<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>SAFETY RULES</td>
<td>4</td>
</tr>
<tr>
<td>SAFETY PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>Working At Heights</td>
<td>5</td>
</tr>
<tr>
<td>Ladders And Scaffolds</td>
<td>5</td>
</tr>
<tr>
<td>Chemical Management and MSDS’s</td>
<td>6</td>
</tr>
<tr>
<td>Manual Handling</td>
<td>7</td>
</tr>
<tr>
<td>Plant and Equipment</td>
<td>8</td>
</tr>
<tr>
<td>Incident management</td>
<td>8</td>
</tr>
<tr>
<td>Safety Management Plans (SMP’s)</td>
<td>8</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>10</td>
</tr>
<tr>
<td>Scheduling of works</td>
<td>10</td>
</tr>
<tr>
<td>Work permits</td>
<td>10</td>
</tr>
<tr>
<td>Hot Work Permits</td>
<td>11</td>
</tr>
<tr>
<td>Confined Space Work Permit</td>
<td>11</td>
</tr>
<tr>
<td>Hazardous Works Permit</td>
<td>12</td>
</tr>
<tr>
<td>Excavation/Trenching Permit</td>
<td>12</td>
</tr>
<tr>
<td>Occupational Health and Safety issues</td>
<td>12</td>
</tr>
<tr>
<td>Contractors Safety Management plan</td>
<td>13</td>
</tr>
<tr>
<td>Elements of safety</td>
<td>13</td>
</tr>
<tr>
<td>Hazards to Contractors</td>
<td>13</td>
</tr>
<tr>
<td>Reporting Hazards</td>
<td>14</td>
</tr>
<tr>
<td>Risk Assessment Definition</td>
<td>14</td>
</tr>
<tr>
<td>Contractor’s responsibilities</td>
<td>18</td>
</tr>
<tr>
<td>Components of a System of Work</td>
<td>18</td>
</tr>
<tr>
<td>Contractor’s inspections</td>
<td>18</td>
</tr>
<tr>
<td>Safety breaches</td>
<td>18</td>
</tr>
<tr>
<td>CONTRACTORS SAFETY AGREEMENT</td>
<td>19</td>
</tr>
<tr>
<td>STANDARD PPE REQUIREMENTS</td>
<td>20</td>
</tr>
<tr>
<td>Falls from Heights</td>
<td>20</td>
</tr>
<tr>
<td>Prevention of Flying, Protruding and Sharp Objects</td>
<td>21</td>
</tr>
<tr>
<td>Prevention of Crush Injuries</td>
<td>21</td>
</tr>
<tr>
<td>Hazardous Substances</td>
<td>22</td>
</tr>
<tr>
<td>Prevention of Burns and Scolds</td>
<td>22</td>
</tr>
<tr>
<td>Prevention of Radiation Hazards</td>
<td>23</td>
</tr>
<tr>
<td>Prevention of Noise Injuries</td>
<td>23</td>
</tr>
<tr>
<td>Prevention of Electrical Injuries</td>
<td>23</td>
</tr>
<tr>
<td>Prevention of Vibration Injuries</td>
<td>23</td>
</tr>
<tr>
<td>AUSTRALIAN STANDARDS APPLICABLE TO LOCAL GOVERNMENT</td>
<td>24</td>
</tr>
</tbody>
</table>
**INTRODUCTION**

The City of Greater Geraldton requires **all contractors** to comply with the City’s Occupational Safety and Health Policy, Safety Rules and this Contractor Information Guidelines and Checklist. All contractors must complete and be registered on the LGIS contractor induction data base for local Government Contracts before any work can commence [http://www.lgiswa.com.au/contractor-induction](http://www.lgiswa.com.au/contractor-induction). Before commencing any work, ensure you fully understand and comply with the following. Safety is for everyone’s protection.

The following list of questions will assist you to ensure your contract commences in a timely and safe manner. These are the minimum standards and conditions all contractors are required to comply with. Having this all ready to present on your first day will make the process easier for all concerned. If you don’t have everything you require, speak to the Councils responsible officer who will assist you.

1. Have you been provided with the Code of Conduct and do you understand how it applies to you and your workers?

2. Have you provided to Council proof of adequate insurance cover for the following:
   - Workers Compensation,
   - Motor Vehicles and Mobile Equipment,
   - Public Liability,
   - Personal Accident (Self Employed Contractors only).

   If not, work may not be able to commence until adequate proof has been provided.

3. Have you been provided with a copy of the City of Greater Geraldton Occupational Safety and Health Policy and Safety Rules?

   If not please contact the person you have been contracted through prior to commencing the contract.

4. Have you ensured that any task requiring a qualification or license is allocated to the person or persons who can clearly identify themselves as having such qualification or license as required to complete the task? **If not work may not be able to commence until** copies of the qualification or license has been **received**.

5. Are all of your workers are provided with personal protective equipment? Is it in good working order and do your workers know what to do about replacing it if it is not working properly? **If not work may not be able to commence work until** PPE has been **provided**.

6. Have first aid kits been provided in each of your work vehicles, if necessary, and have all of your workers been instructed in the use of items found in the first aid kits?
7. Are all your workers instructed in the use of available fire fighting equipment such as extinguishers hoses and blankets?

8. Are all your workers aware of correct road signage procedures and is adequate signage available for the work?

9. Will your work places be kept in a clean, tidy and safe condition, before and after work? Has this task been assigned to a responsible worker?

10. Are all your workers aware that they must report any accident, near miss or hazardous situations and to whom this is to be reported?

11. Is all of your equipment to be used in the performance of the contract in a safe working order and maintenance records kept where required?

12. Have you and your employees attended a COGG induction and been given a Safety Awareness Certificate (Blue Card)?

13. Are all of your workers aware of the following statement:

ANY CONTRACTOR OR THEIR EMPLOYEE, CONTRADICTING THE CITY OF GREATER GERALDTON GUIDELINES AND POLICY MAY BE REQUIRED TO LEAVE THE PREMISES OR WORKSITE AND MAY BE REFUSED RE-ENTRY. THE SAID CONTRACT MAY BECOME NULL AND VOID.

SAFETY RULES
The safety and health of all people working for the City is of primary concern. The following rules are to be observed and complied with to reduce the risk of injury to any person.

1. Safe working practices must be observed at all times. If there is any doubt, speak to your supervisor.

2. Report any injury or incident immediately.

3. Safe and appropriate clothing and personal protective equipment must be worn while performing work tasks e.g. high visibility shirt or vest to be worn on road reserve.

4. Council and contractor vehicles, machinery, equipment and facilities are to be used only by authorised personnel with the appropriate licence or ticket whilst working on Council projects.

5. Lift all objects safely and correctly. If in doubt, ask someone to assist you or ask your supervisor.

6. In the event of fire or other emergency, follow the instructions of the council emergency procedures.
7. Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any work site or work location unless officially authorised. Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. If you have been prescribed drugs of this type please inform your supervisor before you commence work.

Failure to observe this requirement may result in termination or suspension of the contract.

8. All road rules including speed limits and weight limits must be observed at all times on public roads and at work locations. You will be responsible for any fines or penalties that may occur for breaches of the road rules.

9. Machinery, equipment, materials and tools must be secured whilst in transit.

10. Any unsafe working conditions must be reported to your supervisor.

11. All roadwork must comply with the MRWA standards as found in the General Field Guide MRWA Traffic Management for Road Works.

12. Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.

13. Horseplay, fighting, practical jokes, throwing of materials or objects can lead to injury and will not be tolerated.

14. Smoking is not permitted inside Council buildings, enclosed areas or Council and contractor vehicles while undertaking work for Council.

SAFETY PROCEDURES

Working At Heights

- Where possible, the need to work from heights should be eliminated.
- Approved height protection control measures must be implemented based on risk (safety harness, scaffolding, etc.). Relevant equipment must be provided by the Contractor.
- The Contractor must ensure that its Personnel have received appropriate training in the correct use of equipment, including fall arrest equipment.
- a Work Method Statement shall be provided for all risk identified areas copies are available from the City’s Representative/Project Manager.

Ladders And Scaffolds

- Metal / aluminium ladders shall not be used anywhere where electrical hazards exist (voltages in excess of 50 volts AC or 120 volts DC)
• Ladders must comply with relevant Australian Standards and be in good condition. The Contractor must inspect ladders prior to use.
• The Contractor must ensure that its Personnel are trained in safe work practices in relation to ladders.
• All scaffolding used on site must comply with relevant laws and Australian Standards and all scaffolding must be assembled by trained and licensed Personnel.

Chemical Management and MSDS’s

Contractors must provide up to date Material Safety Data Sheets (MSDS’s) for all chemicals:

- used on site
- brought onto the site and/or stored at the site.

MSDS’s are valid for five years from the date of issue and be current. They must include Australian emergency contact details.

Additionally, contractors must include all chemicals they store permanently on site in The City of Greater Geraldton site’s Chemical Register, for example cleaning chemicals. For refurbishment or new site works, the contractor must maintain a separate Contractor Chemical Register that is available on site for the duration of these works.

A copy of the Contractor Chemical Register must be produced to an authorized officer of Council upon request.

Contractors must store chemicals in a manner and location that is:

- in a secure position where unauthorised people cannot access them
- free from the risk of falling or being knocked over
- in line with City of Greater Geraldton’s storage requirements for dangerous goods and hazardous substances
- appropriately labelled

Contractors must:

- minimise the quantity of cleaning products kept at the site
- provide MSDS’s for all chemicals used on site
- use control measures as outlined in the risk assessment, Work Method Statement and/or MSDS
- keep all empty or full liquid petroleum gas (LPG) cylinders secured on a cleaning equipment trolley or against a wall to prevent the cylinder from being knocked over or damaged.
**Manual Handling**

In order to control the risks associated with manual handling the contractor should develop and implement risk assessments and operational procedures in accordance with all legislative requirements.

Risk Assessment sheets are available from the City’s Responsible Officer
**Plant and Equipment**

In order to control the risks associated with working with plant and equipment the contractor should develop and implement risk assessments and operational procedures in accordance with all legislative requirements.

Contractors must ensure that all plant and equipment they bring onto City of Greater Geraldton sites;

- Contractor staff that use the plant or equipment are appropriately licensed and have completed relevant competency based training.
- No electric operated power tools/equipment are to be used during trading hours without permission.
- All portable electrical equipment is tested and tagged in accordance with AS3760 and any legislative requirements.
- All equipment must be operated without risk to employees or customers at any time.
- Plant and equipment must be stored, operated and maintained in accordance with legislative and Australian Standard requirements.
- Equipment must never be left unattended and must at all times be out of reach of children.
- Noise levels must be kept to a minimum.

City of Greater Geraldton plant and equipment is not to be used by contractors unless written permission has been obtained from the Responsible Person upon reviewing all relevant training and licensing requirements.

**Incident management**

All contractor incidents that occur on City of Greater Geraldton sites, including near misses must be reported to City of Greater Geraldton Responsible Person as soon as practical after the incident.

Contractors are required to co-operate in incident investigations as requested.

**Safety Management Plans (SMP’s)**

Prior to the commencement of contract work, the contracting company will develop and submit to City of Greater Geraldton Responsible Officer a Health and Safety Management Plan on how the contract works will be completed without risk to anyone’s health and safety. A Health and Safety Management Plan will be developed for the following high risk contracts, including projects:

- all construction projects (new sites and refurbishment)
- contracts with an estimated value of $250,000 and over
- long term contracts (12 months and over)
- contracts with a large number of subcontractors (over 10 medium to large size subcontracting companies) and/or requiring a high frequency of site visits
- contracts that provide a service by performing high risk* activities
- any other contracts at the discretion of the Contract manager

*High risk activities include but are not limited to:

- Asbestos removal
- Construction work of any kind
- Demolition
- All electrical work (excludes replacement of lamps in light fittings)
- Hot work in hazardous area
- Installation/replacement of any petrol station equipment (underground or above ground)
- Scaffolding
- Tank cleaning or testing
- Welding in hazardous areas
- Working at heights
- Transport (truck driving)
- Pruning trees under power lines
- Confined space
- Any other high risk works as defined by state legislations

There may also be other risks not listed above. These should be identified and included in the scope of works. The Health and Safety Management Plan must address all hazards within the scope of works and the known hazards list (provided).

There will be situations where a high risk activity is performed as a one-off activity rather than one of many activities within a more complex project such as construction. In this situation, City of Greater Geraldton responsible officer will decide whether a Work Method Statement is more appropriate to use than a Safety Management Plan.
**Electrical Safety**

- All power leads, portable electrical tools and RCDs used on City of Greater Geraldton sites must be tested and tagged in accordance with AS 3760 and legislative requirements.
- Only qualified and licensed persons are to conduct electrical work (Those with restricted electrical licences may complete work in line with the restrictions of the licence).
- Electrical leads to be positioned to ensure they will not be damaged or exposed to wet areas.
- Electrical leads must not cross the store aisle ways and must be concealed to avoid trip hazards.
- Double adaptors are not to be used on City of Greater Geraldton worksites.
- All areas for electrical works are to be isolated at the switchboard and tagged prior to proceeding with any works.
- Tag out/lock out procedures apply.

**Scheduling of works**

Where an activity included in the scope of the contract has a high risk of exposure to the public or employees, the contractor should schedule these activities outside the site’s operating hours. For 24-hour sites, the contractor must arrange to complete high-risk activities at off-peak times.

**Work permits**

The following work permits apply to work conducted on City of Greater Geraldton sites:

- Hot Work Permits
- Confined Space Work Permits
- Hazardous Work Permits.
- Excavation/Trenching Permit
- Any government authority permits for work on a total fire ban day.

Before contractors perform the work for which they are engaged, they must obtain the necessary work permits.
**Hot Work Permits**

The contractor must not commence any hot work; for example, welding or any task using an open flame, within City of Greater Geraldton sites, without completing a Hot Work Permit. The Responsible Person can provide the contractor with a copy of the Hot Work Permit to fill in. For the purpose of this permit, City of Greater Geraldton Responsible Person or delegate is the authorised City representative. The contractor must ensure that:

- all combustible materials are removed from the area as far as practically possible, or made safe within the area.
- no flammable liquids, vapours, gases or dusts are present
- extinguishers and fire hoses are present at the site
- the contractor’s employees know how to use portable fire-fighting equipment
- the contractor’s employees know the location of the fire alarm system and telephones
- fire retardant covers are supplied and, where possible, they cover merchandise
- clearance distances are met
- gas bottles are secured
- the area is isolated

**Confined Space Work Permit**

Contractors must complete a Confined Space Work Permit and comply with all the Australian Standards and State legislative requirements associated with the confined space entry, before they can begin work in a confined space. The City of Greater Geraldton Responsible Person can provide the contractor with a copy of the Confined Space Work Permit form as required however the contractor should have a Confined Space Procedure in place to be implemented. If entry is required, the employee must obtain a Confined Space Work Permit and comply with all the requirements of the AS 2865 and State legislative requirements on confined space entry.

On completion of the confined space works, the authorised person for the works must sign off the permit. For the purpose of this permit the authorised person is an appropriately trained contractor company representative.
**Hazardous Works Permit**

The contractor must complete a Hazardous Works Permit before commencing any of the following activities:

- roof work
- trenching and excavation work
- crane operations
- energy isolation (water, gas and electricity).

The Responsible person must approve the permit before the contractor can commence hazardous work. For the purpose of this permit, the authorised person is the contractor’s supervisor or principal contractor (for construction works). Once works have been completed, the permit must be returned to City of Greater Geraldton

**Excavation/Trenching Permit**

The contractor must complete an Excavation/Trenching permit before commencing any of the following activities:

- laying of drainage in road Reserve
- Laying drainage, culverts under road
- Repairs to storm water drainage
- Laying reticulation in parks or on road reserves

The Responsible Person must approve the permit before the contractor can commence any excavation or trenching work

**Occupational Health and Safety issues**

- With all work tasks, there are legal requirements to
  - identify any hazards
  - assess any risks
  - control the risks
  - mitigate the risks
- Use a Job Safety Analysis [JSA] to formalise this process
- Create a Safety Management Plan [SMP]
- Perform all work in a safe manner
- City of Greater Geraldton requires certain forms to be completed; refer to Contractors Safety Manual for these and JSA and SMP.
**Contractors Safety Management plan**

The Safety Management Plan should include

- Occupational Health and Safety [OH&S] policy and structures
- Safe work practices and procedures; Danger Tags
- Job Safety Analysis and/or risk assessment procedures
- Training; including inductions for Contractors staff
- Personal Protective clothing and equipment
- Safety inspections details
- Emergency procedures
- Hazard, incident and injury reporting, recording, investigation and follow up procedures.

**Elements of safety**

**Identify risks**

- cordon off areas with barricades, tape
- be aware of emergency procedures
- protect third parties from fumes, dust, gas, chemicals, fire and noise levels
- use appropriate signage
- wear protective clothing

**Hazards to Contractors**

**Physical:**

- work practices and safe systems to ensure safe work place
- provide information, training and supervision to employees
- consult and co-operate with employees on safety
- ensure plant is installed or erected so that it can be used safely, including scaffolding and mobile scaffolds and cranes
- provide adequate Personal Protective Equipment and clothing
- avoid tripping hazards
- work safely at heights

**Asbestos:**

- clearly identify with signage and cordon off
- prohibit mechanical work
- use licensed asbestos removalist
**Chemical:**
- handling and storage of chemicals at work
- Material safety data sheets

**Electrical:**
- Earth Leakage Protection on all portable electrical equipment
- appropriate tagging and testing of electrical equipment

**Environmental:**
- appropriate waste disposal
- do not use City of Greater Geraldton bins
- no liquids to go down drains

**Hot work:**
- appropriate permit is to be issued if hot work is necessary
- if fire system is activated, and Fire Brigade is called out unnecessarily, Contractor will be charged the call-out fee
- emergency evacuation

**Evacuation procedures**
- follow COGG procedure

**Injuries**
- minor injuries
- if medical assistance is required, telephone 000 or 112
- reporting procedure

**Reporting Hazards**
Many workplace hazards are brought to the attention of a supervisor or manager through a report being made by an employee. These must be taken seriously and either dealt with or passed to the appropriate person for prompt action. All identified hazards should be documented.

It is the responsibility of management to assess and provide control methods for the hazards that have been identified. Once hazards have been identified, assess the level of risk. This will determine the priority assigned to its elimination or control.

**Risk Assessment Definition**
Risk Assessment is the process of determining the ‘level of risk’ associated with a hazard by examining the probability of consequences occurring, and the severity of those possible consequences.

Following a risk assessment a Risk Score can be assigned which will reflect the priority for corrective action and the intensity for hazard control required.
**LIKELIHOOD**

- **Almost Certain**
  Is expected to occur in most circumstances

- **Likely**
  Will probably occur in most circumstances

- **Possible**
  Might occur at some time

- **Unlikely**
  Could occur at some time

- **Rare**
  May occur only in exceptional circumstances

**CONSEQUENCES**

- **Insignificant**
  No injuries, minor property damage

- **Minor**
  First aid treatment, medium property damage

- **Moderate**
  Medical treatment required, high level of property damage

- **Major**
  Lost time injury or disease, major property damage

- **Catastrophic**
  Death or disability, significant property damage

**RISK SCORE / PRIORITY**

- **Extreme Risk**
  Immediate action required.

- **High Risk**
  Senior management attention needed.

- **Moderate Risk**
  Management responsibility must be specified.

- **Low Risk**
  Manage through routine procedures

---

### Risk Matrix

<table>
<thead>
<tr>
<th>Consequences</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Likelihood</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Almost Certain A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Likely B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possible C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unlikely D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rare E</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Legend:
- Low
- Moderate
- High
- Extreme

---
Risk Acceptance Criteria

<table>
<thead>
<tr>
<th>RISK RANK</th>
<th>DESCRIPTOR</th>
<th>CRITERIA FOR RISK ACCEPTANCE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOW</td>
<td>Acceptable</td>
<td>Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring</td>
<td>Operational Manager</td>
</tr>
<tr>
<td>MODERATE</td>
<td>Monitor</td>
<td>Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring</td>
<td>Operational Manager</td>
</tr>
<tr>
<td>HIGH</td>
<td>Urgent Attention Required</td>
<td>Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring</td>
<td>CEO</td>
</tr>
<tr>
<td>EXTREME</td>
<td>Unacceptable</td>
<td>Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring</td>
<td>CEO</td>
</tr>
</tbody>
</table>

This assessment shall be completed by the manager/supervisor in consultation with employees, and the OSH representative where elected, and reviewed by senior management in order to determine the risk of injury, illness, property or equipment damage occurring from the identified hazard.

**Note:** In some circumstances in order to complete this risk matrix, scientific testing or professional advice may be required in order to quantify the hazard. i.e. ergonomic assessment, environmental or noise assessments etc.
How to Assess Risk

**Step 1 – Consider the Consequences**

What are the consequences of this incident occurring? Consider what could reasonably have happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Personal Damage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>Permanent disability or death</td>
<td>Rare</td>
</tr>
<tr>
<td>Major</td>
<td>Lost Time Injury</td>
<td>Unlikely</td>
</tr>
<tr>
<td>Moderate</td>
<td>Medical treatment</td>
<td>Possible</td>
</tr>
<tr>
<td>Minor</td>
<td>First Aid Treatment</td>
<td>Likely</td>
</tr>
<tr>
<td>Insignificant</td>
<td>Negligible Injuries</td>
<td>Almost Certain</td>
</tr>
</tbody>
</table>

**Step 2 – Consider the Likelihood**

What is the likelihood of the consequence identified in step 1 happening? Consider this with the current controls in place. Look at the descriptions and choose the most suitable Likelihood.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
<td>Extreme</td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
<td>Extreme</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
<td>Moderate</td>
<td>Moderate</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Moderate</td>
<td>Moderate</td>
<td>High</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Moderate</td>
</tr>
</tbody>
</table>

**Step 3 – Calculate the Risk**

A. Take Step 1 rating and select the correct column.
B. Take Step 2 Rating and select the correct line.
C. The calculated risk score is where the two ratings cross

“The way in which consequences and likelihood are expressed and the way in which they are combined to determine a level of risk should reflect the type of risk, the information available and the purpose for which the risk assessment output is to be used.”

As set out in section 5.4.3 of the AS/NZS ISO 31000:2009 Risk management— Principles and guidelines

**Risk Control**

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”.

CONTRACTOR INFORMATION GUIDELINES AND CHECKLIST  
May 2012 Ver1.1
**Contractor’s responsibilities**

- To provide a safe workplace and procedures to protect their employees, and to ensure that no other person, such as students, staff and visitors, are exposed to hazards.
- Contractors are required to ensure that their employees and sub-contractors are aware of their and City of Greater Geraldton safety, health and other requirements.

**Components of a System of Work**

**Contractor’s inspections**

- Contractors are required to perform their own inspections, risk assessments and job safety analysis on the tasks they were contracted to perform.
- City of Greater Geraldton will not instruct, supervise or control the work for which a Contractor has been employed to perform.
- City of Greater Geraldton will inspect to ensure that the Contractor is conforming to COGG policies and procedures.

**Safety breaches**

Should City of Greater Geraldton become aware of a safety breach they will:

- request that the Contractor take immediate action to repair the situation so that the workplace is safe
- stop works until the Contractor has repaired the breach
- remove the Contractor from the list of Preferred Contractors
- report breach to WorkSafe WA
**CONTRACTORS SAFETY AGREEMENT**

On behalf of the contractor named below, I do confirm that the City of Greater Geraldton has provided me with the following:

- City of Greater Geraldton’s Occupational Safety and Health Employee Manual
- City of Greater Geraldton’s Safety Procedures
- City of Greater Geraldton’s Contractor Checklist

I understand that the above mentioned documents summarise the rules and conditions under which this contract has been granted.

I do acknowledge that I and all persons employed by the Contractor are required to attend an OS&H induction and comply with the City of Greater Geraldton’s operating procedures and that failure to do so is sufficient grounds for cancelling the contract should the council choose to exercise this option.

Contractors Name: ________________________________________________________

Business Address: _________________________________________________________ P/Code: _________

Telephone Number: _________________________________ A/Hours: ______________

Please tick appropriately  
YES  NO

Contractor Status:  
Employer  ______  ______
Sole Trader  ______  ______

Contractor representative’s signature:  
____________________________________________________________________

Date: ______________

City Representative/Project Manager:  
____________________________________________________________________

Date: ______________
STANDARD PPE REQUIREMENTS

SELECTION OF PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment is lowest in the order of control properties. These controls should not be relied on as the primary means of risk control until the options higher in the list of control priorities have been exhausted.

If personal protective equipment has been identified as one of the control measures to minimise exposure to a risk, the employer must make sure such equipment is provided.

The employer should also provide training and instruction in the use of personal protective equipment to ensure employees receive the desired level of protection from the equipment.

The selection of appropriate personal protective equipment requires consideration of the hazards and risks of the work processes. The hazard identification and risk assessment required by the Regulations should ensure hazards and risks of the work processes are clearly identified.

If in addition to implementing control measures to eliminate or reduce the risk, it is determined there is a need for personal protection, the next step is to ensure the provision of personal protective equipment is appropriate to the hazard and the risk.

(Taken from Code of Practice Personal Protective Clothing and Equipment.)

The following is a series of tables showing various situations, the risks involved and the Personal Protective Equipment that is required to protect the worker from the situation described.

Falls from Heights

<table>
<thead>
<tr>
<th>Falling Persons</th>
<th>Area of Exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>Head</td>
<td>Falling objects</td>
<td>Safety helmets</td>
</tr>
<tr>
<td></td>
<td>Head</td>
<td>Moving objects</td>
<td>Bump hats</td>
</tr>
<tr>
<td>Eyes</td>
<td>Falling objects</td>
<td>Safety goggles, face shield</td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td>Eyes</td>
<td>Safety goggles, face shield</td>
<td></td>
</tr>
<tr>
<td>Hands</td>
<td>Hands</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Feet</td>
<td>Feet</td>
<td>Safety footwear</td>
<td></td>
</tr>
<tr>
<td>Feet</td>
<td>Feet</td>
<td>Protective shoes</td>
<td></td>
</tr>
<tr>
<td>Whole body</td>
<td>Whole body</td>
<td>Falls from one level to another</td>
<td>Fall injury prevention system</td>
</tr>
<tr>
<td>Whole body</td>
<td>Whole body</td>
<td>Falls from slippery surfaces</td>
<td>Slip resistant shoes</td>
</tr>
</tbody>
</table>
### Prevention of Flying, Protruding and Sharp Objects

<table>
<thead>
<tr>
<th>Area of exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>Cutting, flying protruding objects, sharp objects</td>
<td>Safety helmets, protective headgear</td>
</tr>
<tr>
<td>Eyes</td>
<td>Protruding, flying objects</td>
<td>Eye protectors, face shields</td>
</tr>
<tr>
<td>Hands</td>
<td>Cutting, flying, protruding objects, sharp objects</td>
<td>Gloves</td>
</tr>
<tr>
<td>Feet</td>
<td>Cutting, flying, protruding objects, sharp objects</td>
<td>Safety shoes</td>
</tr>
<tr>
<td>Whole body</td>
<td>Cutting, flying, protruding objects, sharp objects</td>
<td>Protective clothing</td>
</tr>
</tbody>
</table>

### Prevention of Crush Injuries

<table>
<thead>
<tr>
<th>Area of exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head/hair</td>
<td>Moving, swing parts of machinery</td>
<td>Safety helmet, hair net</td>
</tr>
<tr>
<td>Eyes</td>
<td>Projects debris, off-cuts</td>
<td>Safety goggles, face shields</td>
</tr>
<tr>
<td>Hands</td>
<td>Crushing</td>
<td>Machinery guards are an effective means of preventing crushing of hands by machines in general and presses in particular</td>
</tr>
<tr>
<td>Feet</td>
<td>Moving, swings parts of machinery</td>
<td>Safety shoes</td>
</tr>
<tr>
<td></td>
<td>Crushing</td>
<td>Safety shoes</td>
</tr>
<tr>
<td>Whole body</td>
<td>Collisions, crushing</td>
<td>Seat belts, ROPS, reflective coats</td>
</tr>
</tbody>
</table>
### Hazardous Substances

<table>
<thead>
<tr>
<th>Area of exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>Splashes, burns to face</td>
<td>Face shield</td>
</tr>
<tr>
<td>Hands</td>
<td>Burns, dermatitis, absorption into the body tissue and blood, defatting</td>
<td>Impervious safety gloves</td>
</tr>
<tr>
<td>Skin/body</td>
<td>Over spray Mist</td>
<td>Overalls and elbow length gauntlet gloves, MSDS</td>
</tr>
<tr>
<td>Eyes</td>
<td>Chemical splashing or powder from decanting</td>
<td>Goggles, face shield, MSDS</td>
</tr>
<tr>
<td>Respiratory System</td>
<td>Chemical spills, damaged chemical gas lines</td>
<td>Self Contained Breathing Apparatus, respirator MSDS</td>
</tr>
<tr>
<td>Feet</td>
<td>Crushing injury</td>
<td>Safety footwear, impervious footwear, MSDS</td>
</tr>
<tr>
<td></td>
<td>Burns, absorption into body tissue and blood defatting</td>
<td>Impervious, hazardous chemical suit</td>
</tr>
</tbody>
</table>

### Prevention of Burns and Scolds

<table>
<thead>
<tr>
<th>Area of exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>Burns, scolding, splashing, contact with heat</td>
<td>Face masks, fire protective clothing, protective footwear</td>
</tr>
<tr>
<td>Eyes</td>
<td>Splashes, sparks, burns</td>
<td>Eye protectors, protective eyewear</td>
</tr>
<tr>
<td>Hands</td>
<td>Burns, scolding, splashes, contact with heat, spills</td>
<td>Protective gloves</td>
</tr>
<tr>
<td>Feet</td>
<td>Burns, scolding, splashes, contact with heat, spills</td>
<td>Protective footwear, gaiters</td>
</tr>
<tr>
<td>Whole body</td>
<td>Burns, scolding, splashes, contact with heat, spills</td>
<td>Respiratory equipment, fire protective clothing including aprons</td>
</tr>
</tbody>
</table>
### Prevention of Radiation Hazards

<table>
<thead>
<tr>
<th>Radiation Hazards</th>
<th>Area of exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>Cancer, skin burns</td>
<td>Face shields, protective headwear (wide brims)</td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td>Optical radiation, glare, corneal damage, cataracts</td>
<td>Eye filters, protective eyewear</td>
<td></td>
</tr>
<tr>
<td>Hands</td>
<td>Cancer skin burns</td>
<td>Protective gloves</td>
<td></td>
</tr>
<tr>
<td>Feet</td>
<td>Cancer skin burns</td>
<td>Protective footwear</td>
<td></td>
</tr>
<tr>
<td>Whole body</td>
<td>Cancer skin burns</td>
<td>Shields, aprons, protective clothing, sun screen lotions</td>
<td></td>
</tr>
</tbody>
</table>

### Prevention of Noise Injuries

<table>
<thead>
<tr>
<th>Noise</th>
<th>Area of exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ears</td>
<td>Over exposure to noise (hearing damage, loss)</td>
<td>Personal hearing protectors</td>
<td></td>
</tr>
</tbody>
</table>

### Prevention of Electrical Injuries

<table>
<thead>
<tr>
<th>Electricity</th>
<th>Area of exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
<td>Burns, electric shock</td>
<td>Protective headwear</td>
<td></td>
</tr>
<tr>
<td>Eyes</td>
<td>Sparks, glare</td>
<td>Eye protectors</td>
<td></td>
</tr>
<tr>
<td>Hands</td>
<td>Burns, electric shock</td>
<td>Safety gloves</td>
<td></td>
</tr>
<tr>
<td>Feet</td>
<td>Burns, electric shock</td>
<td>Protective footwear</td>
<td></td>
</tr>
<tr>
<td>Whole body</td>
<td>Burns, electric shock</td>
<td>Protective clothing</td>
<td></td>
</tr>
</tbody>
</table>

### Prevention of Vibration Injuries

<table>
<thead>
<tr>
<th>Vibration</th>
<th>Area of exposure</th>
<th>Risks</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hands</td>
<td>Raynaud’s Syndrome (from continuous vibration)</td>
<td>Protective gloves (Anti-vibration)</td>
<td></td>
</tr>
<tr>
<td>Whole body</td>
<td>Spine disorders, gastrointestinal disturbances, circulation, muscle and joint disorders</td>
<td>Redesign of work process, equipment, work practices</td>
<td></td>
</tr>
</tbody>
</table>
## AUSTRALIAN STANDARDS APPLICABLE TO LOCAL GOVERNMENT
(Not definitive)

1. **AS/NZS 1200:200**  
   Pressure equipment

2. **AS/NZS 1269**  
   Occupational Noise Management  
   **AS/NZS 1269.1:1998**  
   Measurement and assessment of noise emission and exposure.  
   **AS/NZS 1269.3:1998**  
   Hearing protector program

3. **AS 1319-1994**  
   Safety signs for the occupational environment

4. **AS/NZS 1337:1992**  
   Eye protectors for industrial applications

5. **AS/NZS 1338:1992**  
   Filters for eye protectors

6. **AS 1418**  
   Cranes (including hoists and winches)  
   **AS 1418.10-1996**  
   Elevated Work Platforms  
   (See Regulations for variations)

7. **AS/NZS 1576**  
   Scaffolding (See Regulations for variations)

8. **AS 1636-1996**  
   Agricultural wheeled tractors – Roll-over protective structures. Criteria and tests

9. **AS 1674**  
   Safety in welding and allied processes  
   **AS 1674.1-1997**  
   Fire precautions  
   **AS 1964.2-1990**  
   Electrical

10. **AS/NZS 1715:1994**  
    Selection, use and maintenance of respiratory protective devices

11. **AS/NZS 1716:1994**  
    Respiratory protective devices

12. **AS 1735**  
    Lifts, escalators and moving walks (Known as SAA Lift Code)

13. **AS/NZS 1801:1997**  
    Occupational protective helmets

14. **AS/NZS 1892**  
    Portable Ladders

15. **AS 2030**  
    The verification, filling, inspection, testing and maintenance of cylinders for storage and transport of compressed gases.

16. **AS/NZS 2161**  
    Occupational protective gloves
17. AS/NZS 2210  Occupational protective footwear
18. AS/NZS 2211  Laser safety
19. AS 2294-1997  Earth-moving machinery – Protective structures
21. AS 2397 – 1993  Safe use of lasers in the building construction industry
22. AS 2550.7 – 1996  Builder's hoists and associated equipment
23. AS 2550.10 – 1994  Elevated Work Platforms
24. AS 2550.13 -1997  Building Maintenance Units
25. AS 2601 2001  Demolition Structures
27. AS/NZS 2865:2001  Safe Working in a Confined Space
28. AS/NZS 3000:2000  Electrical installations – Buildings, structures and premises (known as Wiring Rules)
29. AS/NZS 3012:1995  Electrical Installations – Construction and demolition sites
30. AS 3765-1990  Clothing for protection against hazardous chemicals
### Accident/Incident/Hazard Report Form - (Reg. No.)

**Date & Time of Accident**
- Date: / / Time: AM / PM

**Witnesses:**
- Attach Statements:

**Date & Time Reported**
- Date: / / Time: AM / PM

**Person Involved:**
- Name: / Date of Birth: / Occupation: / F/Time: / FTIme: / Casual: / Volunteer:

**Subcontractor:**
- Equipment Type:
- Number: / Registration Number:

**Description of Property Damage:**
- Estimated Cost (Property Damage Only):

**Injury Details**
- Part of Body:
  - Head/Face
  - Arm/Wrist (Left/Right)
  - Hand/Finger (Left/Right)
  - Eye (Left/Right)
  - Neck/Shoulder
  - Internal

- Leg/Knee (Left/Right)
- Back/Trunk
- Foot/Toe (Left/Right)
- Treatment:
  - First Aid
  - Doctor
  - Hospital

**Type of Injury:**
- Fracture
- Sprain
- Dislocation
- Multiple
- Poison/Malfunction
- Other

**Accident Details - Please provide a description of the identified risk (what has or could happen) (include names of any chemicals used)**

### Hazard Agencies (Outlines Required in this box)

**Machinery & Tools:**
- Circular & other powered saws
- Cutting, affixing & welding machinery
- Concrete cutting saws
- Batteries
- Printing machinery
- Heat exchangers (radiators)
- Refrigeration plant/equipment
- Matches

**Mobile Plant & Transport:**
- Scrapers, scrapers
- Digger (Excavator/Backhoe)
- Loading plant (Excavator, L&T): / Read Rollers/Compactors
- Trucks, semi-trailers, Lorries
- Compactors, pumps, pneumatic tools
- Cement mixers, Wheelbarrows
- Quad bikes

**Powered Equipment & Tools:**
- Alerts, cutting powered tools
- Electric drills, grinders etc.
- Heat guns, soldering irons etc.
- Jugs, kettle, urns
- Arc welding equipment
- Onxy Actinolite equipment
- Kitchen food preparation appliances
- Post Hole diggers, Augers
- Beach cars
- Electronic office equipment
- Electronic office equipment
- Communication equipment
- Chainsaws

**Press & Powered Hand Tools & Appliances:**
- Knives, Cutlery & Scissors
- Hammers
- Chisels, axes, screwdrivers
- Hypodermic Syringes
- Shears, pliers, scissors, snips
- Hammers, needle files
- Pinchers, pincers, tweezers, forceps
- Brushes, Mops
- Wrenches, spanners, sockets
- Files, Raspers
- Refuse or Waste bins
- Crowbars, pick hammers, hammers
- Playground/Sportsground equipment

**Biocidal & Chemical Products:**
- Chlorine
- Methylated spirits
- Hydrocarbons
- Bactericides, disinfectants
- Carbon monoxide

**Fuels & Substances:**
- Coal & Lime (dry product)
- Wet Concrete
- Rocks, stones, boulders
- Asphalt
- Brick, Tiles & concrete
- Tinted for painting
- Stationery & paper products
- Broken glass
- Plastic dust & Fibers
- Waste water, sewage etc.
- Air (Gases) under pressure
- Beverages
- Fumes
- Liquid under pressure
- Heavy Metals (mercury, cadmium)
- Air

**Environmental:**
- Inclement weather (water, wind)
- Sea (UV exposure etc.)
- Holes in the ground
- Fencing
- Wet, icy, internal floor areas
- Hazardous materials, traffic/floor areas
- Internal cond. (Temp, light, Air)
- Vegetation

**Animal, Human & Biological:**
- Cows, steers, Cattle, Bulls
- Sleep
- Dogs
- Cuts
- Spiders & other Arachnids
- Other four legged animals (Kangaroo)
- Stings & other reptiles
- Peasants
- Cancers
- Conditions of infected person
- Other person
- Insects
- Biological Aggression
- Fatigue

**Other & Unspecified:**
- No physical agency
- Other agencies
- Agency not apparent
- Agency not known

**Hazard Mechanism (Only one X required, in box)**
- Falls, Trips & Slips
- Falling from height less than 2 metre
- Full from height more than 2 metre
- Stepping, losing footing on object
- Falls on the same level

- Being Hit by Moving Object
- Hit by falling object
- Trapped by stationary/moving object
- Hit by an animal
- Hit by an animal

- Exposure to mechanical vibration
- Hitting stationary object
- Hitting moving object
- Rubbing & scratching (tools/clothing)

- Body Straining (Muscle strain)
- Lifting, carrying or putting down object
- Other than lifting, carrying or putting down
- No object being handled
- Repetitive movement or muscle load
<table>
<thead>
<tr>
<th>Heat, Radiation, Electricity</th>
<th>Contact with hot objects</th>
<th>Contact with cold objects</th>
<th>Exposure to environmental heat</th>
<th>Contact with electricity</th>
<th>Exposure to environmental cold</th>
<th>Exposure to non-ionizing radiation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound &amp; Pressure</td>
<td>Exposure to single sound</td>
<td>Long-term exposure to sound</td>
<td>Other variations in pressure (acoustic)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals &amp; Other Substances</td>
<td>Single contact with chemical substances</td>
<td>Long term contact, chemical substances</td>
<td>Inert, spiller lines &amp; stains</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Potentially toxic plant/poisonous life</td>
<td>Other contact with chemical substances</td>
<td>Loss of containment/Spillage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological Factors</td>
<td>Contact/responses to biological factors non-human origin</td>
<td>Contact/exposure to biological factors human origin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Stress</td>
<td>Exposure to a traumatic event</td>
<td>Workplace/occupational Violence</td>
<td>Work-related harassment/bullying</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other unspecified</td>
<td>Other mental stress factors</td>
<td>Work</td>
<td>Other harassment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Slide or Cave-in</td>
<td>Vehicle Accident/Excursion</td>
<td>Other unspecified</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**How long has the employee worked in this area?**

**What relevant training has been provided?**

**Was there a fall Working Procedure?**

**If NO, should one be provided?**

**Was the task performed in variance to the SOP?**

**If YES, describe the variance, and why used?**

**Was any of the involved equipment damaged, scrap, and due for service etc.?**

**Were there any other factors involved?**

<table>
<thead>
<tr>
<th>Type of Risk</th>
<th>Environment</th>
<th>Finance</th>
<th>OH &amp; Safety</th>
<th>Legislative</th>
<th>Operational</th>
<th>Public Safety</th>
<th>Security</th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Area / Location</td>
<td>Admin</td>
<td>Airport</td>
<td>Catering Area</td>
<td>Guest Pit</td>
<td>Casino Park</td>
<td>Cemeteries</td>
<td>Health Clinic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deposit</td>
<td>Library</td>
<td>Public Building</td>
<td>Rec. Centre</td>
<td>Parks Reserve</td>
<td>Swimming pool</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safeguard</td>
<td>Telecenter</td>
<td>Transfer Station</td>
<td>Refuse Tip</td>
<td>Playgrounds</td>
<td>Roads, Road reserve</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admin Staff</td>
<td>Building Maintenance</td>
<td>Cleaners</td>
<td>Contractors</td>
<td>Environmental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gardeners</td>
<td>Health Staff</td>
<td>Librarians</td>
<td>Mechanic</td>
<td>Outdoor Crew</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rangers</td>
<td>Security</td>
<td>Safeguard Staff</td>
<td>Rec. Crew Staff</td>
<td>Public</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Level of Risk – Please identify level of consequence & likelihood**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant Negligible injuries &amp; Work impact</th>
<th>Minor First Aid injuries/ minor Work disruption</th>
<th>Moderate Medical Type Injuries, home work disruption</th>
<th>Major LTI injuries &amp; work disruption</th>
<th>Catastrophic Fatality, Permanent disability/work cessation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rare (Less than one in twenty years)</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
</tr>
<tr>
<td>Unlikely (At least once in two years)</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
</tr>
<tr>
<td>Possible (At least once in five years)</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
</tr>
<tr>
<td>Likely (At least once each year)</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
</tr>
<tr>
<td>Almost Certain (More than once/year)</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
<td>MODERATE</td>
</tr>
</tbody>
</table>

**Corrective Actions**

- Elimination: Change work process
- Modification: Modify work process
- Upgrade equipment
- Work rotation
- Disciplinary process
- Replacement: Education
- Work environment review
- Repair/Maintenance
- Isolation: Barcoding
- Guarding
- Tap out/lock out
- RCD protection
- Fencing
- Security/locks
- Designated areas
- Engineering: Colour coding system
- Rework
- Re-manufacture
- Guards
- Fans
- Emergency stop switches
- Admin: License
- Policies
- Audit
- Training
- Designated Area
- Procedures
- Disciplinary Process
- Supervision
- MSDS's
- Signage
- JHA's
- Induction
- Re-Induction
- Inspection
- Mange Contractors
- Colour Code
- PPE: sunscreen
- Overall
- Boot liners
- Face shield
- Gloves
- Safety hats
- Safety boots
- SCBA
- Haul
- San Glares
- High-visibility Clothing
- Chains Chaps
- San Glares
- Ear protection

Please provide a description of the hazard management (what has been done, or will be completed)

**Manager / Supervisor Responsible**

**Manager:**

**Deposit:**

**Maintenance:**

**Pool:**

**Compliance:**

**Corporate:**

**Health:**

**Action Completion Date:**

**Safety Rep:**

**Action Review & Close Date:**

**Insurance Claim details:**

- Was the accident reported to police: Y [ ] N [x]
- If yes which station?_________ Number:

**Third Party Details:**

- Name:
- Address:
- Vehicle: Make/Model:
- Registration:
- Damage: