:
High Risk Construction Work:	<input type="checkbox"/> Risk of person falling more than 2 metres (note: in some jurisdictions, this is 3metres)	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of a load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations	<input type="checkbox"/> Use of explosives
	<input type="checkbox"/> Diving Work	<input checked="" type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant.
	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Tilt-up or precast concrete elements
Name of workers consulted in the development of this SWMS:		Signature:	
Person responsible for ensuring compliance with SWMS:		Date SWMS received:	
What measures are in place to ensure compliance with the SWMS?		Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.	
Person responsible for approving and reviewing SWMS control measures:		Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?		The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.	
Review Date:		Reviewer's signature:	



Safe Work Method Statement – Water Truck Operation

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Planning for the setup of job	Untrained or unlicensed workers may access site.	Medium (3)	All workers must have Construction Induction Certificate. All workers must complete site induction upon arrival to site and sign in. Where induction is not available workers to liaise with site controller about site hazards, emergency procedures and any other site requirements. All workers to be trained in and sign safe work method statement. All workers to be qualified/ licensed/ ticketed/ trained as required for. Competent person to supervise all new workers. Pre-start meeting to be conducted prior to commencement of works. All workers to be in a fit state to commence work, not fatigued or under the influence of drugs or alcohol. Workers to follow site emergency procedures.	Low (1)	Workers
	Inappropriate equipment allocation	Medium (3)	Management to ensure adequate workers are allocated to job. Consult with all workers about the works prior to commencement. Management to ensure that adequate PPE is available. Ensure that appropriate procedures are used for the works being completed. Ensure appropriate plant & equipment is provided for work activity. Ensure adequate first aid kits and amenities are available.	Low (1)	Management and Workers
Accessing the site	Unauthorised personnel enter site	Medium (3)	Appropriate barriers & signage to be erected to prevent unauthorised access to work area. Spotters to be used to observe personnel and re direct as needed. Alternate access to be provided where appropriate. Ensure pedestrian exclusion zones are established.	Low (1)	Workers
	Slips, trips and falls	Medium (3)	Identify any slip trip and fall hazards. Workers not to access areas where risk of slip trip or fall is present. Manager to ensure safe access to site and all hazards have been removed where possible. Wear PPE: High visibility uniform, rubber steel capped work boots.	Low (1)	Workers
	UV exposure, Wet Weather	Medium (3)	Workers must remain hydrated through day, regularly drinking water. Workers to stay out of sun where possible and implement rest breaks or job rotation where necessary. Workers to consider stopping work in extreme heat. Do not work in wet weather. Workers must wear appropriate PPE including sun cream, sun hats, and sunglasses while working outside.	Low (1)	Workers



Safe Work Method Statement – Water Truck Operation

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Accessing the site / Drive to site	Collisions with other drivers, pedestrians and Workers	High (9)	Workers to follow road safety rules and speed limits at all times. Ensure all visibility lights on vehicles are operational. Workers to use defensive driving techniques and avoid road rage. Drivers to take extreme care with driving to avoid incidents. Workers to take break every two hours of driving.	Medium (3)	Driver
	Plant / People interaction	High (9)	Work on closed road where possible. Operate in quiet times where possible. An external company's Traffic Management Plan and Traffic Control must be implemented. Plant work zones are to be clearly conveyed and not allow persons to pass through. If a person enters the 'Restricted' or 'No-Go' zone around the plant, contact with the driver is made by the Spotter, plant must remain stationary until given all clear by the Spotter. All plant must use revolving flashlights & reverse alarms. Driver must refrain from leaving truck adjacent to moving public traffic Workers to be wearing high visibility clothing. Signage to be installed. Traffic controllers to redirect vehicles and observe traffic flow. Utilise block vehicles for all work on roads. Use day makers for night work.	Medium (3)	Driver
Preparing to Operate Water truck Daily Plant Inspection	Plant and equipment failure, damage to plant	Medium (4)	Plant operators to inspect each item of plant and complete daily plant checklist provided. All plant to have Plant Risk Assessments, service history & operator's manual in cabin at all times.	Low (2)	Workers
	Access / Egress from truck and falling	High (6)	An access ladder is in place. Treads are made of suitable metal mesh A handrail is in place on the right-hand side of the ladder. Do not stand on top of or go into tank. Always utilise platform for access and do not overreach or climb on rails.	Medium (3)	Workers
	Standing on platform landing and fall from height	High (6)	A suitable platform is in place for access Utilise platforms and handrails for access. Guardrails to be permanently fixed to the structure.	Medium (3)	Workers



Safe Work Method Statement – Water Truck Operation


Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Operate Water spraying on site	Workers accessing the truck and falling from heights	High (6)	Access ladder or step is in place. Treads are made of suitable metal mesh. A handrail is in place on the right-hand side of the ladder. Do not stand on top of or go into tank. Always utilise platform for access and do not overreach or climb on rails. Guardrails to be permanently fixed to the structure.	Low (2)	Workers
Operate Water spraying on site	Contact with other persons	High (9)	Ensure all pre-start checks are completed on the sprayers before starting. Only licensed trained and competent operators to use water truck. Operate water truck as per manufacturer's instructions. Ensure spray area is cleared of all personnel before operation. No workers to be on back of truck or around truck when spraying. Spotters used to guide truck around site if required. Ensure reverse beacons and cameras are functioning correctly. Ensure work area is isolated from the public.	Medium (3)	Workers
	Loaded truck may roll	Medium (3)	Staff must follow the truck operating manual and the relevant road rules. Drivers to operate the sprayer in line with the road conditions. Do not overload the tanker or the vehicle. Do not spray excessive amounts of water onto soil.	Low (1)	Workers
Pack up and lock up equipment	Unauthorised use of plant	High (6)	Make sure that all machinery is switched off and key removed at end of day. Always apply the safety switch button before exiting the cabin. Park all plant on flat, stable ground clear of haul roads & fire access points.	Medium (3)	Workers
	Housekeeping	Medium (3)	Remove all waste from site and dispose of appropriately. Clean-up area continuously throughout day and at end of day. Clean equipment and pack away in secure storage.	Low (1)	Workers
Leave site	Traffic hazard	High (6)	Use traffic controllers where available. Ensure no animals or persons are in the vicinity of the moving vehicle. Drive with caution when leaving site and obey all signage	Medium (3)	Workers
Refuelling with petrol	Ignite Fire, Exposure to petrol	Medium (3)	Allow engine to cool at least 5 minutes before refuelling. Use funnel or can with spout when filling petrol. Ensure you do not overfill tank and no spills occur. Check for fuel leaks. Clean-up spills immediately. Ensure adequate ventilation when filling fuel tank. Review SDS and follow safety instructions. Ensure spill kit is available and used to contain any spills. Dispose of in a flammable waste container.	Low (1)	Workers



Safe Work Method Statement – Water Truck Operation

Personal Protective Equipment (PPE) required:	Enclosed leather steel capped boots (As per AS/NZS 2210) High visibility vest
List the training required by workers to complete the work: List the qualifications of personnel doing the work:	Construction induction training (White card) SWMS Induction Heavy vehicle licence
List the Permits, Certificates, SafeWork NSW Approvals, required to complete the work:	
Relevant legislation:	Work in accordance with Work Health & Safety Regulation 2017, Work Health & Safety Act 2011, workplace injury management and workers compensation act 1998 no. 86, AS/NZS1337.1 Personal eye protection-Eye and face protectors for occupational applications (2010), AS/NZS 1269.3 Occupational Noise management-Hearing protection program (2005), AS/NZS 1801 industrial safety helmets (1997), AS/NZS 2210.1 Safety, protective and occupational footwear-Guide to selection, care and use (2010) & AS/NZS 2210.2 to 2210.9 Occupational protective footwear. Safe Work Australia Codes of Practice Construction Work Managing the risk of falls Work Health and Safety Consultation, Co-operation and Co-ordination Managing the Work Environment and Facilities First Aid in the Workplace Hazardous Manual Tasks How to Manage Work Health and Safety Risks
List the plant / equipment that will be used on site: List maintenance checks for plant & equipment:	Daily maintenance/compliance check of Trailer Truck and radio Daily Plant Operator's Inspection Report (pre-start check)
Frequency of site/workplace inspections: Site Inspections will be completed by:	Daily site inspections to be completed by Site Supervisor and at completion of job
Hazardous Substances:	

Sign Off and Approvals

Person responsible for site supervision of the work, inspecting and approving work areas, approval of and compliance with SWMS, protective measures, plant, equipment:	
Name and position:	Signature:
SWMS Prepared by: Ben Knox – Compliance OH&S	Signature: 



Safe Work Method Statement – Water Truck Operation

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
Low 1, 2	Will require localised control measures.				
Medium 3, 4	Will require operational planning. Actions will be recorded on a SWMS.				
High 6, 9	Stop immediately. Implement permanent preventative controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				

SWMS has been developed using the hierarchy of controls to reduce the risk and likelihood of an incident occurring. The use of Elimination, Substitution, Isolation, Engineering, Administration and PPE measures will be used in the above order of preference wherever practicable.

Induction confirmation:

Speedway Promotions Ltd Pty
 ABN: 98 648 814 779
 P: 0418 675 761
 E: info@complianceohs.com.au

Document No: SWMS V1
 Approved by: Director
 Issue Date: 17-05-21
 Review Date: 17-05-22

This document is uncontrolled when printed.
 The controlled document is available on
 Server.



Safe Work Method Statement – Water Truck Operation

This SWMS has been developed in consultation with the workers and has been read and signed by all workers involved in this activity. I note that I have read and understood the above safe work method statement and will ensure work is completed accordingly.

Date:	Name:	Signature:



Safe Work Method Statement – Water Truck Operation

Date:	Name:	Signature:



Safe Work Method Statement – Grader

NOTE: Work must be performed in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

PCBU Name & Contact Details:

Speedway Promotions Pty Ltd
37 Garema Circuit,
Kingsgrove NSW 2208
Phone: 0418 675 761
A.B.N: 98 648 814 779

Principal Contractor (PC):

Work Manager Contact Number:

Date SWMS provided to PC:

Work Activity

Grader Operation

Workplace Location:

High Risk Construction Work:

☐ Risk of person falling more than 2 metres (note: in some jurisdictions, this is 3metres)

☐ Work on a telecommunication tower

☐ Demolition of a load-bearing structure

☐ Likely to involve disturbing asbestos

☐ Temporary load-bearing support for structural alterations or repairs

☐ Work in or near a confined space

☐ Work in or near a shaft or trench deeper than 1.5m or a tunnel

☐ Work in an area that may have a contaminated or flammable atmosphere.

☐ Work on or near pressurised gas mains or piping

☐ Work on or near chemical, fuel or refrigerant lines

☒ Work on or near energised electrical installations

☐ Use of explosives

☐ Diving Work

☒ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians

☒ Work in an area with movement of powered mobile plant.

☐ Work in areas with artificial extremes of temperature

☐ Work in or near water or other liquid that involves a risk of drowning

☐ Tilt-up or precast concrete elements

Name of workers consulted in the development of this SWMS:

Signature:

Person responsible for ensuring compliance with SWMS:

Date SWMS received:

What measures are in place to ensure compliance with the SWMS?

Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.

Person responsible for approving and reviewing SWMS control measures:

Date SWMS received by reviewer:

How will the SWMS control measures be reviewed?

The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.

Review Date:

Reviewer's signature:



Safe Work Method Statement – Grader

Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Planning for the setup of job	Untrained or unlicensed workers may access site	Medium (3)	All workers must have Construction Induction Training. All workers must complete site induction and sign in / out. Liaise with site controller about site hazards, emergency procedures and any other site requirements. All workers to be trained in and sign SWMS. All workers to be qualified/ licensed/ ticketed/ trained for activity. Competent person to supervise all new workers. Pre-start meeting to be conducted prior to commencing work. All workers must be fit for work, zero blood alcohol concentration, not fatigued or under the influence of drugs.	Low (1)	Management and Workers
	Inappropriate equipment allocation	Medium (3)	Management to ensure adequate workers are allocated to job. Consult with all workers about the works prior to commencement. Management to ensure that adequate PPE is available. Management to ensure that appropriate procedures are used for the works being completed. Ensure appropriate plant & equipment is provided for work activity. Ensure adequate first aid kits and amenities are available.	Low (1)	Management and Workers
Accessing the site	Unauthorised personnel enter site	Medium (3)	Appropriate barriers & signage to be erected to prevent unauthorised access to work area. Spotters to be used to observe personnel and re direct as needed. Alternate access to be provided where appropriate. Ensure pedestrian exclusion zones are established.	Low (1)	Workers
	Slips, trips and falls	Medium (3)	Identify any slip trip and fall hazards. Workers not to access areas where risk of slip trip or fall is present. Manager to ensure safe access to site and all hazards have been removed where possible. Wear PPE: High visibility uniform, rubber steel capped work boots.	Low (1)	Workers



Safe Work Method Statement – Grader

Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	UV exposure, Wet Weather	Medium (3)	Workers must remain hydrated through day, regularly drinking water. Workers to stay out of sun where possible and implement rest breaks or job rotation where necessary. Workers to consider stopping work in extreme heat. Do not work in wet weather. Workers must wear appropriate PPE including: sun cream, sun hats, long sleeve shirts, and sunglasses while working outside.	Low (1)	Workers
Accessing the site / Drive to site	Collisions with other drivers, pedestrians and Workers	High (9)	Workers to follow road safety rules and speed limits at all times. Ensure all visibility lights on vehicles are operational. Workers to use defensive driving techniques and avoid road rage. Drivers to take extreme care with driving to avoid incidents. Workers to take break every two hours of driving.	Medium (3)	Driver
	Consumption of alcohol and illegal drugs	High (9)	All Workers must be free of drugs and alcohol during work hours. Drugs or alcohol are not to be bought to work or consumed during work. Under no circumstances are Workers to take illegal drugs or prescription drugs, which may affect their performance.	Medium (3)	Driver
	Contact with live traffic vehicles	High (9)	Work on closed road where possible. Operate in quiet times. A an external company's Traffic Management Plan and Traffic Control must be implemented on site before works commence. Use external portable traffic lights, boom gate, and other traffic control devices. Use externally trained Traffic control persons. Workers to be wearing high visibility clothing including RMS approved white overalls with reflective tape at night. Signage to be installed. Spotters to be in place to observe oncoming vehicles. Utilise block vehicles for all work on roads. Use day makers for night work.	Medium (3)	Driver



Safe Work Method Statement – Grader

Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Unload plant	Contact with other persons and plant	High (9)	Ensure workers are moved to a safe distance prior to unloading of plant. Unloading / Loading area exclusion zone to be set up. Spotters to monitor the work area to ensure no unauthorised personnel enter the unloading area. Use spotter to guide unloading. Signage to be installed for unloading plant. Ensure all breaks are on prior to removal of machine. All workers to maintain constant communication for unloading. Ramps to be used to unload the machine. Workers to ensure that the ramp is secured prior to unloading.	Medium (3)	Workers
	Uneven or soft/ Slippery/muddy surface	High (6)	Ensure firm, level ground where loading / unloading takes place. Implement exclusion zones and keep persons away from unloading area. Geotechnical engineer must approve the ground stability prior to using the Grader. Use spotter to guide unloading. Wear appropriate PPE; steel capped boots.	Low (2)	Operator and Workers
Unload plant	Contact with overhead power lines, infrastructure or persons	High (9)	Complete survey of site with site controller before entering and plan path of travel to ensure all obstacles are avoided. Maintain a safe distance from ground crew. Use spotters and tiger tails where necessary. Approved high visibility uniform to be worn at all times. Staff to monitor and direct traffic as necessary. Review and comply with Traffic Control Plan and permits where in place. Determine slow zone and ensure clear of obstacles. Only trained and competent staff to operate Grader. Use additional spotter where necessary. Ensure clear communication between spotter and Grader operator. Barricade area from public access where necessary. Ground staff to remain clear of moving plant. Operator to maintain a safe distance from all persons or structures. Ensure flashing lights and reversing beacons are operating.	Medium (3)	Workers
Operation of Grader	Graders creating dust and noise	Medium (3)	Complete pre-start checks on machine. Ensure service log is up to date. Ensure personnel are not working in the vicinity of plant. Ensure temporary fencing is in place to isolate work area from personnel. Ensure hearing protection, hard hats, high visibility shirts, steel capped leather boots, sun protection and eye and ear protection is worn. Wet down area to minimise dust generation.	Low (1)	Workers



Safe Work Method Statement – Grader

Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
	Contact with personnel and other plant and equipment	High (9)	Only trained and competent operators to use Graders. Operate Grader as per manufacturer's instructions. Ensure all personnel are well clear of the Grader at all times. Implement exclusion zones in area of work and around plant. Ensure all guards are fitted as per the operation manual. Ensure the Grader does not exceed the operating parameters as per manual. Ensure flashing lights and beacons are operating effectively.	Medium (3)	Operator and Workers
	Plant Rollover	High (9)	Assess ground conditions prior to operation and ensure an engineer is consulted for approval of the ground stability prior to operating. Be aware of soft ground, approach areas straight on, not at an angle. Keep the attachments low to the ground when travelling. Ensure all open edges that are not being excavated are barricaded with clear signage. Plant, vehicle, materials should not be placed near the edge of an excavation (zone of influence). Store away from edges, unless ground support system (e.g. Benching, battering or shoring techniques) is in place and approved by an engineer. Place material on lower side slopes. Operators must wear seatbelts fitted to plant. Plant to have ROPS.	Medium (3)	Workers
Load Grader onto Truck	Contact with others	High (9)	Complete final check on plant to ensure defects are noted and addressed. Ensure all workers are moved to a safe distance prior to loading plant. Ensure all breaks etc are working prior to loading of machine. Place truck on level surface with hand breaks on. Take care while removing machine and use spotters. Ensure Grader is safely secured and all breaks and locks in place.	Medium (3)	Workers
	Overloading	Medium (4)	Check load chart and ensure Load mass is not exceeded on truck. Apply correct number of lashing points to secure it down. Wash away dirt and mud from Grader before loading onto truck.	Low (2)	Workers
Clean-up site	Housekeeping	Medium (3)	Remove all waste from site and dispose of appropriately. Clean-up area continuously throughout day and at end of day, keep up with housekeeping practices. Clean up any mess, spills or water. Clean equipment as required and pack away in secure storage. Implement adequate silt control & weather control	Low (1)	Workers



Safe Work Method Statement – Grader

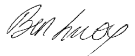
Procedure (In steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Refuelling Grader with petrol	Ignite Fire, Exposure to petrol	Medium (3)	<p>Allow engine to cool at least 5 minutes before refuelling.</p> <p>Use funnel or can with spout when filling petrol.</p> <p>Ensure you do not overfill tank and no spills occur.</p> <p>Clean-up spills immediately. Ensure spill kit is available and used to contain any spills. Use absorbent materials to clean up any spills and dispose of in a flammable waste container.</p> <p>Return fuel to a secure position. Check for fuel leaks.</p> <p>Ensure adequate ventilation when filling fuel tank.</p> <p>Review SDS and follow safety instructions.</p>	Low (1)	Workers



Safe Work Method Statement – Grader

Personal Protective Equipment (PPE) required:	Enclosed leather steel capped boots Hearing Protection	High visibility Long sleeve shirt & pants Sun hats, sun cream - when working outdoors
List the training required by workers to complete the work: List the qualifications of personnel doing the work:	Construction Induction Card Relevant trade certificate Induction into SWMS	
List the Permits, Certificates, SafeWork NSW Approvals, required to complete the work:	All necessary permits to be completed on site	
Relevant legislation:	Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017 AS/NZS1337.1 Personal eye protection-Eye and face protectors for occupational applications (2010), AS/NZS 1269.3 Occupational Noise management-Hearing protection program (2005), AS/NZS 1801 industrial safety helmets (1997), AS/NZS 2210.1 Safety, protective and occupational footwear-Guide to selection, care and use (2010) & AS/NZS 2210.2 to 2210.9 Occupational protective footwear. SafeWork NSW Codes of Practice Construction Work Managing the risk of falls Work Health and Safety Consultation, Co-operation and Co-ordination Managing the Work Environment and Facilities First Aid in the Workplace Hazardous Manual Tasks How to Manage Work Health and Safety Risks	
List the plant / equipment that will be used on site:	Articulated Grader	
List maintenance checks for plant & equipment:	Daily pre-start checks, maintenance as per manufacturers guidelines	
Frequency of site/workplace inspections: Site Inspections will be completed by:	Daily site inspections & job completion inspections to be completed by Site Supervisor.	
Hazardous Substances:		

Sign Off and Approvals

Person responsible for site supervision of the work, inspecting and approving work areas, approval of and compliance with SWMS, protective measures, plant, equipment:	
Name and position:	Signature:
SWMS Prepared by: Ben Knox – Compliance OH&S	Signature: 



Safe Work Method Statement – Grader

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
Low 1, 2	Will require localised control measures.				
Medium 3, 4	Will require operational planning. Actions will be recorded on a SWMS.				
High 6, 9	Stop immediately. Implement permanent preventative controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				

SWMS has been developed using the hierarchy of controls to reduce the risk and likelihood of an incident occurring.

The use of Elimination, Substitution, Isolation, Engineering, Administration and PPE measures will be used in the above order of preference wherever practicable.



Safe Work Method Statement – Grader

Induction confirmation:

This SWMS has been developed in consultation with the workers and has been read and signed by all workers involved in this activity. I note that I have read and understood the above safe work method statement and will ensure work is completed accordingly.

Date:	Name:	Signature:



Safe Work Method Statement – Grader

Date:	Name:	Signature:

Safe Work Method Statement – Push Cars

NOTE: Work must be performed in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years.

PCBU Name & Contact Details: Speedway Promotions Pty Ltd 37 Garema Circuit, Kingsgrove NSW 2208 Phone: 0418 675 761 A.B.N: 98 648 814 779		Principal Contractor (PC):
Work Manager Contact Number:		Date SWMS provided to PC:
Work Activity	Speedway Push Cars	Workplace Location:
High Risk Construction Work:	<input checked="" type="checkbox"/> Risk of person falling more than 2 metres (note: in some jurisdictions, this is 3metres) <input type="checkbox"/> Likely to involve disturbing asbestos <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel <input checked="" type="checkbox"/> Work on or near chemical, fuel or refrigerant lines <input type="checkbox"/> Diving Work <input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work on a telecommunication tower <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere. <input checked="" type="checkbox"/> Work on or near energised electrical installations <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning
	Name of workers consulted in the development of this SWMS:	
	Signature:	
	Person responsible for ensuring compliance with SWMS:	
	Date SWMS received:	
	What measures are in place to ensure compliance with the SWMS?	
Person responsible for approving and reviewing SWMS control measures:		
Date SWMS received by reviewer:		
How will the SWMS control measures be reviewed?		
The control measures implemented will be reviewed and if necessary, revised annually. If control measures are not effective in controlling the risk, a new hazard/risk is identified or follows, the SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes will be communicated with workers at induction, daily pre-starts and toolbox talks.		
Review Date:		Reviewer's signature:



Safe Work Method Statement – Push Cars

Procedure (In Steps):	Possible Hazards:	Risk Score	Safety Controls:	Residual Risk	Responsible Person
Activity planning & set-up	Untrained or unlicensed Workers may access site causing serious injury to self or other individuals.	Medium 3	All Workers to be trained and inducted in company safety procedure and safe work method statement. Competent person to supervise all new workers at all times. All Workers to be competent for the activities. Fully enclosed footwear. Approved safety driving helmet must be worn. Toolbox talk to be conducted to discuss crowd security, driving speeds and driving path. Briefing to all workers to outline all the risks the risks and requirements of the passengers and the safety procedures in case of emergency Ensure all vehicles roll cages, safety harnesses and race seats are assessed for damage and approved for the event.	Low 1	Activity coordinator and workers
	Fatigue or unfit to drive	Medium 4	Workers to ensuring regular night sleep of 7-8hours to manage driver fatigue. Workers to be educated on driver fatigue. Blood Alcohol Concentration must be zero at anytime during work hours Under no circumstances are workers to take illegal drugs or prescription drugs which may affect their driving performance.	Low 2	Activity coordinator and workers



Safe Work Method Statement – Push Cars

Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Risk	Responsible Person
Push Car Precision Driving	Injury to workers or members of the public	Medium 4	Identify site management and safety personnel. Conduct pre-job inspection assessment of activities. Conduct an assessment of venue, review against risk assessment, identify specific risks. Pre-activity checks of vehicles and equipment. Appropriately trained/experienced drivers and all workers. Ensure all spectator points are clearly identified. Pre-performance briefings for all workers. Check that lighting is suitable for the activities performed. Ensure crowd is separated from the track by use of fencing or barricades. Maintain radio communication between all drivers and other workers. Vehicles fitted with roll cages, safety harnesses. Drivers and passenger to wear helmets. All passengers to read and sign participant waiver /forms. Modify performance routine as required including elements, speed, exclusion / buffer zones. Cancel or terminate performance routine as required.	Low 2	Activity coordinator and workers
	Wet weather: increasing risk of accident and/or disruption to performance and/or injury to public or personnel	Medium 3	Assess driving area before performing driving operations. Appropriately trained/experienced drivers and other workers. Radio communication between all drivers and other workers. Modify performance routine as required including elements, speed, exclusion / buffer zones. Cancel or terminate performance routine as required.	Low 2	Activity coordinator and workers
	Vehicle failure i.e. mechanical failure, flat tyre etc	Medium 4	Radio communication between all drivers and other workers. Ensure vehicles are regularly checked prior to the event. Modify performance routine as required. Move to spare vehicle as required. Cancel or terminate performance routine as required.	Low 2	Activity coordinator and workers



Safe Work Method Statement – Push Cars

Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Risk	Responsible Person
Push Car Precision Driving	Persons in front of push car prior to take off	High 6	Ensure ground crew remain clear of push car path. Race vehicles require to be pushed by another vehicle to start. Clear communication between ground staff and drivers.	Medium 3	Activity coordinator and workers
	Vehicle Emergency e.g. fire increasing risk of accident and/or disruption to performance and/or injury to public or personnel	Medium 4	Pre plan an emergency service access area. On-board radio communications between drivers and other workers. Cease activities if necessary. Identify access for emergency services. Ensure all workers and patrons know where the emergency evacuation points are located. Access for emergency services is cleared from obstructions. Drivers and all workers to be advised of the location of the fire -fighting equipment. First aid to be provided where necessary. Cancel or terminate performance routine as required.	Low 2	Activity coordinator and workers
	Excess dust causing discomfort or injury to public or personnel and / or increased accident risk	Medium 3	Ensure surface is watered, if necessary, to reduce risk of dust and flying debris. Implement exclusion zones and ensure no one is near operations. Implement hard barrier for flying debris to be caught.	Low 1	Activity coordinator and workers
Clean up site	Slip, Trip and Falls	Low 2	Ensure power cables, sound system cables, etc are carefully placed. Ensure all vehicles and props are pack away. Ensure site is left in a clean manner.	Low 1	Activity coordinator and workers



Safe Work Method Statement – Push Cars

List the training required by workers to complete the work:	Experience operation machinery
List the qualifications of personnel doing the work:	Site induction
List the Permits, Certificates, SafeWork NSW Approvals, required to complete the work:	Nil
List the plant / equipment that will be used on site:	Trailer
List maintenance checks for plant & equipment:	Maintenance as per manufacturers instructions.
Frequency of site/workplace inspections: Site Inspections will be completed by:	Daily site inspections to be completed by Site Controller and at completion of job
Relevant legislation:	<p>Work Health and Safety Act 2011 and Work Health and Safety Regulation 2017, AS/NZS1337.1 Personal eye protection-Eye and face protectors for occupational applications (2010), AS/NZS 1269.3 Occupational Noise Management-Hearing protection program (2005), AS/NZS 1801 industrial safety helmets (1997), AS/NZS 2210.1 Safety, protective and occupational footwear-Guide to selection, care and use (2010) & AS/NZS 2210.2 to 2210.9 Occupational protective footwear. AS 1742.1-2003 Manual of uniform traffic control devices, AS 1742.2, AS 1742.3, AS1742.4, AS1742.7, AS1742.8, AS1742.9, AS1742.10, AS174.11, AS1742.12, AS1742.13, AS1742.14. SafeWork NSW Codes of Practice Construction Work Managing the risk of falls Work Health and Safety Consultation, Co-operation and Co-ordination Managing the Work Environment and Facilities First Aid in the Workplace Hazardous Manual Tasks How to Manage Work Health and Safety Risks</p>
PPE required:	
Hazardous Substances	
High Risk Work	Contact with Moving Plant and Equipment
Person responsible for site supervision of the work, inspecting and approving work areas, compliance with SWMS, protective measures, plant, equipment and power tools. Name: Signature: All incidents to be reported immediately to Management	
Date developed: 17-05-2021	Review date: 17-05-2022



Safe Work Method Statement – Push Cars

Risk Level	Description of consequence or impact	Consequence	Likelihood/Probability		
			Unlikely (1)	Possible (2)	Almost Certain (3)
Low Level of harm	Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Medium Level of harm	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
High Level of harm	Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
Level	Likelihood/Probability				
Almost Certain	Occurs frequently; >66% chance of occurring				
Possible	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely	May occur only in exceptional circumstances; <33% chance of occurring				
Class/Ranking	Description/Requirements				
Low 1, 2	Will require localised control measures.				
Medium 3, 4	Will require operational planning. Actions will be recorded on a SWMS.				
High 6, 9	Stop immediately. Implement permanent preventative controls. Will require detailed pre-planning. Actions will be recorded on a SWMS.				

SWMS has been developed using the hierarchy of controls to reduce the risk and likely hood of an incident/injury occurring. The use of *Elimination, Substitution, Engineering/isolation, Administrative and PPE* measures will be used in the above order of preference wherever practicable.



Safe Work Method Statement – Push Cars

Induction confirmation:

This SWMS has been developed in consultation with the workers and has been read and signed by all workers involved in this activity. I note that I have read and understood the above safe work method statement and will ensure work is completed accordingly.

Date:	Name:	Signature:



Safe Work Method Statement – Push Cars

Date:	Name:	Signature: