

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT PLAN

Stringybark Ecological

(David Carr trading as Stringybark Ecological)

Armidale, NSW, 2350.

www.stringybarkecological.com.au



At Stringybark Ecological, the health and safety of people employed at work, or people affected by our work, is our top priority. We also aim to have a net positive effect on the environment. Our *Work, Health and Safety Policy* sets out our commitment to safety. We accept our role and responsibility in ensuring a safe workplace and environment. We also acknowledge that workers, other contractors, clients, site owners and managers, volunteers and the general public have a role and responsibility to play in their own safety.

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Emergency Management Procedure

Despite best efforts to control risks, emergencies may occur. Emergency situations may be: natural disasters; serious incidents affecting people or the environment; or incidents created by other contractors or workers on site.

Examples of Emergency Situations include:

- Bushfire or serious fire starting on site,
- Vehicle or equipment crash,
- Serious injury,
- Flash flood,
- Becoming lost or bogged in remote area,
- Serious fuel spill.

Stringybark Ecological workers may find themselves in an emergency situation when working alone, when working as a team, when working with or alongside other workers, or when travelling between work sites.

If an emergency situation arises when alone, workers must first assess the danger and if possible remove themselves from danger as quickly and safely as possible. Once safe, contact emergency services (000 or 112 on mobile) if required, notify their supervisor and implement emergency measures in Job Safety Analysis and Client's Emergency Procedures. Notify as for Critical Incident above.

If an emergency situation arises when working in a team, workers must first assess the danger together and if possible remove themselves from danger as quickly and safely as possible. Ensure that all team members are accounted for and leave the site as a group. Once safe, contact emergency services (000 or 112 on mobile) if required, notify their supervisor and implement emergency measures in Job Safety Analysis and Client's Emergency Procedures. Notify as for Critical Incident above.

If an emergency situation arises when working with other contractors or workers, workers must first assess the danger together and if possible remove themselves from danger as quickly and safely as possible. Ensure that all Stringybark Ecological team members are accounted for and leave the site as a group. If under the supervision of the client or another contractor, follow their procedures for safe site evacuation and assembly. Once safe, contact emergency services (000 or 112 on mobile) if required, notify their supervisor and implement emergency measures in Job Safety Analysis and Client's Emergency Procedures. Notify as for Critical Incident above.

In all emergency situations, notify other workers in the area by using the UHF radio set to channel specified in JSA and repeating, "Emergency, Emergency, Emergency" then stating the nature and location of the emergency.

Risk Management Framework

Stringybark Ecological uses a Risk Management Framework to identify, assess and control risk. The framework includes the following components:

- Establishing the context,
- Risk identification,
- Risk analysis,
- Risk evaluation,
- Risk treatment,
- Communication and consultation, and
- Monitoring and reviewing.

Establishing the context

Safety and environmental risk will change according to the context of the job. Prior to commencing a new job or starting work at a new site we will review:

- The work environment, including the presence of other workers and activities.
- Specific legislative requirements.
- Who else needs to be consulted about the job.
- Any standards, rules, guidelines or methods that may apply including HSE requirements of the client, supervising contractor or land owner.
- Any skill or competencies required to carry out the job.
- Any expert advice or supervision required.

Risk identification

We will identify any risks associated with a job prior to commencing work. Risks will be identified from:

- Known risks from similar jobs based on experience,
- Site inspection or visual observation,
- Risks identified by the client or other subcontractors,
- Risks identified from previous incident reports,
- Step-by-step task analysis,
- MSDS,
- Equipment and machinery manuals.

Identified risks will be included in a specific Job Safety Analysis for the task or set of tasks being undertaken. Tasks will be reviewed once they are underway to identify any new risks.

Risk Analysis

Once we have identified risks associated with a task, we will analyse the level of risk using the Risk Matrix Tool (Fig 1) to identify risk likelihood and consequences of the risk. We acknowledge that the same task may have a different level of risk depending on the context.

LIKELIHOOD (probability) How likely is the event to occur at some time in the <i>(Linear Scale time specific matrix)</i>	CONSEQUENCES What is the Severity of injuries /potential damages / financial impacts (if the risk event actually occurs)? (Logarithmic Scale, property industry specific matrix)				
	Insignificant	Minor	Moderate	Major	Catastrophic
	No Injuries First Aid No Envir Damage << \$1,000 Damage	Some First Aid required Low Envir Damage << \$10,000 Damage	External Medical Medium Envir Damage <<\$100,000 Damage	Extensive injuries High Envir Damage <<\$1,000,000 Damage	Death or Major Injuries Toxic Envir Damage >>\$1,000,000 Damage
Almost certain - expected in normal circumstances (100%)	MODERATE RISK	HIGH RISK	HIGH RISK	CRITICAL RISK	CRITICAL RISK
Likely - probably occur in most circumstances (10%)	MODERATE RISK	MODERATE RISK	HIGH RISK	HIGH RISK	CRITICAL RISK
Possible - might occur at some time. (1%)	LOW RISK	MODERATE RISK	HIGH RISK	HIGH RISK	CRITICAL RISK
Unlikely - could occur at some future time (0.1%)	LOW RISK	MODERATE RISK	MODERATE RISK	HIGH RISK	HIGH RISK
Rare - Only in exceptional circumstances 0.01%)	LOW RISK	LOW RISK	MODERATE RISK	MODERATE RISK	HIGH RISK

The risk level will be included in the Job Safety Analysis.

Risk Evaluation

We will evaluate risks according to whether they are acceptable or unacceptable. Unacceptable risks will then need to be controlled to a level where the risk becomes acceptable.

Risk Treatment (Controls)

Tasks with risks identified as unacceptable will require controls to reduce the level of risk to an acceptable level. Risks can be controlled through:

- Risk avoidance,
- Risk reduction,
- Risk transference,
- Risk acceptance,
- Risk retention.

We will use the following hierarchy of controls to treat risk, from most to least effective:

1. Elimination,
2. Substitution (of materials, equipment, processes),
3. Engineering or isolation (physical barriers),
4. Administration and training
5. Personal Protective Equipment (PPE).

Controls for specific tasks will be included in the Job Safety Analysis document. Risks will be re-analysed using the risk matrix and assigned a new level of risk. If the risk level is still unacceptable after re-evaluation, we will look for more controls to reduce the level of risk to acceptable.

Communication

Communication is a critical component in maintaining a safe workplace. Communication includes consultation with clients, other contractors and workers, other stakeholders and the broader industry. Consultation with these groups assists in risk identification, analysis and control.

Stringybark Ecological will use two key methods to communicate among supervisors and workers about health, safety and environmental matters:

1. Documents – primarily the Job Safety Analysis (JSA). This document is created for each new job (set of tasks) considering the context of the job and after consultation with clients and other stakeholders. The JSA sets out the risks, analyses and evaluates the risks, outlines controls, reevaluates risks and assigns responsibility for carrying out the controls. It identifies key legislation, procedures, training, MSDS, reporting and documents associated with the job. The JSA is reviewed and signed off by all workers on a daily basis. The JSA may be adapted based on observations or on changes in context.

Safe Work Method Statements have been developed for jobs we have undertaken in the past. These methods are adapted to the current job context and included in the JSA. New Safe Work methods are developed as required.

Take 5 pages are completed when a new task is undertaken or when a task is undertaken in a new context. Books are maintained by each worker.

2. Discussion – We communicate about safety before, during and after a job. This is a two-way conversation where any worker can raise or discuss safety or environmental issues. This includes: going over the JSA before a job commences; discussing a Take 5 note as it is being filled in; identification of new risks or hazards; expressing concern or questioning the safety of a task or procedure; and reviewing safety issues once the task has been completed.

Communication with the client will usually involve compliance with their procedures and policies. This may require us to complete inductions, have our own procedures verified and complete documentation and other communication activities.

Incident reporting

Any incident occurring in relation to work undertaken by Stringybark Ecological must be reported and recorded appropriately. An incident is defined as an unplanned, undesired event that adversely affects completion of a task. Incidents range in severity from near misses to fatal accidents and include incidents affecting the environment.

In the first instance, an incident must be reported to David Carr ([0418651263](tel:0418651263)/dbcarr@stringybarkecological.com.au) or to the on-site supervisor. If the incident involves a fatality, serious injury or major environmental contamination (Critical Incident) it must be reported as soon as practically possible after urgent actions have been taken. Serious incidents must be reported within 4hrs and Minor Incidents within 24 hrs.

Serious incidents must prioritise actions to address the incident over reporting the incident. i.e. Call an ambulance or fire brigade before reporting to supervisors.

Stringybark Ecological will comply with incident reporting requirements of our clients and supervising contractors in a timely and honest manner.

Examples of Critical Incidents (report as soon as possible)

- Fatality,
- Serious injury (risk of fatality) e.g. snake bite,
- A near-miss of a fatality or serious injury)
- Vehicle crash or rollover,
- Contamination of waterway or sensitive area with chemicals or fuel,
- Accidental ignition of a wildfire.

Examples of Serious Incidents (report within 4 hours)

- Injury requiring an ambulance,
- Chemical or fuel spill not into a waterway or sensitive area,
- Death or injury of animal in care.
- Symptoms of heat stress or dehydration at work.
- Getting lost in remote area.
- Vehicle breakdown or minor accident.

Examples of Minor Incidents (report within 24 hours)

- Injury not requiring an ambulance,
- Feeling tired, hot or thirsty at work.
- Sunburn.
- Ant bite, splinter or prickle.
- Equipment failure,
- Material loss or failure.

Management of Safety Documents

Safety documents

- Policies, procedures and this management plan. These are stored in the Stringybark Ecological 'Safety' Dropbox folder and are available to all workers. Only current versions of these documents are maintained in this folder.
- JSA templates and Safe Work Method Statement templates. These are stored in the Stringybark Ecological 'Safety' Dropbox folder and are available to all workers. Only current versions of these documents are maintained in this folder.
- Completed JSAs. A paper copy will be retained by the supervisor and available to all workers during the job it covers. Workers will sign each day. Within 3 days of the completion of a job a scanned PDF of the JSA will be uploaded into the Stringybark Ecological 'Safety' Dropbox folder – Subfolder 'Completed JSAs'.
- MSDS, Equipment Procedures and Manuals and any other specific tool, equipment or material documentation. These will be available as paper or electronic copies on the job site for the duration of the job. Electronic copies will be available in the Stringybark Ecological 'Safety' Dropbox folder – Subfolder 'Equipment and Materials'.
- Licences, permits and tickets for individual workers will be retained in their human resources file and will be reviewed for currency using an alert calendar. This information is only available to the owner and the contracted accountant.

Physical copies of safety documents are stored at 7 Taylor St, Armidale, NSW, 2350.

Monitoring

This plan and our Health and Safety Policy will be reviewed annually through discussion with workers and subcontractors. We will also engage an independent auditor to review our HSE policies and procedures annually and we will revise our policies and procedures accordingly.

The JSA for any task that is carried out regularly and repeatedly will be reviewed each time the task is repeated after a break of more than one month.

Tasks will be monitored through observation, discussion, feedback (from workers and clients) and incident investigations. Monitoring may also include dust and noise measurement in specific circumstances.

Monitoring will include a review phase. Procedures, risks, controls and communication will be reviewed and adapted as required.

Monitoring also includes a regular review of legislation, client safety and environmental procedures, methods, MSDS, chemical labels, equipment operating procedures and other external matters relevant to safety.

Standard Controls

The following controls apply to all workers and subcontractors on all jobs with Stringybark Ecological:

- Workers must read, understand and sign off on Job Safety Analysis.
- Workers must have the necessary training, qualifications, tools and equipment for the job.
- Workers must comply with client's or supervisory contractor's WHSE processes including site access, inductions, sign-ons, inspections and reporting.
- Workers must not be under the influence of drugs (prescription or otherwise) or alcohol.
- Workers must be fit and healthy enough for the allocated task.
- When working outside, workers will wear long pants, long-sleeved shirt, broad-brimmed hat, ankle-supporting boots and sunscreen (SPF 30+) on exposed skin, unless other PPE is indicated by the JSA.
- When working away from the vehicle, workers will carry a charged, functional mobile phone and a personal first aid kit containing a snake bandage.
- When working remotely or alone, workers will carry a hand-held UHF radio when away from the vehicle.
- Vehicles and boots must be maintained in a clean state, free of weed seeds and excessive dirt (see Vehicle Washdown Policy).
- Workers must understand what to do in the event of a workplace injury, near-miss or emergency.
- Vehicles must be registered and have comprehensive insurance and have: a first aid kit, a fire extinguisher (min 1kg), a UHF radio (fitted or hand held). For specific jobs vehicles may require: reflective signage, a flashing amber light, a reversing alarm, an orange flag and other safety measures required by the client.

Personal Protective Equipment

It is the responsibility of each worker to provide their own work clothes (trousers, long-sleeved shirt (high vis if required) and work boots (steel-capped safety boots if required) and broad-brimmed hat. All other PPE (hard hats, gloves, safety glasses, reflective vests, hearing protection, etc) will be provided by Stringybark Ecological. Sunscreen, hand sanitiser and drinking water will be available for all workers on all jobs.

Workplace housekeeping

Personal hygiene, vehicle hygiene and workplace tidiness contribute to safety. In order to maintain a safe work environment and protect the natural environment workers will:

- Not smoke on site, except in dedicated smoking areas,
- Wear clean clothes and PPE,
- Wash hands before eating or before handling goods or materials at risk of contamination (soap and water and hand sanitiser available in vehicle). Wear gloves if handling materials which may cause illness or contamination (such as animal faeces, chemicals and soil).
- Comply with vehicle hygiene procedure to prevent spread of weeds or diseases,
- Replace tools and equipment where they belong once a job is finished,
- Keep tools, leads, ropes, materials and other equipment contained so they do not create a trip hazard or fall on other workers.
- Remove rubbish from vehicle and work site at the end of each day and place in appropriate rubbish or recycling bin.

Fitness for Work

All Stringybark Workers must be fit for work. By signing the Job Safety Analysis workers state that they are fit for work in relation to the specific task. This includes for all jobs:

- That they are not under the influence of alcohol (0% blood alcohol) or drugs.
- That they are sufficiently well-rested to carry out the tasks.
- That they have not exceeded the maximum hours specified under Fatigue Management in the Site Access Procedure.

- That any other issues that may affect fitness for work (e.g. illness, pregnancy, prescription medication) have been notified to the supervisor.

Return To Work

At Stringybark Ecological we support workers returning to work where possible after an injury or incident. A return to work plan will be developed in consultation with the worker, their doctor, iCare Workers Insurance and their supervisor.

See the Return to Work Poster from I Care at the end of this document.

First Aid and Fire-fighting

Stringybark Ecological staff work in environments and on tasks where we aim to control as many risks as possible. However, not all risks are controllable and it is possible that incidents may occur. Incidents involving injury to staff, subcontractors or other workers on site should be managed as follows.

Serious Injury

Follow DRABCD

- D** Check for Danger/Safety
- R** Check patient Response. Call 000 (or 112 from mobile) if required
- A** Clear and open the Airway and check for signs of life
- B** Give 2 Breaths if not breathing normally. Recheck for signs of life.
- C** Give 30 chest Compressions at 100/min, followed by 2 more breaths.
- D** Defibrillate if available.

Implement site or client Emergency Response Procedure

Apply appropriate first aid for other injuries or conditions.

Notify as for Serious Incident (Health, Safety and Environment Management Plan – Communications)

Stringybark Ecological vehicle is equipped with a first aid kit behind the rear seat. All staff working alone away from a vehicle (>100m) must carry a portable first aid kit which includes a snake bandage.

Minor injury

Check for Danger/ Personal Safety

Assess and reassure patient.

Apply appropriate first aid

Notify as for Minor Incident (Health, Safety and Environment Management Plan – Communications).

If leaving site notify supervisor and/or client as required.

Illness

If a worker becomes ill or fatigued and is unable to continue working they must notify their supervisor. The supervisor will then arrange to get the worker off site and back to their vehicle, home or to a doctor if required. Other staff can only stay if supervision and minimum number procedures are satisfactory.

Apply First Aid if required for symptoms of illness. Check with patient if they take any medication and help them take it if required.

Notify as for Minor Incident (Health, Safety and Environment Management Plan – Communications).

Fire

Stringybark Ecological vehicle is equipped with a fire extinguisher inside the rear compartment on the driver's side (see sticker).

In the event of a vehicle fire, exit the vehicle immediately and if safe to do so, access and use the fire extinguisher. If the fire is not able to be safely managed with the fire extinguisher move away from the vehicle and call 000 (or 112 from mobile).

In the event of an unmanageable fire (cannot be safely extinguished with vehicle fire extinguisher) at or close to the work site, all workers should evacuate the site. Notify site manager or client immediately and call 000 (or 112 from mobile) if required.

Avoid entering all outdoor work sites during Extreme or Catastrophic fire danger conditions. Avoid entering remote areas during Very High fire danger conditions when maximum temperature is forecast to exceed 35oC. Supervisor to check "Fires Near Me" App at the start of the day to assess location, severity and proximity of known fires. Include fire risk assessment in daily review of JSA. If risk is Medium or higher, avoid field work in that area until risk reduces to Low.

Stringybark Ecological staff are not trained in fire-fighting and must not participate in fire control activities on site, even if requested by client or site manager.

David Carr

Sole Trader and Principal
Ecologist



1 / 1 /2019

Name and position

Signature

Date

At work, you can recover better

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

If you get injured at work, follow these steps to get the support you need and recover faster

1

tell your employer

Your employer must notify the insurer within 48 hours. If your injury is serious, your employer must notify SafeWorkNSW immediately on 13 10 50.

2

see your doctor

Get a certificate of capacity from your doctor and give it to your employer to send to the insurer. You can claim medical expenses and will get weekly payments if you need time off work. If you need more than seven days off work, you must participate in an injury management plan.

3

recover at work

If you are fit enough, stay at work or plan how to return to suitable work as early as possible to recover faster.

Your employer's workers compensation insurer is icare.

Workers compensation claims are handled by: _____

Your return to work coordinator is: _____

Who is icare?

icare (Insurance and Care NSW) delivers the insurance and care schemes for the NSW community. Our purpose is to protect, insure and care for the people, businesses and assets that make NSW great. **icare workers insurance** protects over 3.3 million workers in NSW.

SafeWork NSW is the workplace health and safety regulator. The State Insurance Regulatory Authority (SIRA) regulates workers compensation insurance in NSW. For more information go to safework.nsw.gov.au or sira.nsw.gov.au or call 13 10 50.



This poster summarises the requirements of the Workplace Injury Management and Workers Compensation Act 1998 with regard to notifying injuries and making claims, and is the form of notice approved under section 231 of the Workplace Injury Management and Workers Compensation Act 1998 and clause 39 of the Workers Compensation Regulation 2016. Every employer must keep this constantly posted up in some conspicuous place at work.

SIRA08739

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