



# ***Safety Management Plan***

**Dieback Mapping and  
Management Consultants**

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## SAFETY MANAGEMENT PLAN

### INTRODUCTION

**NPC Consulting** is committed to Occupational Health and Safety. We believe that having sound OH&S systems in place is good business practice.

The Occupational Health and Safety policy, plan and procedures have been developed with the aim of providing and maintaining a safe work environment for all our employees and clients.

This safety management plan introduction describes the policies and procedures that we will use to implement Occupational Health and Safety at our various sites and locations.

We are totally committed to Occupational Health and Safety. We will ensure that we comply with all OH&S Legislative requirements, and our Client's Safety procedures.

This Plan is intended as a practical document for reference by management, employees and our clients to understand and achieve our company safety objectives.

### OUR COMPANY OH&S OBJECTIVES

**NPC Consulting** aim to:

- Provide and maintain a safe work environment and systems of work.
- Identify and manage the risks to our employee's and encourage behaviour that reduces accidents /injury in the workplace.

### OUR OCCUPATIONAL HEALTH AND SAFETY POLICY:

- is signed-off by Management;
- outlines strong and active commitment from our Management;
- will be reviewed annually; and
- explains the responsibilities of all employees within our Company.

### OUR OH&S MANAGEMENT PLAN

The business Occupational Health and Safety Management Plan has been designed:

- with input from all staff;
- as a guideline for our work processes;
- to ensure we comply with the relevant legislative OH&S requirements;
- to ensure that we comply to relevant Australian Standards, Codes of Practice and Guidance Notes; and
- in line with core elements of AS4801

### OUR CONSULTATION PROCESS

Consultation with all parties is the key to successful management. We believe in working closely with both our clients and employees. Our aim is to continually improve communication with our clients and increase OH&S awareness at all levels in our own organisation.

**NPC Consulting** believes having a shared vision and common goals can improve Occupational Health and Safety performance.

We believe this approach will provide the management, employees, and clients of **NPC Consulting** the opportunity to work together to improve safety and health.

To promote consultation and communication, the following will be undertaken:

- **NPC Consulting** senior management will conduct regular safety performance reviews;
- Our Supervisors will conduct safety and toolbox meetings;
- Information will be developed to assist in keeping all employees informed of **NPC Consulting** Safety performance and any changes or improvements to our Safety Management System.

### SAFETY MANAGEMENT PLAN

- **NPC Consulting** will address all safety issues raised by employees, or clients. A nominated person will be given the responsibility to follow up any outstanding issues and to undertake agreed actions.

### HAZARD IDENTIFICATION and RISK ASSESSMENTS

**NPC Consulting** believes the identification of workplace hazards and assessing the risks to employees are essential steps in providing and maintaining a safe and healthy work environment.

Risk Assessments and Hazard inspections of work areas are carried out prior to any employee commencing work with us.

Safe work procedures and Job Safety Analysis minimise potential risks to employees. **NPC Consulting** supports their use in the workplace. All employees are familiarised with the principles during induction.

### ACCIDENT AND INCIDENT REPORTING

Accidents and incidents involving **NPC Consulting** employees are all reported to line & senior Management.

Incident Investigation report forms are completed by the Supervisor & Manager.

Incident investigations are undertaken, with recommendations tabled to assist in preventing a recurrence.

All Lost time injuries, medical treatments or first aid treatment received by employees are recorded.

Our system has been designed so that the relevant statutory authorities are informed of all reportable accidents/incidents as per the state legislation.

## SAFETY MANAGEMENT PLAN

### WORKERS COMPENSATION MANAGEMENT

**NPC Consulting** has a comprehensive Workers Compensation Management process. We use the Injury Mgt Pack System to manage all Injuries, Claims and Rehabilitation cases.

All compensatable injuries are managed by us.

### INDUCTION TRAINING

A Safety Induction is provided for new employees going into a new work environment.

**NPC Consulting** supports the Induction process as a way of familiarising employees in site-specific risks and procedures. Our Supervisors induct all our employees in site-specific risks and procedures.

As part of the induction process, **NPC Consulting** issues a Safety Manual to all employees. The site Supervisor explains all relevant company specific safety information to ensure all employees understand the company requirements. All employees sign a declaration (Induction Verification Form) stating that they have received and understood the induction-training program; these records are kept on the employees file.

### SAFETY MANAGEMENT PLAN

#### REHABILITATION PROCESS

**NPC Consulting** believe providing suitable rehabilitation assistance is essential to enable a quick and productive return to pre-injury duties once an injury has occurred.

It is important to our company that all injuries are managed properly. We aim to ensure that our employees understand their value to us, and the benefits of an early return to productive work.

A Rehabilitation process has been developed for the company.

#### COMPANY SYSTEM AUDITS

The aim of auditing our systems is to identify deviations from the policies and procedures.

To correct any deviation it may require changes to the policies and procedures and discussion between employees, management and clients on new systems and procedures.

An annual audit will be completed to measure compliance with **NPC Consulting** policies and procedures.

An external consultant will conduct the audit.

The audit will include:

- examination of all OH&S documents;
- inspection of each workplace, where applicable; and
- discussion with various parties.

### OH&S OBJECTIVE STATEMENT

**NPC Consulting** is committed to Occupational Health and Safety as good business practice.

The Occupational Health and Safety policy, plan and procedures have been developed with the aim of providing and maintaining a safe work environment for our staff and employees.

Effective safety and health management, along with productivity and quality, is a critical factor in the overall efficiency of our Company.

Safety is not an issue for management alone. It requires active involvement, commitment and cooperation of all parties working together to create a safe and healthy working environment.

Occupational Health and Safety Legislation imposes a **“Duty of Care”** on all employers, employees, self-employed persons, persons who have control of a work place, principal contractors, Managers, manufacturers and suppliers.

This **“Duty of Care”** is to ensure that as far as is practicable, all hazards and associated risks are identified, assessed and controlled.

**NPC Consulting** recognises that legislative compliance is the minimum performance standard we will operate under.

### WORKPLACE BEHAVIOUR STANDARD

**NPC Consulting** believes the manner in which you conduct yourself while working is very important to our business, your continued employment and the safety of yourself and your work mates.

**NPC Consulting** will not tolerate the following conduct:

- working under the influence of alcohol or other drugs;
- horseplay or fighting while at work;
- theft of the Company's, or any other property or equipment;
- wilful damage or destruction of the Company's, or any other property or equipment;
- entry into areas that are restricted;
- not following safe work procedures or standards; and
- failure to wear, use or maintain correctly personal protective equipment or clothing.

## SAFETY AND HEALTH POLICY

### SAFETY AND HEALTH POLICY

**NPC Consulting** has developed a Safety and Health Policy, which outlines their commitment to this crucial aspect of their business. This Policy is endorsed by Senior Management and supported by all our employees.

#### OCCUPATIONAL HEALTH AND SAFETY POLICY

**NPC Consulting** promotes open communication and transparency in all aspects of their business and recognises Occupational Health and Safety is an integral part of its and its clients' business. We believe no business priority comes before safety.

We will strive to continually improve our processes and manage change through effective communications, monitoring of activities, recognising opportunities and implementing changes when needed.

We are committed to:

- the health and safety of our employees;
- supporting the health and safety of our clients employees; and
- actively participating in establishing Occupational Health and Safety standards on any site in partnership with the client to maintain a minimum standard for that site.

The **NPC Consulting** team is actively involved in the management of Occupational Health and Safety and will create an environment where there are no barriers to involvement at all levels.

We will encourage our Employees to be active in observing and suggesting changes in the workplace to reduce the risks and hazards and enhance their safety performance.

We accept responsibility for the provision of competent people who demonstrate an essential knowledge of Occupational Health and Safety.

We expect all employees to accept responsibility for their actions, report unsafe acts and conditions, and behave in a manner that reflects safe work practices.

Whenever illness or injury results in a disability to an employee, **NPC Consulting** will manage the rehabilitation process to facilitate their return to gainful and meaningful employment.

*Signed:*

*Principal:*  
**NPC Consulting**  
*Date:*

### OH&S RESPONSIBILITIES

#### SENIOR MANAGEMENT

It is the responsibility of **NPC Consulting** to:

- Formally review (Annually) the Occupational Health and Safety policy, plans and procedures to ensure that they comply with legislative requirements. Review's will also be conducted when there is a significant change to the work environment;
- ensure that the best quality person/s are employed, taking into account the type of work to be performed, the skills, licences, certificates and qualifications required; and
- ensures that all **NPC Consulting** personnel understand, accept and carry out their responsibilities for Occupational Health and Safety matters and that they are trained and instructed in order to undertake these responsibilities.

#### OUR SUPERVISORS & MANAGERS

It is the responsibility of our Supervisors to:

- ensure that the right person is employed, taking into account the type of work to be performed, the skills, licences, certificates and qualifications required;
- ensure that all new employees undergo the **NPC Consulting** Safety Induction; and;
- Verify the currency of licences, certificates and qualifications presented by all applicants.

### RESPONSIBILITY

- ensure that any site specific requirements are understood by the **NPC Consulting** management;
- conduct workplace inspections and assessments;
- ensure all accidents are promptly reported and investigated using **NPC Consulting** procedures;
- liaise with relevant Managers and Supervisors regarding the safety performance of NPC Consulting;
- attend safety and tool box meetings as appropriate;
- manage the **NPC Consulting** employees within the workplace to ensure the duties and tasks are within the competencies of the employee.
- monitor the application of the **NPC Consulting** safety management plan, safety policy and procedures to ensure they are relevant to current business activities;
- ensure OH&S legislative compliance;
- monitor and report on **NPC Consulting** safety performance;
- manage the employee injury management and rehabilitation process; and
- provide advice and support as appropriate to **NPC Consulting** and employees.

### OUR EMPLOYEES

It is the responsibility of all employees to look after their own safety and health and the safety and health of other employees; they must also;

- ensure that work is carried out in compliance with legislation and safe work procedures;
- ensure that all **NPC Consulting** policies and procedures are followed;
- report any accident or injury to their supervisor as soon as possible;

### RESPONSIBILITY

- highlight tasks requiring the use of safe work practices prior to undertaking the work;
- ensure the work you undertake, is within your competence, qualification and authorisation;
- immediately report any hazards identified or created;
- correctly use personnel protective equipment required to perform the task;
- ensure that the work area is kept clean and tidy; and
- comply with all safe work instructions and procedures.

### VISITORS

It is the responsibility of any person visiting, or consulting to **NPC Consulting** to:

- look after their own safety and health and the safety and health of others;
- demonstrate an acceptable level of safety performance;
- ensure that they carry out their work in compliance with relevant legislation and **NPC Consulting** safe work procedures;
- ensure the work you undertake, is within your competence, qualification and authorisation;
- report any hazard immediately using a hazard reporting procedure;
- Submit MSDS for any hazardous materials used in the work to the **NPC Consulting** OH&S Representative prior to commencing the work;
- report any accident or injury, to **NPC Consulting** as soon as possible; and
- ensure that the work area is kept clean and tidy.

### EMPLOYEE RECRUITMENT

#### EMPLOYEE RECRUITMENT PROCESS

**NPC Consulting** recognises its obligation to:

- place competent staff;
- validate qualifications and certificates;
- check for good safety attitudes;
- monitor employee safety performance; and
- ensure that all employees are placed in a role that is within their competency, physical ability and experience.

#### INDUCTION AND TRAINING

Employees are given information relating to the **NPC Consulting** Safety and Health Policy, objectives and procedures specific to their work environment.

The information will include but shall not be limited to the Safety and Health Policy, the Safety Management Plan and relevant procedures.

New employees are required to attend an induction in accordance with **NPC Consulting** procedures. An induction record form and accompanying checklist is completed and signed by the new employee and the person conducting the induction.

All employees will receive a site-specific induction.

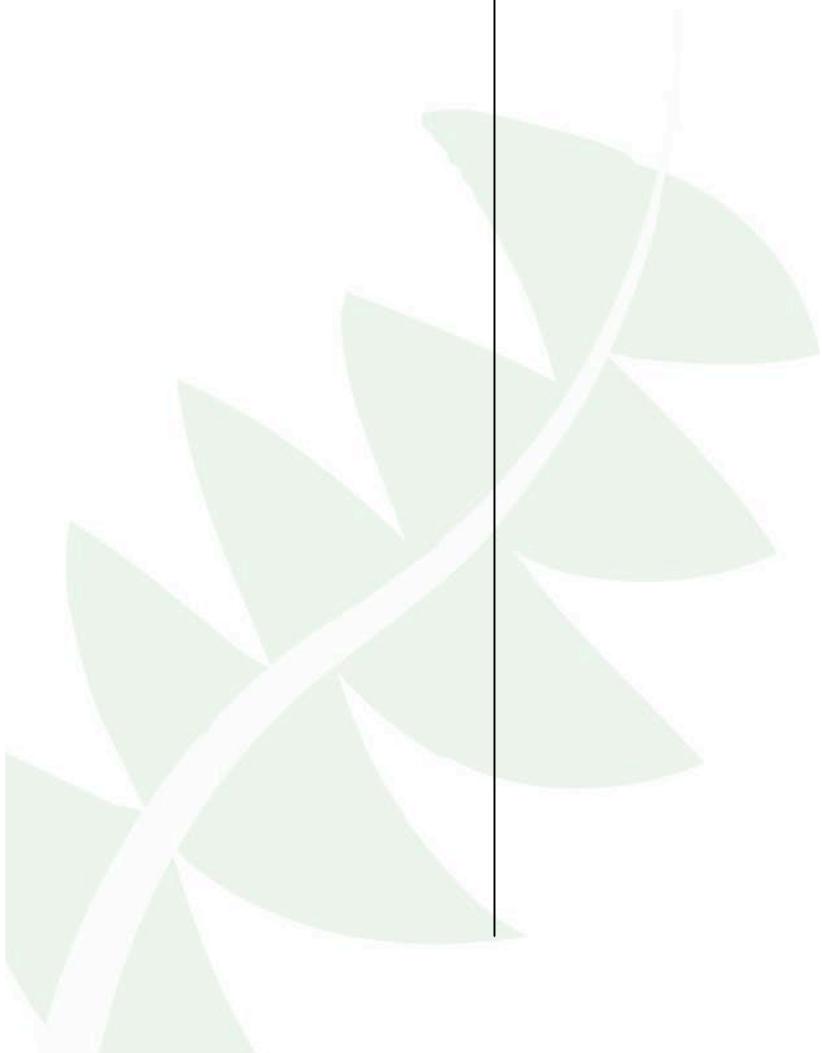
Specific information regarding personal protective equipment and clothing required to be worn is given during the induction.

Additional training requirements will be assessed on a “needs” basis.

### EMPLOYEE RECRUITMENT

Where needed to suit specific requirements additional training can be conducted until it is determined that the employee is competent to work in their allocated work environment.

Any training provided and any accreditation or licence received is registered and records maintained by **NPC Consulting**.



### OH&S COMMUNICATIONS

The Company is aware of its responsibilities in relation to consultation requirements under the Occupational Health and Safety legislation.

**NPC Consulting** will review Occupational Health and Safety policy, plans and procedures on a regular basis to ensure that they are being adhered to and that they comply with legislative requirements.

Workplace consultation and cooperation is part of good management. It is also a means by which employers, employees work together to improve the work environment and make it safer for all.

**NPC Consulting** will benefit from its employee's knowledge, skills and experience by putting into place an effective consultative process.

All employees receive a copy of the **NPC Consulting** Safety Manual. The **NPC Consulting** Safety Management Plan is available for all employees.

Our Supervisors actively participate in Safety Meetings and Toolbox meetings as appropriate.

Copies of all meeting minutes involving **NPC Consulting** employees are reviewed and maintained by **NPC Consulting**.

**NPC Consulting** management meetings will be held on a regular basis to discuss safety and health matters.

**NPC Consulting** management will address safety issues raised by employees. A person will be delegated to follow up any issues, or to undertake follow-up action.

The outcome of an accident investigation is passed on to any affected employees.

### OH&S COMMUNICATIONS

#### SENIOR MANAGEMENT MEETINGS

**NPC Consulting** Senior Management meet on a regularly basis. Health and Safety is discussed as a formal agenda item in these meetings.

Senior Management will review the safety management plan on an annual basis, to incorporate goals for the accident prevention program, strategies to achieve the desired goals and monitoring procedures to ensure the plan is fully implemented.

The annual Health and Safety Audit is undertaken to review progress and achievements of the safety management plan to ensure a continual improvement of the safety management systems.

#### RESOLUTION OF ISSUES

If an employee identifies a hazard that poses an immediate and imminent risk to the safety and health of themselves, or others, they must contact their Supervisor / Manager immediately to report the hazard and complete the **NPC Consulting** Hazard Alert Report.

#### SAFETY AND HEALTH INFORMATION

Relevant Acts, Regulations, Australian Standards, Codes of Practice, Guidance Notes and other safety-related information will be made readily available to all employees upon request. Copies of documents are available from the Managing Director.

### OH&S COMMUNICATIONS

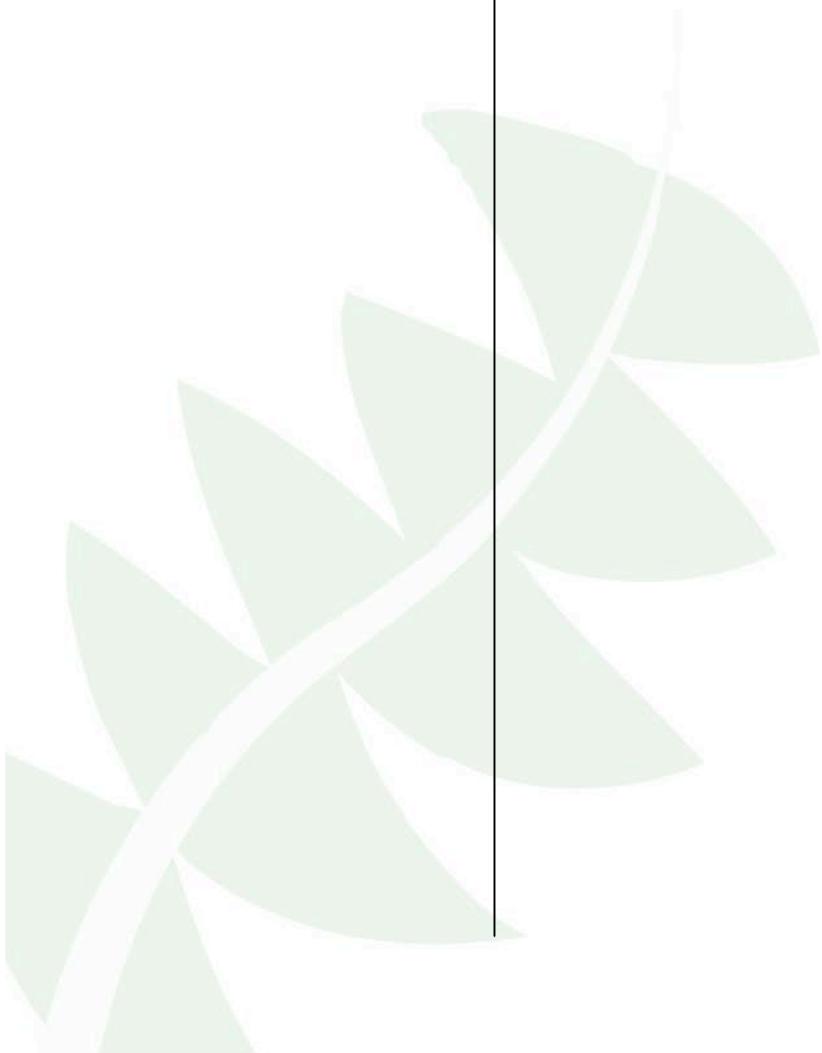
#### HEALTH AND SAFETY PROMOTION

**NPC Consulting** will actively promote health and safety throughout the Company, in order to maximise safety awareness and to influence positively the behaviour and attitude towards safety of all personnel.

The most effective form of promotion is by **NPC Consulting** Management demonstrating their commitment to the Safety and Health Policy and Plan through consistent application of the safety management program.

Newsletters and electronic media will be used (as required) to promote safety and health initiatives implemented and planned. Safety performance statistics and achievements are published and discussed at meetings.

Posters and brochures will be utilised in prominent positions to highlight specific safety and health issues.



## HAZARD MANAGEMENT

### HAZARD IDENTIFICATION AND RISK ASSESSMENT

**NPC Consulting** recognises that hazards cannot be controlled successfully on a reactive basis only.

Hazards must be identified, the associated risks assessed and everything practicable done to control the risk. Dangerous conditions and practices must be eliminated, or at least controlled, through the management function.

**NPC Consulting** believes to disregard such responsibility may lead to workplace injury and disease, which in turn may impact upon the total profitability of the Business.

To minimise **NPC Consulting** exposure, site inspections are undertaken of the workplace.

**NPC Consulting** also recognises the importance of legislation, which places a Duty of Care upon employees to:

- a) identifying each hazard to which a person at the workplace is likely to be exposed;
- b) assessing the risk of injury or harm to a person resulting from each hazard, if any, identified under paragraph a); and
- c) considering the means by which the risk may be reduced.

To assist people reporting and investigating hazards and as a means of prioritising the need for corrective action, **NPC Consulting** uses a risk assessment process.

By comparing the probability of occurrence against the expected outcome from an identified hazard, an informed decision can be made as to the need for corrective action and the time frame in which this must be completed.

### REGULAR HAZARD INSPECTIONS

Supervisors will conduct regular inspections to assist in identifying hazards and assessing risks in their work areas.

### HAZARD MANAGEMENT

Our Supervisor will undertake formal workplace inspections utilising specific checklists.

Any discrepancies identified will be promptly reported to the Manager using the hazard reporting procedure. Recommendations will be presented in a report for corrective action.

Workplace inspection checklists will be reviewed on an annual basis and as new plant, equipment and materials are introduced into the business.

### HAZARD REPORTING PROCESS

**NPC Consulting** recognises the importance of timely hazard reporting by all employees, as a major component of the accident prevention program.

If any employee identifies a safety or health hazard in the workplace and is unable to fix the problem, it must be reported.

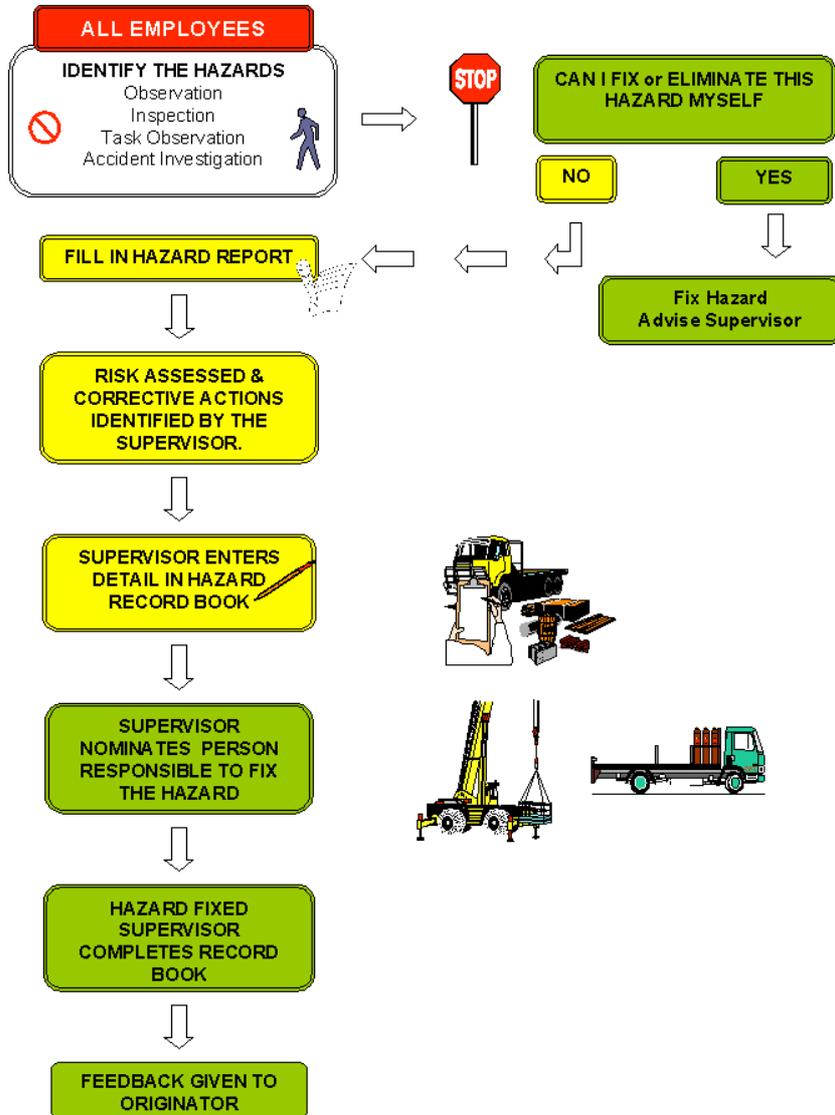
A hazard alert report form must be completed as part of this process.

The Supervisor or the person managing the employee will conduct an investigation of the hazard, determine, and apply suitable controls. The control measures will be documented on the hazard report form.

All hazard reports will be forwarded to the **NPC Consulting Manager** for review and discussion.

## HAZARD MANAGEMENT

### HAZARD INSPECTION AND REPORTING PROCESS



Where necessary, the hazards identified will be incorporated in the workplace inspection checklist.

This is to ensure the corrective action taken or controls are appropriate and effective.

## HAZARD MANAGEMENT

### PURCHASING & DESIGN SPECIFICATIONS

**NPC Consulting** recognises the importance of Occupational Health and Safety in its purchasing decisions.

Relevant Australian Standards and legislative requirements are specified within purchasing and tendering documents.

Safety and health criteria within purchasing documentation includes, but is not limited to, the following:

- a) All incoming chemicals are required to be accompanied by the relevant material safety data sheets (MSDS);
- b) All plant and equipment will be required to meet ergonomic considerations of the intended users;
- c) Machinery will be maintained to ensure that it runs as quietly as possible. e.g. noisy machinery will be transferred to other areas or noise barriers or baffles fitted to the equipment; and
- d) All plant and equipment will be provided with sufficient guarding, labelling of controls and warning signs, where appropriate.

**NPC Consulting** will only purchase, hire or lease from competent and approved Suppliers.

A list of preferred suppliers will be collated and monitored, to ensure the purchasing standard is maintained.

## JOB SAFETY ANALYSIS & SAFE WORK PROCEDURES

### SAFE WORK PROCEDURES - JOB SAFETY ANALYSIS

**NPC Consulting** employees are made familiar with the Job Safety Analysis process at induction.

The following process is used to develop safe work procedures:

- employees who perform the tasks are to be involved in this procedure;
- tasks are divided into individual steps;
- hazard identification is undertaken for each of these steps and recorded;
- the risk of injury or damage resulting from each hazard is assessed; and
- work procedures are developed for each step to either eliminate or control the risks associated with individual hazards;

Once the safe work procedure is agreed and approved, all employees involved in performing the job should be trained in the procedure.

A copy of the safe work procedure should be kept available at all times.

The safe work procedure should be reviewed regularly and when there are changes to the work environment or the type of equipment used.

Where **NPC Consulting** employees are concerned about the procedures being carried out on site, the details should be referred to the **NPC Consulting** Manager for immediate discussion & resolution.

### SYSTEM AUDITS

#### OH&S AUDITS

The purpose of auditing established systems is to determine if unexpected deviations have occurred, to ascertain if changes are necessary to the policies and procedures or if new systems or procedures need to be developed. This will ensure the systems are appropriate and effective.

An annual audit of the **NPC Consulting** Safety Management Plan will be completed to measure compliance with policies and procedures.

An external Risk Consultant will conduct the audit.

The audit will include:

- examination of all documents;
- observation of work practices;
- physical inspection of a number of workplaces; and
- interviews with employees, as necessary.

**NPC Consulting** will retain copies of all audits conducted.

**NPC Consulting** Senior Management will examine the audit findings and where necessary, assign corrective actions.

## INCIDENT REPORTING AND INVESTIGATION

**NPC Consulting** has a formal investigation and reporting procedure.

All accidents and incidents involving **NPC Consulting** employees are reported to Management.

Accident investigations are undertaken, with recommendations generated to prevent a recurrence.

A follow-up system is in place to monitor corrective action taken by the nominated person.



## REHABILITATION POLICY

**NPC Consulting** believes providing appropriate and adequate rehabilitation assistance is essential to enable a quick and productive return to original duties once an injury has occurred.

It is essential in any injury management plan to ensure that employees understand their value to the employer and the benefits of an early return to work.

The following Rehabilitation Policy reflects **NPC Consulting** commitment to rehabilitate injured employees wherever possible.

### **INJURY MANAGEMENT AND REHABILITATION POLICY**

It is the policy of **NPC Consulting** to make provision for the occupational rehabilitation of all employees who have sustained a work related illness, injury or disability.

In this context, rehabilitation is defined as:

**“A managed process of restoring an injured person to the fullest physical, psychological, social, vocational and economic function of which they are capable.”**

Early intervention with effective rehabilitation provides physical, psychological, social and financial benefits to employees, while minimising disruption to work and reducing costs to the employer.

Objectives:

- To establish a structured approach to rehabilitation services for all employees following work related illness, injury or disability.
- To develop and encourage the expectation that is normal practice, following work related illness, injury or disability for persons to return as soon as possible to appropriate employment.
- To commence the managed, safe and early return to meaningful, productive employment at the earliest possible time consistent with medical opinion.
- To appoint a person as co-ordinator to oversee the workplace based rehabilitation program.
- In conjunction with the client and injured person, form a rehabilitation case team to achieve the desired objectives.

*Signed:*

*Principal*  
**NPC Consulting**  
*Date:*

## WORKERS COMPENSATION & REHABILITATION PROCESS

**NPC Consulting's objectives in relation to Workers Compensation are to:**

1. Ensure that all claims for compensation to Workers compensation are processed quickly and professionally.
2. Provide information and instruction to the employee on making a worker's compensation claim.
3. Process documentation as per the requirements of the Workers Compensation and Rehabilitation Acts.

## WORKERS COMPENSATION & REHABILITATION PROCESS

In the event of a report of a work-related injury to a **NPC Consulting** employee, the Supervisor / Manager is to make contact with the injured/ill employee as soon as possible from time of injury, to discuss the incident and the medical treatment administered.

## SAFETY PERFORMANCE MEASUREMENT

The safety performance of **NPC Consulting** Management and Supervisors will be assessed using a set of pro-active measures.

The measures will include:

- the number of workplace risk assessments completed;
- the number of workplace safety inspections performed;
- participation in safety meetings; and
- satisfactory follow up of actions resulting from accidents, incidents or hazard reports.

**SAFETY PERFORMANCE MEASUREMENT - Continued**

Other indicators to be used to measure the overall safety performance of **NPC Consulting** will be in accordance with Australian Standard AS1885 *Measurement of Occupational Health and Safety Performance*. Incidence and Frequency Rates will be calculated using the following formula.

**Lost Time Injury Frequency Rate (LTIFR):**

$$\frac{\text{Number of Lost Time Injuries} \times 1,000,000}{\text{Number of hours worked}}$$

**Serious Injury Frequency Rate (SIFR):**

$$\frac{\text{Number of Lost Time} + \text{Medical Treatment injuries} \times 1,000,000}{\text{Number of hours worked}}$$

**Severity Rate:**

$$\text{Number of days lost per Lost Time Injury}$$

**Incidence Rate:**

$$\frac{\text{Number of Lost Time Injuries} \times 100}{\text{Average number of employees}}$$

Other measures that will be used will be:

- Claims Experience and Risk Management Reports will be requested from the Insurer and evaluated;
- Cost of Workers' Compensation insurance, payouts and rehabilitation.

## PERFORMANCE MEASUREMENT

### INCIDENT STATISTICS

The following summary of incident statistics will be collated and presented to the **NPC Consulting Senior Management** for discussion.

Statistic	Current Year	1 Year Prior	2 Years Prior
Lost Time Incidents (LTI)			
Severity Rates			
Exposure Hours (hours worked)			
Number of Lost Workdays			
Workers Comp claims payout			

### Definitions

**LTI** - Any injury that results in at least one full shift being lost at some time (not necessarily immediately) after the shift during which the injury occurred.

**Severity Rate** - Number of days lost per Lost Time Injury.

**Fatality** - Any injury that results in the death of a worker.

**Exposure Hours** - Number of hours worked by employees during the year.

**Number of Lost Workdays** - Number of days injured or ill employees were scheduled to work but could not. Note: AS 1885 specifies that 220 lost working days must be allocated to a fatality.

# RELEVANT DOCUMENTS, FORMS AND PROCEDURES

## Forms

The following forms and checklists are used in conjunction with this Safety Management Plan and are available upon request:

- Employee Selection Procedure**
- Safety Induction Procedure**
- Pre-start daily meeting Procedure**
- Housekeeping Procedure**
- Personal Protective Equipment (PPE) Procedure**
- Working alone Procedure**
- Hazard Identification Procedure**
- Incident Investigation Procedure**
- Injury Management Procedure**
- Rehabilitation Procedure**
- Workers Compensation Procedure**

## Procedures

The following procedures are used in conjunction with this Safety Management Plan and are available upon request:

- Application for employment form**
- Pre-employment medical assessment form**
- Authority to obtain medical information form**
- Personnel competency form**
- Induction verification form**
- Site induction verification form**
- OH&S Workplace safety inspection checklist form**
- Pre-start daily checklist (light vehicle) form**
- Job safety analysis form**
- General workplace safety inspection form**
- Office hazard inspection checklist form**
- Safety and Environment audit report form**
- Material register form**
- Incident investigation report form**
- Return to work plan form**
- Safety management training register form**
- Workers compensation claim form 2B**