**Initial Site Set-Up WHS Tasks**

Schedule and complete the tasks for the site set up. If you require assistance, please contact your WHS Consultant.

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| Task Requirements | | | | |
| Policy, Procedures & Process Flowcharts | No. | Task | ADDITIONAL INFORMATION | FORMS, GUIDELINES & TOOLS (Available on CSHWSA Website) |
| WHS & Injury Management Policy | 0 | Display in a prominent position a signed current WHS & IM Policy | Inform workers / contractors / visitors of the Policy | WHS & IM Policy (0) |
| Maintaining Workplace Health  Process Flowchart | 1  019T | Ensure the organisations Code of Conduct has been issued to all workers & records retained. | Use your Sector Code of Conduct |  |
| Display details of the Employee Assistance Programme and Return to Work Coordinator contact details | Display brochures / posters on notice boards, provide information at induction, discuss at meetings. |  |
| Determine which Health Programs need to be established (if any) | Review incidents / vaccination requirements / survey workers to determine the Health Programs most suited for the site. |  |
| Assess whether strategies to reduce voice stain and promote voice care are required | Workers informed to report if any issues, encourage fluids, provide microphones, speakers, whistles, bells etc.. Engage speech pathologist if required. Provide voice care training. | Practical Strategies for Minimising Voice Strain (027G) |
| Implement a sun safe environment at the workplace | Encourage outdoor work to be done in the shade or early hours of the day. Supply PPE (sunscreen, UV rated clothing) and record issue of PPE to the worker | Record of Issue of PPE to Worker (023F) |
| Assess to determine whether a designated smoking area is required or if the worksite is smoke free. | Display "No Smoking" signage and / or " Designated Smoking Area" signage. Retain risk assessment | Risk Assessment Form (004F) Pictogram Images (011T) |
| Incident Reporting & Investigation Process Flowchart | 2 020T | Inform all workers onsite of the requirements of reporting and how to report | All incidents should be reported as soon as possible, and investigations commenced within 24 / 48 hours. All notifiable, serious, or significant incidents should be immediately reported to the CSHWSA Team, and the scene not disturbed | Incident Database Reporting Guideline (011G) Electronic Incident Database or Incident and Investigation Report Form (043F) |
| Work Environment & Facilities Process Flowchart | 3 021T | Complete Work Environment & Facilities Checklist | This checklist needs to be completed once and then when changes are made to the environment (e.g., Renovations, New Builds, New Airconditioning) or every five (5) years. | Work Environment & Facilities Checklist (057F) |
| Asbestos Process Flowchart | 4 022T | If Asbestos is present, organise for an Asbestos Register and Asbestos Management Plan to be developed (if one not already available) | If Asbestos Register / Management Plan is already available have the Register / Plan reviewed by a competent person. | Asbestos Management Plan (006T) |
| Consultation & Communication Process Flowchart | 5 023T | Determine with other workers whether a WHS Committee / HSR is required or wanted | A WHS Committee is established if requested to do so by five (5) or more workers or by a health and safety representative. A committee must be established within two (2) months of the request and the WHS Committee must meet at least once every three (3) months.  If no committee or HSR required or wanted then WHS should be put on the agenda of site meetings  If a workers ask to elect a HSR to represent them on WHS matters, then a work group (s) must be established to facilitate the election. This must commence within fourteen (14) days of the request. | WHS Committee Meeting Agenda (032F) WHS Meeting Record (035F) WHS Committee Terms of Reference (034F) Board/Council Report Template (031F) Electing Health & Safety Representatives Guidelines (009G) Ballot for the Election of Health & Safety Representative (065F) Nominations for Health & Safety Representatives (019F) Notice of Results health & Safety Representatives (078F) Setting up a Work Group (017T) |
| Contractor Management Process Flowchart | 6 024T | Determine what contractors are required for site and set a Contractor Register and obtain relevant documentation and induct contractors to site. | Documentation required, current public liability, Professional Indemnity Insurance where applicable, current workers compensation and current trade licences. | Contractor Register (025F) Contractor Letter (024F) Contractor Induction Checklist - Service Providers (026F) Contractor Induction Checklist - Contractors (028F) |
| Audit  Process Flowchart | 7  025T | Complete Procedure Verification Tool | Completion of the procedure verification tool will identify any areas required for improvement or implementation | Procedure Verification Tool (009T) |
| Driver Safety Process Flowchart | 8 026T | If site owned vehicles, ensure they are registered and workers who are driving for work purposes that their drivers’ licences are sighted, and expiry licence date documented. Schedule safety checks and maintenance. |  | Vehicle Safety Checklist (089F) |
| Electrical  Process Flowchart | 9  027T | Ensure all portable electrical items are tested and tagged and schedule ongoing testing and tagging |  | Inspection & Testing Register (090F) |
| Schedule RCD Push Button Testing & RCD Operating Time Tests |  | Residual Current Device (RCD) Push Button Test Register (048F) Residual Current Device (RCD Operating Test Time Register (049F) |
| Emergency Management  Process Flowchart | 10  028T | Complete Emergency Preparedness Checklist | Completion of this form only must be done at set up of the site | Emergency Preparedness Checklist (054F) |
| Develop Emergency Management / Disaster Recovery Plan and put on schedule to be reviewed annually. |  | Emergency Management / Disaster Recovery Plan (007T) |
| Have emergency diagrams been developed & displayed | Have a competent company develop emergency diagrams | Emergency Evacuation Diagram Guidelines (034G) |
| Train fire wardens |  |  |
| Assess whether the site has workers who required a Personal Emergency Evacuation Plan (PEEP) |  | Personal Emergency Evacuation Plan (PEEP) (075F) |
| First Aid  Process Flowchart | 11  029T | Complete First Aid Risk Assessment |  | First Aid Risk Assessment (059F) |
| Set up Fist Aid Kit Register and schedule checks |  | First Aid Kit Register (085F) First Aid Kit Checklist (084F) |
| Schedule inspection and testing of other first aid equipment | Defibrillators, safety shower, eye wash equipment. | Safety Shower & Eyewash Testing Form (060F) |
| Assign First Aiders and train, schedule ongoing training |  |  |
| Responsibility, Accountability & Authority Process Flowchart | 12 030T | Ensure Responsibilities, Accountability statements are in all workers position descriptions and display the Responsibility, Authority, Accountability (RAA)Matrices on notice boards | The RAA Matrix can be attached to the position description or communicated at induction and placed on notice boards. | Responsibility Authority & Accountability Matrix - Manager & Supervisors (023G) Responsibility Authority & Accountability Matrix - Officers (024G) Responsibility Authority & Accountability Matrix - Workers (025G) |
| Induction & Training  Process Flowchart | 13  031T | Induct all workers to the site |  | Worker Induction Checklist (012F) |
| Develop a Training Needs Analysis for the site | Training should be identified for all individual workers specific to their role. | Training Needs Analysis (053F) Role Specific Induction Form (013F) |
| Develop a worksite training Calendar |  | Training Calendar (014F) |
| Hazard Management Process Flowchart | 14 032T | Develop a Hazard Register | Hazard Register can be paper based or on an electronic database | Hazard Register (038F) Identifying Hazards Guideline (017G) Examples of Common Hazards Guideline (018G) Electronic Database |
| Hazard Management Process Flowchart  Management of Plant Process Flowchart  Hazardous Manual Tasks Process Flowchart Remote & Isolated Work Process Flowchart  Challenging Behaviour Violence & Aggression Process Flowchart  Management of Hazardous Chemicals Process Flowchart  Purchasing Process Flowchart | 14 032T   15 033T   16 034T  17 035T  18 036T   19 037T   20 038T | Complete Risk Assessments on Plant & Equipment / Hazardous Manual Tasks / Remote & Isolated Work / Challenging Behaviour Violence & Aggression / Hazardous Chemicals / First Aid | Any templates used from the CSHWSA website must be reviewed and consulted on, changed as require suiting the site / process environment. | Pre-Purchase Checklist (046F) Risk Assessment Form (004F) Plant Risk Assessment (081F) Hazardous Manual Handling Risk Assessment (047F) Hazardous Substance Risk Assessment (009F) Risk Assessment Templates on CSHWSA Website |
| Electrical  Process Flowchart  Management of Plant  Process Flowchart | 9  027T  15  033T | Develop a Plant & Equipment Register |  | Plant & Equipment Register (010F) Plant & Equipment Register Guideline (031G) |
| Complete Risk Assessments on all plant and equipment | Risk assessments should be completed with workers who will be using the plant and equipment. | Plant Risk Assessment (081F) |
| Implement a Lock-Out Tag-Out System and/or Isolation Procedures as required for the site. | All sites will require some form of Lock Out Tag Out System, this can be as simple as putting on a do not operate tag, or a full isolation system depending on the risk of the plant & equipment. | Lock Out Tag Out Guidelines (016G) |
| Review whether any plant requires registration with SafeWork SA | Plant requiring registration, Lifts, Boilers, Large Air Compressors |  |
| Induction & Training Process Flowchart  Hazardous Manual Tasks Process Flowchart | 13 031T  16 034T | Ensure workers are trained in Hazardous Manual Task techniques and work practices according to their roles and complete workstation assessments as required |  | Record of Attendance (015F) Workstation and Home Office Checklist (005F) Workstation Set-up Guideline (005G) |
| Management of Hazardous Chemicals  Process Flowchart | 19  037T | Develop a Hazardous Chemical Register as required |  | Hazardous Chemical Register Form (056F) |
| Source Safety Data Sheets (SDS's) for the Hazardous Chemicals | Safety Data Sheets are within five (5) years from date of issue | ChemWatch data base on the CSHWSA Website. |
| Induction & Training Process Flowchart  Bullying & Harassment Process Flowchart | 13 031T  21 039T | Assess the requirement for appointed Contact Officers and train if required |  | Record of Attendance (015F) |
| Volunteers Process Flowchart | 22  040T | Set up Volunteer Register if volunteers are to be onsite |  | Volunteer Register (068F) |
| Induction & Training Process Flowchart  Volunteers Process Flowchart | 13 031T  22 040T | Induct all volunteers to site. |  | Volunteer WHS Induction (063F) |
| Fall Prevention Process Flowchart | 24  042T | Identify any fragile roofing onsite, assess working at heights requirements and implement controls |  | Fragile Roofing Guidelines (036G) |
| Infection Control  Process Flowchart | 25  043T | Identify any requirements for immunisations |  |  |
| Identify any requirements for blood and bodily fluid spill kits and or sharps containers |  | Dealing with Needles / Sharps Guideline (030G) |
| Confined Space / Restricted Space  Process Flowchart | 26  044T | Identify any confined / restricted spaces onsite and record on a register. | Identified confined spaces have signage displayed and entry points secured. No workers / volunteers to undertake confined space work. | Confined / Restricted Space Register (006F) |
| Traffic Management  Process Flowchart | 27  045T | Complete a Traffic Management Checklist where applicable to identify any hazards and develop a traffic management plan if required. |  | Traffic Management Checklist (001F) Traffic Management Plan (008T) |
| Waste Management Process Flowchart | 28  046T | Ensure appropriate waste collection procedures are in place | If grease pits are onsite schedule inspection and cleaning of pits annually | Disposal of Chemical Waste Guidelines 028G) |
| Noise  Process Flowchart | 29  047T | Complete a noise identification checklist | If "Yes" was answered to any of the questions a noise assessment will be required if the exposure to the noise cannot be immediately controlled. | Noise Hazard Identification Checklist (079F) |
| Schedule audiometric testing for worker required to wear hearing protection |  |  |
| Personal Protective Equipment (PPE) Process Flowchart | 30  048T | Identify PPE requirements for workers onsite and place on PPE Register, issue PPE to workers and provide instruction / training on use, record training & what PPE was issued. |  | Site PPE Register (030F) Record of Training Attendance (015F) Record of Issue of PPE to Worker (023F) |
| Event Management Process Flowchart | 31  049T | Assess requirements for events for the sites and schedule, plan & risk assess | Any templates used from the CSHWSA website must be reviewed and consulted on, changed as require suiting the site / process environment. Event documentation - Event Risk Assessment / Event Planning Checklist / Emergency Management Plan (large events) / Debrief. | Event Management Risk Assessment (015RA) Event Planning Checklist (052F) Event Emergency Management Plan (016T) Event Debrief & Evaluation (027F) Post Event Evaluation Survey (055F) |
| Hazardous Work Process Flowchart | 32  050T | Assess what hazardous work is required to be completed, schedule & risk assess | Workers are not to engage in any other Hazardous Work other than hot work and working at heights (if trained and training current) for all other Hazardous Work a contractor is to be engaged. | Authority to Work at Heights (088F) Hot Work Permit (087F) |