

Work Health and Safety Policy and Procedures Manual for Plumbing

Table of Contents

Work Health and Safety Policy and Procedures Manual for Plumbing	1
1. Introduction.....	4
Purpose of the Manual	4
Scope of the Manual	4
2. WHS Policy.....	5
Introduction	5
Purpose.....	5
Scope.....	5
Policy Statement	6
Responsibilities	7
Review	7
Approval.....	8
3. WHS Procedures	9
3.1 Risk Assessment Procedure.....	9
3.2 Incident Reporting Procedure	11
3.3 Emergency Response and Evacuation Procedure.....	13
3.4 First Aid Procedure.....	15
3.5 Managing Risks of Hazardous Chemicals Procedure	16
3.6 Hazardous Manual Tasks Procedure	18
3.7 Managing Noise and Prevention of Hearing Loss Procedure.....	20
3.8 Preventing and Managing Fatigue Procedure.....	22
3.9 Rehabilitation and Return to Work Procedure.....	24
3.10 Personal Protective Equipment (PPE) Procedure.....	26
3.11 Working at Heights Procedure	28
3.12 Slips, Trips, and Falls in the Workplace Procedure.....	29
3.13 Harassment and Conflict at Work Procedure	30
3.14 General Tools and Equipment Procedure	31
3.15 Drug and Alcohol Procedure.....	33
3.16 Mobile Phones Procedure	35
3.17 Using Company Vehicles Procedure	37
3.18 Using Private Vehicles Procedure	39

3.19 Internet Use Procedure	41
3.20 E-mail Use Procedure	43
3.21 Equal Employment Opportunity Procedure.....	45
3.22 Robbery, Hold Up and Cash Management Procedure	47
3.23 Fatigue Hazard Checklist Procedure	49
3.24 Use of Company Information and Privacy Procedure	51
3.25 Use of Personnel Information and Privacy Procedure	53
3.26 Smoking Procedure.....	55
3.27 Social and Informal Functions Procedure	57
3.28 Sun Protection Procedure	59
3.29 Induction Completion Acknowledgement Procedure.....	61
4. Plumbing Specific Policies and Procedures	63
4.1 Asbestos Awareness	63
4.2 Safe Handling and Use of Chemicals	64
4.3 Excavation and Trenching	65
4.4 Gas safety procedures	66
4.5 Hot work procedures	67
4.6 Safe use of plumbing equipment and machinery	68
4.7 Electrical safety in wet areas	69
5. Induction Completion Acknowledgement Form	70
6. Appendices.....	71
Relevant Legislation and Standards	71
Glossary of Terms	71
Document Control and Revision History.....	72
Revision Table.....	72

1. Introduction

Purpose of the Manual

The purpose of this manual is to ensure that all employees, contractors, and visitors associated with [Company Name] are provided with a safe and healthy work environment. It has been created as a guide to assist in the consistent implementation of Work Health and Safety (WHS) practices throughout the organisation.

This manual sets out the responsibilities of everyone involved at different levels in the company; from the management team, who provide the resources and commitment for WHS initiatives, to every individual worker, who plays a vital part in maintaining safety on a day-to-day basis.

By defining practical procedures for managing a wide range of workplace risks, the manual aims to prevent or minimise the incidence of workplace injuries and disease and comply with legislative requirements. Furthermore, it allows [Company Name] to continuously improve WHS performance through ongoing review and improvement of policies and procedures.

Therefore, all individuals - whether they are staff, contractors, or visitors - should use this manual as their go-to reference for understanding WHS policies and procedures at [Company Name]. This not only helps individuals protect themselves but also assists in creating a culture where health and safety become embedded in everyday work practices.

Scope of the Manual

The Work Health and Safety (WHS) Policy and Procedures Manual is applicable to all employees, contractors, visitors, and any other individuals involved or interacting with activities associated with [Company Name]. The manual extends to cover all premises or locations where business operations, work or related activities are carried out. This includes but is not limited to, offices, warehouses, factories, vehicles, and off-site locations where representatives of [Company Name] may be performing duties or assignments.

This manual acts as a reference guide covering comprehensive information on our health and safety procedures which are designed to maintain a safe and healthy workplace. It encompasses guidelines to manage and mitigate potential risks, incident reporting protocols, emergency response measures, first aid protocol, handling of hazardous materials, dealing with harassment, and fatigue management along with many others.

Additionally, it includes specific procedures which cater to different divisions within the organisation and specific roles, outlining their responsibilities towards WHS. The manual sets out clear expectations and manages obligations towards individual and collective responsibility to ensure a safe working environment.

It is important that every individual whose role is covered under the scope of this manual thoroughly understands their duties and responsibilities set herein. Training and assessments will be provided to ensure comprehension and implementation of these procedures.

2. WHS Policy

Introduction

The Work Health and Safety (WHS) policy we have in place at [Company Name] is a critical part of our commitment to providing a safe and healthful work environment for our all our employees and anyone else who may be affected by our operations.

We believe that the well-being of our team is paramount, and this policy serves as a practical guide aimed at preventing workplace injuries and illnesses. It outlines both our company's responsibilities and the necessary actions we expect our workers to take in keeping themselves and their colleagues safe.

This WHS Policy aligns with Australian government standards and legislations regarding workplace safety. The procedures and guidelines within this policy are reviewed regularly, ensuring they remain effective, up-to-date, and continue to provide the highest possible level of protection for our workforce. Employees are encouraged to engage with this policy, offer feedback, and report any potential hazards or incidents promptly so that appropriate measures can be taken.

By understanding and adhering to this WHS Policy, together, we can maintain the high safety standard that we strive for at [Company Name], ensure regulatory compliance and foster a productive, secure working environment that is beneficial to all.

Purpose

The Purpose of the Work Health and Safety (WHS) policy is to provide a structured process for managing safety within [Company Name]. It aims to create a safe and healthy work environment by establishing standards, responsibilities, and procedures that promote health, safety, and welfare of all staff members, visitors, contractors, and other individuals who may be affected by our operations.

This WHS policy demonstrates [Company Name]'s commitment to ensuring a systematic approach towards identifying, assessing, and controlling risks. It seeks to encourage the active participation and co-operation from everyone in the workplace in promoting and maintaining safety, thereby minimising the occurrence of workplace injury and illnesses.

In turn, it helps [Company Name] comply with relevant statutory obligations and responsibilities, as defined under current Australian WHS legislation and regulations. Further, this policy sets out our commitment to continual improvement in WHS management and performance through regular reviews, assessments and ongoing training opportunities.

Scope

This Work Health and Safety (WHS) policy applies to all employees of [Company Name], contractors, visitors, volunteers and other individuals who are physically present on the company's grounds. This includes but is not limited to our offices, facilities, worksites, vehicles or any location or situation where work activity is being carried out for [Company Name].

It encompasses all activities, operations, processes and products related with [Company Name]'s business and outlines how we will meet WHS legal requirements, manage risk and support the health, safety and wellbeing of everyone in our workplace.

The intent of this policy is not to supersede, but function in line with Australia's workplace health and safety laws, standards and codes of practice, providing specific instructions which fit our unique work environment. Although this WHS Policy is designed to apply broadly, it may be supplemented by more detailed guidelines, procedures or rules in relation to specific hazards or risks relevant to particular areas or activities within [Company Name].

Policy Statement

At [Company Name], we're committed to providing a safe and healthy work environment for all our staff, stakeholders, visitors, contractors, and the wider community. We believe that safety is not merely an obligation, it's an integral part of doing business, and as such, everyone at every level of the organisation shares in this responsibility.

We will endeavour to promote a culture where harm to our people through work is unacceptable and strive towards eliminating all types of incidents related to health and safety from our workplace.

To do so, we will adhere to all legislative obligations, standards, and codes of practice relating to Work Health and Safety within Australia, including the State/Territory WHS Act and Regulations, for ongoing systematic management and control of hazards and risks.

Our commitment is supported by a system of programs and procedures that integrate safety into our daily operations. This includes but is not limited to: hazard identification and risk management; consultation and communication with workers about work health and safety matters; emergency preparedness and response; training, instruction and supervision to ensure workers can perform tasks safely; incident reporting, investigation and corrective action to prevent recurrence; and effective rehabilitation processes in case of injury or illness.

We consider continuous improvement of safety performance as critical for our business success and therefore, we set clear objectives and targets to measure our progress with regular reviews of compliance and safety performance audits.

Because securing our collective safety is everyone's responsibility, we expect workers and third parties involved in our activities to take reasonable care for their own health and safety, and to protect others affected by their actions.

We believe in an 'always learning' approach and always encourage both workers and stakeholders to share new ideas and better methods to improve our workplace safety.

In line with this policy statement, further detailed responsibilities are defined either in specific safety procedures or job descriptions. By following and sharing in our commitment to safety, together we can achieve our ultimate goal – zero harm!

Responsibilities

The WHS responsibilities within [Company Name] are divided among different levels of the organisational structure. Here is a detailed outline:

- 1. Senior Management Responsibilities** Senior management is accountable for ensuring appropriate resources are available to implement and manage the WHS policy effectively. They must confirm that risk assessments are carried out, every reported incident is investigated, and necessary preventative measures are put into action.
- 2. Supervisor/Manager Responsibilities** Managers or supervisors are responsible for implementing the company's WHS procedures within their department or team. They should ensure regular workplace inspections, investigate any accidents or incidents promptly, undertake risk assessments for new and existing work procedures, and provide practical solutions.
- 3. Employee Responsibilities** All employees are required to comply with the WHS policy and procedures regardless of their position within the organisation. Both physical safety and mental health fall under these responsibilities. It is expected that employees will report hazards, risks, incidents, injuries, illnesses, or unsafe practices to the appropriate contact person or supervisor without delay.
- 4. Contractor Responsibilities** Contractors must comply with all applicable WHS laws and regulations and conduct their activities in a safe manner. They should ensure they are using safe equipment and tools, use necessary personal protective equipment (PPE), attend all mandatory safety training sessions, and report all potential hazards, incidents, or injuries to the relevant site supervisor immediately.
- 5. Health and Safety Committee Responsibilities** The Health and Safety Committee is charged with maintaining and improving workplace safety conditions. Their roles include engaging in regular communication about safety matters, reviewing accident reports, proposing improvements to the WHS policy, and promoting a positive safety culture throughout the business.

The collaboration of all the above parties is crucial for an effective WHS program within [Company Name]. This document serves as a guide to clearly identify the scope and level of commitments needed from various individuals within our organisation.

Review

This WHS Policy will be subject to a comprehensive review once every year to ensure its continued relevance and efficacy in managing the health and safety risks within [Company Name]. This timeframe may vary depending on changes to relevant legislation, significant organisational changes, or after an incident or near miss that warrants a policy review.

The review will be conducted by key personnel involved in WHS management which includes but is not limited to, the following roles:

1. WHS Officer
2. HR Manager

3. Departmental Leads
4. Employee representatives

Feedback will also be sought from all employees to encourage participation and to ensure that the policy remains effective in its aim of ensuring the health and safety of everyone within the organisation.

The Committee are responsible for ensuring this policy and its procedures remain compliant with relevant Work Health and Safety Acts, Regulations, Codes of Practice and Australian Standards.

Any proposed amendments resulting from the review will be endorsed by the WHS Committee and approved by senior management prior to implementing the changes. Participants of the review process must ensure that all data collected is strictly confidential and solely used for the purpose of improving the WHS policy and its implementation.

On completion of the review, a report documenting the outcomes of the review, any actions taken and planned future actions will be prepared and communicated to staff.

All versions of this policy will be maintained as records for a period of seven years. This allows for tracking changes over time, evaluating the effectiveness of past decisions and identifying trends.

The next planned review date of this policy is exactly one year from its approval date. Remembering to always update the review date upon implementation of significant changes. This proactive approach promotes a continuous improvement mindset regarding work health and safety within our organisation.

Approval

This Work Health and Safety (WHS) Policy has been reviewed and approved by the Senior Management Team of [Company Name]. The act of approval confirms that the content within this document aligns with the overarching strategic intent of [Company Name] towards maintaining a safe and healthy work environment for its employees.

The leadership's commitment to the policy is underlined through this endorsement, reinforcing the importance of the WHS policy in daily operations.

Moreover, the approval signifies the willingness of [Company Name] to allocate necessary resources such as time, workforce, or financial investments to implement, maintain, and improve health and safety systems in line with this policy.

Once authorised, the policy will be communicated to all employees via appropriate channels to ensure widespread awareness. Regular feedback from employees on its effectiveness will be welcomed and strongly considered during periodic reviews.

Please note that subsequent amendments to this WHS Policy would need another round of approval following the same process. Therefore, any changes proposed must pass through the proper channels and discussions before finalisation. This way, we can have an evolving document that meets changing situations while maintaining the integrity and purpose of the original policy.

Records of approval are kept by the WHS officer and can be furnished when required for compliance audits or internal reference.

3. WHS Procedures

3.1 Risk Assessment Procedure

Purpose

The purpose of the risk assessment procedure is to outline a systematic and consistent approach for [Company Name] in identifying, evaluating, and controlling potential hazards in the workplace. This aims to maintain an optimal working environment that safeguards employees' well-being while adhering to legislative and regulatory obligations.

Scope

This procedure applies to all employees, contractors, visitors, and volunteers within the premises of [Company Name]. It covers all tasks, processes, and operations carried out at all locations where business activities of [Company Name] are conducted.

Procedure

1. **Hazard Identification:** Identify potential hazards associated with each task or process. Hazard identification can be accomplished through various methods including but not limited to routine inspections, consultation with staff, review of safety data sheets (SDS), and incident investigation.
2. **Risk Assessment:** Evaluate the extent of harm or damage that might result from the hazard identified. The assessment should consider factors such as likelihood of occurrence, severity of potential outcomes, existing control measures, and the number of personnel at risk.
3. **Risk Control:** Implement measures to eliminate or minimise risks associated with identified hazards. Risk control measures are to be chosen following the hierarchy of controls which prioritises elimination, substitution, engineering controls, administrative controls, and personal protective equipment (PPE) in reducing the risk.
4. **Record Keeping:** Comprehensive records of risk assessments and subsequent actions must be maintained. They should include details of the hazard, assessed risk level, control measures, responsible persons, dates for implementation, review, and monitoring.
5. **Review and Monitor:** Regularly monitor and review the effectiveness and relevance of the control measures. Adjustments must be made when necessary. A review should also occur when there have been significant changes in the work process, after an incident, or whenever deemed necessary.

Responsibilities

5. **All Employees:** Play an active role in identifying, reporting and managing potential workplace hazards. Ensure adherence to implemented control measures.

6. Managers/Supervisors: Conduct risk assessments in their areas of responsibility. Implement appropriate risk control measures and review them regularly. Promote a positive safety culture within their team.
7. Work Health Safety Officer: Provide guidance and support during the risk assessment process. Aid in the development, implementation, and review of effective risk control strategies. Maintain up-to-date and lawful documentation of risk management activities.
8. Senior Management: Support WHS initiatives and ensure that adequate resources are available for the effective implementation of this procedure. They are ultimately accountable for the health and safety performance of [Company Name].

3.2 Incident Reporting Procedure

Purpose

The purpose of this procedure is to ensure that all incidents, which are defined as any unplanned event causing injury or occupational illness, unsafe conditions, or significant damage to property or the environment, are reported promptly and effectively within the [Company Name] workplace. This thereby assists in promoting a safe work environment, emphasizing the necessity of quick response and ensuring legal obligations are met.

Scope

This procedure applies to all workers within [Company Name], including volunteers, contractors, temporary staff, and visitors who may be involved in or witness an incident or hazard at our sites.

Procedure

1. If you're involved in or witness an incident or near-miss, seek immediate medical attention if necessary. Ensure the area is safe and prevent further harm or damage.
2. Notify your line manager or supervisor immediately. If they are unavailable, inform the Work Health and Safety (WHS) officer.
3. The affected individual, or a person on their behalf, must complete an 'Incident Report Form' which can be accessed from the WHS officer or retrieved online via [Company Name]'s Intranet.
4. When filling out this form, provide as much detail as possible about the incident. Describe the incident event accurately along with any contributing factors, injuries sustained, treatment received, witnesses present, and corrective actions taken.
5. Once completed, submit the form to your line manager or directly to the WHS officer. This should be done as soon as possible.
6. The WHS officer will review the report, ensuring it is correctly filled out and log the incident into the Incident Register. An investigation will be initiated to determine its cause and the actions required to prevent reoccurrence.
7. If significant harm occurred or nearly occurred, notify SafeWork Australia or other relevant regulatory bodies in consultation with the company directors.
8. Following an approved action plan, management must implement corrective measures.
9. Closure of the incident occurs when actions have been implemented and successfully reviewed by the WHS officer for effectiveness.

Responsibilities

All [Company Name] employees have a responsibility to report incidents or hazards immediately. Supervisors/Managers are responsible for ensuring that reports are thoroughly completed, submitted timely, and appropriate actions are undertaken. The WHS Officer ensures effective management of incident reporting and investigation,

maintains the Incident Register, liaises with investigators and authorities, and provides advice and feedback on corrective measures.

3.3 Emergency Response and Evacuation Procedure

Purpose

The purpose of this procedure is to ensure that [Company Name] is capable of responding effectively to emergency situations for the protection of its workers and visitors, and the reduction of harm to both individuals and property.

Scope

This procedure applies to all personnel working under [Company Name], including permanent staff, contractors, and temporary employees. It also encompasses any visitors that could be potentially impacted by an emergency situation within our premises or worksites.

Procedure

1. Emergencies Identification and Assessment

All potential emergencies that could occur in the workplace must be identified and assessed appropriately. This includes but is not limited to fires, floods, chemical spills, gas leaks, medical emergencies, bomb threats and industrial accidents.

2. Emergency Response Plan Development

An effective Emergency Response Plan (ERP) needs to be developed and should include:

9. Steps for reporting emergencies
10. Evacuation procedures
11. Emergency contacts and roles
12. Emergency service contact details and coordination
13. Basic first aid guidelines
14. Assembly points and headcount procedure

3. Implementation of the ERP

The ERP should then be disseminated to all relevant persons at [Company Name]. Regular training drills should be conducted to ensure familiarity with the plan, as well as identification of areas for improvement.

4. Post-Emergency Review

Following any incident that initiates the use of the ERP, a thorough review should be undertaken to identify any flaws in our response and make necessary improvements to the process.

Responsibilities

Management: Management are responsible for ensuring appropriate resources are allocated to the development and implementation of the ERP, including provision of necessary training for their teams.

Safety Officers: Safety officers are responsible for identifying potential risks, developing the ERP in collaboration with management, holding regular reviews of the ERP, and facilitating training drills.

Employees: Employees have a responsibility to familiarize themselves with the ERP, attend scheduled safety trainings and drills, and adhere to defined procedures in the event of an emergency.

Visitors: Visitors to [Company Name] facilities are required to comply with any emergency directions given by staff during their visit.

3.4 First Aid Procedure

Purpose

The purpose of this procedure is to ensure that all [Company Name] employees are provided immediate attention if they have been injured or fallen ill at work. This also aims to comply with the requirements stipulated by the Work Health and Safety (WHS) regulations.

Scope

This procedure applies to all types of injuries and illnesses that could occur in the workplace, including minor injuries that can be treated on-site or more serious conditions requiring professional medical help.

Procedure

1. **Identify the situation:** Determine the urgency and severity of the injury or illness. If the condition is serious or life-threatening, call emergency services straight away.
2. **Administering First Aid:** A qualified first aider should administer initial treatment using the resources available in the first aid kit located within the premises.
3. **Get professional help if needed:** If an individual has experienced a severe injury or suffering from a serious illness, contact a medical professional promptly. Fill out an incident report with all relevant details.
4. **Record the incident:** All workplace accidents or illnesses, regardless of their severity, must be recorded in the incident register. Information should include the name of the injured party, date and time, nature of injury or illness, first aid, or treatments given, and person who gave treatment.
5. **Follow-up:** Ensure that the injured or sick employee receives appropriate post-incident medical attention and support. Regular check-ins with the affected staff member must be made until they have fully recovered.

Responsibilities

15. It's the responsibility of the employer to ensure the availability of trained first aid personnel and suitable, well-stocked first aid equipment.
16. Employees should immediately report any incident that results in injury or illness to the employer.
17. First aid-certified staff are obliged to render assistance within the boundaries of their training.
18. It is everybody's duty within [Company Name] to be aware of this procedure and to cooperate in its implementation to maintain a safe and healthy work environment.

3.5 Managing Risks of Hazardous Chemicals Procedure

Purpose

The purpose of this procedure is to ensure all workers at [Company Name] are protected from the risks associated with hazardous chemicals. This includes procedures for identification, safe handling, storage, use, and disposal of all hazardous chemical substances sourced or introduced into the workplace.

Scope

This procedure applies to all employees, contractors, and visitors at all [Company Name] sites and operations, at any time.

Procedure

1. **Identification of Hazardous Chemicals:** Each substance brought onto a [Company Name] site must be checked for a Safety Data Sheet (SDS). The SDS contains information on hazards, precautionary information and emergency procedures related to the use of a chemical substance.
2. **Risk Assessment:** Conduct a risk assessment for the use and potential exposure to all hazardous chemicals present in the workplace using Safe Work Australia guidelines. Take into account factors such as chemical properties, concentration, quantity, exposure duration, storage method, control measures, and individual worker susceptibility.
3. **Control Measures:** Implement control measures to mitigate the identified risks. Eliminating the use of the hazardous chemical should be the primary option. If that's not possible, consider substitute options with less hazardous chemicals or use engineering controls to minimise exposure like local exhaust ventilation. Administrative controls like safety training and safe work procedures should then be set up. As a last resort, personal protective equipment (PPE) should be used.
4. **Training and Education:** Workers should be trained on identifying chemical hazards, interpreting SDS and label information, usage of appropriate PPE, safe chemical handling, storage, use and emergency actions. This training should be part of their induction process and regular refresher courses must also be scheduled.
5. **Storage and Labelling:** Store hazardous chemicals according to manufacturer's instructions and legal regulations. Check and update labels to reflect the information in the most recent SDS.
6. **Emergency Preparedness:** Emergency procedures need to be prepared, backed with the necessary equipment. Emergency drills have to be conducted regularly as per Safe Work Australia requirements.
7. **Spill Response:** Workers should be trained to manage minor spills, serious spill situations must result in evacuation and engagement of the HazMat team. All spills must be documented and investigated.
8. **Disposal:** All hazardous chemicals must be disposed of according to local Environmental Protection Authority (EPA) guidelines.

9. **Regular Reviews:** Lastly, this entire procedure should undergo a review every 12 months or upon significant changes to the workplace, staff, or introduction of new hazardous chemicals.

Responsibilities

All [Company Name] staff and contractors have a duty to comply with these procedures to ensure their own safety and that of others around them. Specific responsibilities include:

19. **Managers/Supervisors:** Conduct & document risk assessments, organise training programs, ensure provision of required PPE, monitor correct storage and labelling of chemicals, establish & examine emergency procedures and conduct regular reviews of the procedure.
20. **Employees/Contractors:** Attend all necessary training, use PPE appropriately, understand and follow the rules and procedures outlined in this document, cease activities if they believe it is unsafe, report any incidents, near misses or hazard identifications.

3.6 Hazardous Manual Tasks Procedure

Purpose

The purpose of this procedure is to outline the responsibilities and actions required for the management of hazardous manual tasks at [Company Name] in order to prevent or minimise the risk of injuries.

Scope

This procedure applies to all operations and locations within [Company Name] where employees, contractors and volunteers may be involved or exposed to hazardous manual tasks.

Procedure

1. Identifying Manual Task Hazards

Hazardous manual tasks will be identified through workplace inspections, job safety analyses, incident reports and consultation with workers.

2. Assessing Risks

After the identification of a potentially hazardous manual task, a risk assessment should be conducted by a competent person to determine the level of risk associated with that task.

3. Controlling Risks

All feasible measures must be applied following the hierarchy of controls:

1. **Elimination:** Remove the requirement for a hazardous manual task completely.
2. **Substitution:** Substitute a safer system or tool for the hazardous manual task.
3. **Engineering Controls:** Modify physical aspects of the work station or equipment.
4. **Administrative Controls:** Implement safer job procedures and improve worker skills and awareness.
5. **Personal Protective Equipment (PPE):** Provide appropriate PPE if other control measures do not eliminate or reduce the risk to a tolerable level.

4. Review of Risk Controls

The implemented control measures should be reviewed after the initial installment, or when procedures or equipments are changed or incidents occur due to hazardous manual tasks.

Responsibilities

1. Management

1. Ensure sufficient resources are allocated for the identification, assessment, and control of risks arising from manual activities.

2. Organise regular training for risk management associated with hazardous manual tasks.

2. Supervisors

3. Ensure workers comply with control measures and actively participate in addressing hazardous manual tasks issues.
4. Identify and correct unsafe work practices.

3. Workers

5. Comply with established safe work procedures and use PPE provided.
6. Report incidents, injuries or near misses related to manual tasks to their supervisor immediately.

By fully implementing this procedure details mentioned above, [Company Name] aims to ensure a safer work environment for everyone.

3.7 Managing Noise and Prevention of Hearing Loss Procedure

Purpose

The purpose of this procedure is to provide clear direction for [Company Name] in managing workplace noise levels and preventing hearing loss among our employees. This supports the commitment outlined in our WHS policy to create a safe and healthy working environment.

Scope

This procedure applies to all personnel across [Company Name], as well as contractors or consultants operating within our organisation's premises. If you are put into situations where harmful noise levels could be present, this procedure is pertinent to your role.

Procedure

1. Noise Risk Identification

7. Regular inspections and hazard identifications will be conducted in areas where high noise levels may exist.
8. Employees are encouraged to report excessive noise which they believe may pose a risk to their hearing.

2. Noise Level Assessment

9. In areas where noise has been identified as a potential risk, a formal noise level assessment will be performed by a qualified professional.
10. The assessment results should conclude whether noise levels are above the exposure standard, and what control measures shall be implemented.

3. Implement Control Measures

11. Wherever possible, employ engineering controls such as installing acoustic barriers or purchasing low-noise equipment.
12. Administrative controls like rotating workers to limit exposure time can also be used.
13. Use of Personal Protective Equipment (PPE): If the noise cannot be adequately reduced, appropriate hearing protection will be provided.

4. Training & Education

14. Training on the risks associated with high noise exposure, including how to use and maintain PPE properly, will be delivered to all affected staff.

5. Monitor & Review

15. The effectiveness of control measures will be regularly reviewed and adjusted as required.