



MIKE CARNEY GROUP

SAFETY MANAGEMENT PLAN 2022

Contents

PART A: WORK HEALTH AND SAFETY ARRANGEMENTS	4
PURPOSE	4
WORK HEALTH AND SAFETY (WHS) POLICY	4
Statement of Commitment	4
Implementation of Policy Commitment	4
DEFINITIONS.....	5
Person Conducting a Business or Undertaking (PCBU).....	5
Safety Officer	5
Worker	5
Other persons	5
RESPONSIBILITIES.....	5
SAFETY OFFICER	6
WORKERS	6
CONTRACTORS.....	6
VISITORS.....	7
CONSULTATION AND COMMUNICATION ARRANGEMENTS.....	7
Health and Safety Representatives (HSR).....	7
Health and Safety Committee.....	8
TRAINING	8
WHS RISK ASSESSMENT	8
AUTHORITATIVE SOURCES.....	9
PART B: GENERAL WHS INFORMATION.....	9
EMERGENCY PROCEDURES.....	9
HAZARD/INJURY/INCIDENT REPORTING.....	9
REPORTING OF NOTIFIABLE INCIDENTS.....	9
FIRST AID	10
First Aid Officer Training:	10
First Aid Officer Responsibilities:	10
WHS TRAINING AND INDUCTION.....	10
Training	10
Documentation for Training.....	10
WHS Induction	10
RISK MANAGEMENT AND THE RISK REGISTER.....	10

Definitions:.....	11
The Risk Management Process	11
Identify the Hazard	11
Assess the Risk	11
REVIEW THE PROCESS.....	13
Documentation for Risk Assessment	13
The WHS Risk Register	13
WORKPLACE HAZARD INSPECTIONS	13
WHS RECORD KEEPING	13
DOCUMENTS TO BE DISPLAYED	13
PART C: SPECIFIC WHS REQUIREMENTS	14
ASBESTOS	14
INAPPROPRIATE BEHAVIOUR.....	14
CONTRACTORS	14
DANGEROUS GOODS AND HAZARDOUS SUBSTANCES.....	14
ELECTRICAL SAFETY	15
Testing Frequency:.....	15
Unsafe Equipment	15
MANUAL HANDLING	15
Preventing Manual Handling injuries.....	15
PLANT AND EQUIPMENT.....	16
Maintenance and repair	16
Record Keeping	16
SLIPS, TRIPS AND FALLS.....	16
Prevention.....	16
DRUGS AND ALCOHOL	17
VEHICLES	17
PART D: FORMS AND CHECKLISTS.....	17

PART A: WORK HEALTH AND SAFETY ARRANGEMENTS

PURPOSE

The purpose of this Plan is to establish and maintain an effective health and safety management system. Mike Carney Toyota (**MCT**) is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance. This Plan will assist in meeting its obligations in accordance with work health and safety legislation. This Plan applies to all officers and workers and to other persons at risk from work carried out at **MCT** workplaces. Failure to comply with the requirements of this Plan may lead to disciplinary action.

WORK HEALTH AND SAFETY (WHS) POLICY

The Statement of Commitment and the Implementation of Policy Commitment provide the overarching direction **MCT** will follow in pursuit of workplace health and safety outcomes. These commitments are:

Statement of Commitment

MCT is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations. We are committed to ensuring we comply with the Work Health and Safety Act 2011 (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible. This WHS Management Plan and 's WHS Policies and Procedures set out the safety arrangements and principles which are to be observed by **MCT** and its workers to ensure compliance with the WHS Act and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

Implementation of Policy Commitment

MCT is committed to ensuring, as far as is reasonably practicable, the health and safety of its workers (employees, contractors, labour hire workers, outworkers, apprentices, students, or volunteers) while they are at work, and that the health and safety of other persons (visitors) is not put at risk from our operations. This will be achieved by:

- providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment
- ensuring that workplaces under the control of **MCT** are safe, without risk to health, and have safe means of access and egress
- routinely consulting to maintain effective and co-operative relationships between **MCT** and its workers, and with other duty holders, on health and safety matters in the workplace
- reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

MCT commitment to providing safe and healthy working environments for its workers includes:

- providing relevant, up to date WHS information to all workers on matters such as workplace safety and their responsibilities
- providing expert assistance in WHS matters where necessary
- providing instruction and/or training in work processes where appropriate
- developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards

- implementing and maintaining appropriate information, reporting and statistical systems.

DEFINITIONS

Person Conducting a Business or Undertaking (PCBU)

A PCBU has the primary duty of care to ensure, as far as is reasonably practicable:

- the health and safety of its workers while they are at work,
- that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU. **MCT** is a PCBU.

Safety Officer It is an officer's duty to exercise due diligence to ensure that the **PCBU** complies with its health and safety obligations under the WHS Act. (Under the WHS Act Note: A person is an Officer under the WHS Act only if they "make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation's financial standing." Whether a person is an Officer or not under the WHS Act will depend on the facts of the situation.)

Worker Previously known as 'employee.' The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.

Health and Safety Representative (HSR) A worker elected by members of their work group to represent them in health and safety matters.

Other persons Includes any visitors

RESPONSIBILITIES

As the duty holder, Mike Carney Toyota, being the **PCBU**, must:

- ensure the health and safety of its workers and others in our workplace
- ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- provide and maintain a work environment that is without risks to health and safety
- provide and maintain safe plant and structures
- provide and maintain safe systems of work
- ensure the safe use, handling and storage of plant, structures, and substances
- provide adequate facilities for the welfare of workers
- provide information, training, instruction, and supervision
- monitor the health of workers and the conditions of our workplaces.

Specific duties as a **PCBU** also include:

- record and notify Comcare of any notifiable incidents arising out of the conduct of the business or undertaking
- ensure authorisations are in place for any high-risk work or plant
- consult as far as reasonably practicable with other PCBUs or persons who have a duty regarding a work health and safety matter
- consult as far as reasonably practicable with workers, their representatives and Health and Safety Representatives on work health and safety matters

SAFETY OFFICER

- consult with their workers on measures to protect their health and safety
- actively follow agreed safety practices and model positive attitudes towards health and safety matters
- arrange for their workers to be instructed in healthy and safety systems of work and procedures and supervise the practice of safe working procedures
- notify the Chairperson and/or other members of the Board of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers
- ensure that all workers are informed of this policy
- undertake consultation with all managers and workers on change that may affect their health and safety
- ensure that WHS is a standing agenda item at all staff meetings
- communicate WHS matters to the Chairperson of the Board

WORKERS

Workers must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, as far as they are reasonably able, with any reasonable instruction given by the **MCT**, as well as co-operating with any reasonable **MCT** policy or procedure which relates to workplace health and safety. On a day-to-day basis, this includes:

- to the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely
- making sure that the work area is safe when leaving it
- make proper use of all appropriate safeguards, safety devices and personal protective equipment
- follow agreed safe working practices and rules
- report all known hazards, accidents, and incidents as soon as possible. It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work.' This would not however require workers to remain at any place that poses a serious risk to their health or safety.

CONTRACTORS

Contractors, sub-contractors, and self-employed persons are defined as "workers" under the WHS Act if they carry out work in any capacity for **MCT**. They are required to:

- comply with the requirements of the WHS legislation
- have in place any work health and safety policies and programs required under State or Territory safety legislation
- consult with **MCT** about safety matters and comply with **MCT** policies
- work safely and to include the safety of **MCT** staff and visitors in their safety plans. If any staff member believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager

VISITORS

Visitors and other persons to **MCT** also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- take reasonable care for their own health and safety and for the health and safety of other persons
- comply with, as far as they are reasonably able, all reasonable safety directions provided by staff
- report all safety related incidents to staff
- ensure the adequate supervision of any accompanying children
- not enter any restricted area without authorisation or escort
- not bring or consume alcohol or illegal drugs at workplaces
- not wilfully or recklessly interfere with property.

CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open communication between workers and managers is important to ensuring a safe workplace. Therefore, workers are encouraged to:

- ask questions relating to WHS
- bring up safety concerns
- make recommendations regarding WHS
- give regular feedback
- become involved in evaluation of safety issues
- participate in any WHS related problem-solving process.

It is important that workers help shape decisions about WHS particularly when:

- identifying hazards and assessing risks
- making decisions about ways to eliminate or minimise those hazards or risks
- proposing business changes that may affect the health and safety of workers
- purchasing of new equipment or substances
- developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their manager and/or **Health and Safety Representative**. If the issue identified remains unresolved, it should be raised directly with the **Safety Officer**.

Health and Safety Representatives (HSR)

HSR's are elected by members of a work group to represent the interests of that work group in matters relating to work health and safety. HSR's must undertake approved training to exercise their powers and may:

- consult with workers on a regular basis
- inspect a work area as required
- participate in workplace accident and incident investigations as required
- participate in any management discussions that may affect the health and safety of workers
- provide advice to managers on the welfare of workers in their work group.

HSR's cannot exercise their powers under the Act unless they are trained. **HSR's** are not liable for acts or omissions that are undertaken in good faith. **HSR's** are not entitled to personal or medical information about a worker without their consent unless that information is of a general form that does not identify workers specifically

Health and Safety Committee

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety in the workplace. At **MCT** the Health and Safety Committee will meet quarterly and:

- facilitate co-operation between the **PCBU** and workers in the instigation, development, and implementation of WHS policies and procedures
- assist in developing standards, rules and procedures relating to health and safety
- consult with workers regarding their WHS concerns
- consult with management regarding worker WHS concerns including change that may influence WHS more broadly
- ensure the conduct of regular workplace inspections.

Minutes of the latest Health and Safety Committee meeting will be made available for all workers to review

TRAINING

The **Safety Officer** will conduct a training needs analysis and arrange for appropriate WHS training to be undertaken by workers as required. Where required, workers are to demonstrate their competencies to perform required tasks safely. In tasks with a high potential for injury, a separate documented assessment of a person's competency may be undertaken. As a guide, competency assessments should be signed and dated by the assessor/assessee and contain the following elements:

- task or equipment description
- information on licenses held (or other relevant qualifications)
- a checklist containing the essential competencies that were demonstrated, and comments or confirmation that the competency was met.

MCT is committed to developing a suite of competencies to deal with all safety sensitive work tasks

WHS RISK ASSESSMENT

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented to protect workers, contractors, and visitors from risks to their health, safety, and welfare. Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- elimination (removal of the hazard)
- substitution (substitute the hazard for something which is less hazardous e.g., replace a hazardous chemical with one which is not hazardous)
- isolation (isolate the hazard from people (e.g., place a noisy piece of equipment in another location)
- engineering (e.g., guarding on machinery)
- administrative (e.g., provision of training, policies and procedures, signage)
- personal protective equipment (e.g., use of hearing, eye protection, high visibility vests).

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments will ensure that **MCT** achieves the goal of eliminating or minimising the risk workers may be exposed to.

AUTHORITATIVE SOURCES

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Approved Work Health and Safety Codes of Practice

Additional information on these sources may be found at www.comcare.gov.au

PART B: GENERAL WHS INFORMATION

EMERGENCY PROCEDURES

An emergency evacuation plan has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:

- Office/reception
- common areas
- workshops

The Emergency Contacts List is at **Attachment 1**.

All fire emergency equipment, such as horns, sirens, and fire extinguishers, will be tested by an approved provider every 12 months.

HAZARD/INJURY/INCIDENT REPORTING

How to Report a Hazard or Injury or Incident:

All managers and workers including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:

- Advise the Safety Officer of the incident or injury or hazard
- For recording purposes complete a Hazard/Injury/Incident Report Form
- Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
- All hard copy forms should be signed by the relevant parties
- The **Safety Officer** or their delegate must record all injuries on the injury register
- Internal reporting of any hazard/injury/incident should occur is separate from reporting of notifiable incidents to Comcare.

The Hazard/Injury/Incident Report form is at **Attachment 2**.

REPORTING OF NOTIFIABLE INCIDENTS

Any serious incidents must be notified immediately to the **Safety Officer**. After becoming aware that any such incident has occurred, it is the **Safety Officer's** responsibility to report 'notifiable incidents' to the Regulator by the fastest possible means.

FIRST AID

MCT has in place the following first aid procedures, as required by First Aid in the Workplace Code of Practice:

- The appointment and training of First Aid Officers (FAO)
- The provision of first aid kits within the workplace
- Clear signage with the name of the FAO and the location of the first aid kits

It is the FAO's responsibility to ensure that the contents of all first aid kits are maintained

First Aid Officer Training:

The minimum level of training for a FAO is the Senior First Aid Certificate (or equivalent)

Refresher training should be undertaken every three years

First Aid Officer Responsibilities:

- The FAO is approved to render first aid assistance in the workplace.
- The FAO should ensure that they do not administer first aid services beyond their level of training.
- A record of any first aid treatment given should be kept by the FAO and reported to the **Safety Officer** on a regular basis to assist with reviewing first aid arrangements.

Contact details for FAOs are displayed on all noticeboards

WHS TRAINING AND INDUCTION

Training

MCT is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for **MCT** to achieve a safe workplace. The WHS training needs for **MCT** will be determined in consultation with managers and workers

Documentation for Training

Training records shall be maintained as evidence of training delivery and assessment of competence.

WHS Induction

All new managers and workers are required to be provided with WHS information regarding the workplace as part of their overall induction and introduction to **MCT**. A thorough WHS induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely. The WHS Induction Checklist at **Attachment 3** should be used in conjunction with the general induction training program to ensure that all new workers are aware of the WHS systems, policies, and procedures in place within **MCT**.

RISK MANAGEMENT AND THE RISK REGISTER

WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers, workers, visitors, and contractors at **MCT**. As required by the WHS Act, **MCT**, has adopted a risk management approach to underpin its WHS Management System. This approach involves all managers and workers in identifying hazards, assessing, and prioritising risks, implementing control measures, and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the risks associated with their specific work environment. Risk management strategies used by **MCT** include:

- regular hazard inspections of the environment
- a comprehensive risk register detailing all WHS risks associated with the operation and activities at **MCT**
- documented WHS policies and procedures
- risk assessments of newly purchased equipment
- risk assessments for any change to work processes
- hazard, injury, incident reporting procedures
- incident investigations

Definitions:

WHS Hazard: Anything which has the potential to cause injury or illness.

WHS Risk: A WHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

WHS Risk Control: WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment

The Risk Management Process

WHS risk management should be undertaken for all activities where there is the potential for harm including:

- before activities commence
- before the introduction of new equipment, procedures, or processes
- when equipment, procedures or processes are modified

Identify the Hazard

A hazard is a source or potential source of injury, ill health, or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job.' Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people and lifting/moving items.

Assess the Risk

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how often is the task undertaken
- how frequently are people near the hazard
- how many people are near the hazard at a particular time
- has an incident happened before
- have there been any 'near misses'

Where a manager, worker, contractor, or visitor to the workplace identifies a hazard, **MCT** requires that it is eliminated or reduced in consultation with the relevant stakeholders.

Step 1: Identify the Consequences—or how severely could it hurt someone

Step 2: Identify the Likelihood—or how likely is it for an injury to occur

Step 3 & 4: Identify the Risk Priority Score—to prioritise your actions

Step 5: Apply the hierarchy of hazard control

Step 6: Identify who, how and when the effectiveness of controls will be checked and reviewed

Risk Assessment Matrix

Probability of Occurrences			Severity				
Likelihood	Meaning	Value	Catastrophic (A)	Critical (B)	Moderate (C)	Minor (D)	Insignificant (E)
Frequent	<ul style="list-style-type: none"> Risks that occurs frequently Will be continuously experienced unless action is taken 	5	5A	5B	5C	5D	5E
Likely	<ul style="list-style-type: none"> Risks that are highly likely to occur Occurs less frequently if corrective action is taken 	4	4A	4B	4C	4D	4E
Occasional	<ul style="list-style-type: none"> Occurs sporadically Discovered through surveillance 	3	3A	3B	3C	3D	3E
Seldom	<ul style="list-style-type: none"> Unlikely to occur Rarely reported 	2	2A	2B	2C	2D	2E
Improbable	<ul style="list-style-type: none"> Highly unlikely to occur Never previously reported 	1	1A	1B	1C	1D	1E

Explanation of Risk Levels:
Risk is High for codes 5A, 5B, 5C, 4A, 4B, 3A (in red);
Risk is Medium High for codes 5D, 5E, 4C, 3B, 3C, 2A, 2B (in orange);
Risk is Medium Low for codes 4D, 4E, 3D, 2C, 1A, 1B (in yellow);
Risk is Low for codes 3E, 2D, 2E, 1C, 1D, 1E (in blue)

CONTROL THE HAZARDS

The aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes, or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):

Eliminate the hazard - remove the equipment from use, dispose of unwanted chemicals

Substitute - use a non-hazardous chemical, use a different machine that can do the same task

Isolation - contain noisy machinery within a booth

Engineering controls - design equipment differently, providing lifting devices to minimise manual handling

Administrative processes - task variation, job rotation, training

Personal protective equipment - gloves, hearing protection, eye protection

REVIEW THE PROCESS

Continuously review to monitor and improve control measures and find safer ways of doing things.

Documentation for Risk Assessment

The documentation required for a WHS risk assessment will depend on the operation or activity being assessed. The appropriate WHS Risk Assessment Form must be used when undertaking a risk assessment of the various activities at **MCT**.

The WHS Risk Assessment Form is at **Attachment 4**.

The WHS Risk Register

The risk assessment data collected from identifying, assessing, and controlling risks should be documented on a centralised risk register for **MCT**. The risk register holds a list of key risks that need to be monitored and managed. The risk register is to be managed by the **Safety Officer** who should be notified if new hazards are identified, and controls implemented so that the risk register can be amended. The **Safety Officer** is responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis. The Risk Register Form is at **Attachment 5**.

WORKPLACE HAZARD INSPECTIONS

MCT is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards. To ensure a safe and healthy workplace, the **Safety Officer** and/or nominated **Manager/s** accompanied by **Health and Safety Representatives (HSRs)** should undertake WHS hazard inspections of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of WHS risk management and using the attached information and checklists at **Attachment 2**.

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised. In addition to these regular inspections, all **Managers** should also conduct weekly hazard inspections of their work sites in conjunction with **HSRs**. Any hazards noted during these inspections should immediately be reported to the **Safety Officer** and appropriate remedial action taken. All hazard inspection documentation should be filed by the **Safety Officer**.

WHS RECORD KEEPING

The **Safety Officer** should retain all WHS and documents. These documents are required to be filed for 5 years in safe storage accessible only to authorised personnel.

DOCUMENTS TO BE DISPLAYED

Emergency contacts page (**Attachment 1**)

Emergency Evacuation Plan

Return to Work Policy

Work Health and Safety Policy

Accident/Incident Notification details

PART C: SPECIFIC WHS REQUIREMENTS

ASBESTOS (Have spoken to Tyson and waiting to hear back)

It is highly likely that the premises to be occupied by **MCT** were built before 31 December 2003 and therefore, there is a requirement for **MCT** to comply with these measures outlined including an asbestos management plan and asbestos register. Do not repair or conduct work on any building without first checking the asbestos register. A sample register is included at **Attachment 6**.

INAPPROPRIATE BEHAVIOUR see separate policy

CONTRACTORS

MCT is committed to ensuring that all workers under its control, including contractors and sub-contractors have a safe and healthy environment in which to perform their duties.

Contractors are likely to be workers employed by **MCT** to undertake a specific task. To achieve this objective, it is recognised that contractors need to be:

- suitably experienced to perform the tasks
- in possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations
- notified of any potential hazards associated with the location or use of the area where the works are to be carried out
- aware of **MCT** Emergency Procedures

All contractors must abide by the WHS Act (2011).

DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable, and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All chemicals will be included in the hazardous substances register and have their current Safety Data Sheet (SDS) present for each chemical on the register. All workers shall have access to information about the chemicals in the event of a spillage or exposure, even where workers would not normally use the chemicals directly. Quantities of hazardous substances stored for use shall be kept to a

minimum. A hazardous substances register will be developed to record any substances purchased or used by **MCT**. This will be reviewed on a regular basis. The Hazardous Substances Register Form is included at **Attachment 7**.

ELECTRICAL SAFETY

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties. All electrical equipment on **MCT** premises must be protected from damage, used safely, and checked regularly.

Testing Frequency:

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment.

The following should be followed:

- Tools and leads: every 12 months (low use)
- Safety Switches: monthly
- Offices: every 3 to 5 years

Unsafe Equipment

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

MANUAL HANDLING

Manual handling is any task that requires you to push, pull, lift, carry, move, hold, or lower any object in person. Manual tasks include tasks that have repetitive actions, sustained postures, and may involve exposure to vibration. The types of injuries related to manual handling include repetitive strain injuries, muscle injuries, tendon and ligament injuries, bone injuries and injuries from falling objects. Manual handling hazards are managed at **MCT** by a risk management process to prevent or minimise the risk of injuries caused by manual tasks. The process involves conducting a risk assessment on manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate solutions, and following up to check that the solutions work.

Preventing Manual Handling injuries

- decide what changes can be made to reduce the risks of injury. If possible, select permanent changes (such as workplace layout, tools, and equipment)
- avoid double handling of items -provide mechanical aids (hoists)
- redesign the task (such as rotating workers)
- identify changes that are possible immediately, and those that may take time to implement - document your risk control decisions for each task assessed, and set timelines for changes
- trial the changes in consultation with workers before making them permanent
- provide training if new equipment is introduced

PLANT AND EQUIPMENT

The definition of plant incorporates hand tools either powered or non-powered (electric drills, hammers) and extends to car hoists, office furniture and any other equipment used for work purposes.

Maintenance and repair

Only a competent person may inspect and repair damaged plant. Unsafe and/or malfunctioning plant and equipment can be identified by any manager, worker, or contractor by several methods such as:

- equipment inspections
- verbal reporting of equipment malfunction to the appropriate manager
- hazard and incident reporting.

Once identified, the unsafe or malfunctioning plant/equipment should be reported to the appropriate manager for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not be used. If possible, the plant/equipment should be moved to a location where it is not accessible.

Record Keeping

Records of inspection, testing and monitoring are required to be maintained by **MCT**. As a minimum, records should include details of inspections, maintenance, repair, calibration, and alteration of plant.

SLIPS, TRIPS AND FALLS

Slips, trips, and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips, and falls, make sure you look at out of sight areas such as storage rooms, stairways, and workshops.

Prevention

Reduce the risk of injury by following these guidelines:

- avoid walking on slippery floors
- keep floors free of water and grease
- clean floors regularly
- post warning signs around spills or wet floors
- install non-slip tiling or other non-slip floor products
- use rubber mats in areas where the floors are constantly wet
- use non-slip footwear
- clean up spills immediately
- install adhesive strips and slip resistant paint to improve slip resistance.
- use floor cleaning products to remove oil and grease.
- agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
- use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags, and furniture in walkways, entrances and exits

DRUGS AND ALCOHOL

MCT maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner. To assist in these requirements, workers, contractors, and visitors shall observe that:

- No alcohol may be consumed or permitted on property at any time unless expressly authorised by management and only when work is completed for the day
- No illegal drugs shall be consumed or permitted on property at any time or under any circumstance
- If, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home

Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned. **MCT** is a non-smoking workplace encourages all employees not to smoke. Smoking in a **MCT** vehicle, guest car or stock car is prohibited.

(See if you want the non-smoking reworded)

VEHICLES

Alcohol and Drugs - managers and workers must not drive a personal or vehicle on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

Licences - managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's licence of the appropriate class and notify the **Safety Officer** if the licence is suspended or revoked. A copy of the current driver's licence must be provided to the **Safety Officer** or their delegate to be retained on file.

Mobile Phones - The use of a hand-held mobile telephone while driving is a safety risk and is against the law. Managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorised equipment at a workplace.

Seat Belts - It is a legal and requirement that seat belts are always worn in a moving vehicle. The driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion on a public road or at a workplace.

Smoking - Smoking in any vehicle by either drivers or passengers is prohibited.

PART D: FORMS AND CHECKLISTS

Attachment 1



MIKE CARNEY GROUP

Emergency Contacts

Police, Fire & Ambulance(Emergency)	000
General Manager – Michael Blucher	0409 633 276
Operations Manager – Brad Haskins	0402 334 597
Safety Officer – Anthony Marano	0410 017 291
Building Contractor – Tyson Jones	0409 644 415

First Aid Officers

Michael Blucher	Administration	408
Barbara Sparrow	Administration	237
Graham Pemberton	Administration	258
Brad Haskins	Administration	407
Robin Gambrill	Administration	461
Caitlin Smith	Sales	241
Mitchell Robinson	Sales	240
Belinda Smith	Sales	403
Justin Hislop	Parts Dept	209
Kevin Olsen	Parts Dept	291
Kalina Lindsell	Service Dept	244
Ted Radford	Service Dept	231
Ian Hunter	Workshop	221
Michael Bona	Workshop	221
Jakob Wallace	Workshop	221
Ashley Howard	Workshop	221
Cory Walker	Pre-Delivery	254
David Mawhinny	Pre-Delivery	251
Lance Denman	Detailing	416
Christie O'Dea	Used Cars	482
Ben Taylor	4WD Central	414

Attachment 2



MIKE CARNEY GROUP

INCIDENT, INJURY & HAZARD REPORT FORM

Type of Incident:

- Hazard Injury Near-Miss Work-related illness

Injured or Involved Persons Details (To be completed by the injured or involved person if possible)

Name:	Date of Birth:
Address:	Female <input type="checkbox"/> Male <input type="checkbox"/>
Phone (W):	Phone (H):
Position:	Full Time Part Time Casual

Accident Details

Accident Date: / /	Time: : am/pm
Accident Location:	Reported To:
Activity when accident occurred: <input type="checkbox"/> on duty <input type="checkbox"/> travel to/ from work <input type="checkbox"/> meal/ break <input type="checkbox"/> other	
Description of the Accident: <i>(detail the sequence of events, and the activities being carried out when the</i>	

Injury Details	
Nature of Injury: <i>(eg nil, fracture, sprain, etc)</i>	Treatment: <input type="checkbox"/> Nil <input type="checkbox"/> Ambulance <input type="checkbox"/> Doctor <input type="checkbox"/> First Aid <input type="checkbox"/> Hospitalisation
Location of Injury: <i>(eg. Right arm, lower back etc)</i>	Cause of Injury/Illness/ Hazard: <input type="checkbox"/> Car Accident <input type="checkbox"/> Psychological <input type="checkbox"/> Electrical <input type="checkbox"/> Heat radiation <input type="checkbox"/> Sound & Pressure <input type="checkbox"/> Struck by Object <input type="checkbox"/> Bodily Stress <input type="checkbox"/> Biological <input type="checkbox"/> Fall, Slip, Trip <input type="checkbox"/> Other [Please specify]:
Signature of injured person	Name Date

NOTE:: If attended by a First Aider, the First Aid Record must be completed and attached to this form.

Action Taken By Department to Prevent Similar Occurrence/ Accident

Name:	Department:
Signature:	Date:

WHS INDUCTIONCHECKLIST

Name:	Induction performed by:			
Date Employee Started:	Orientation Date:			
Department:	Manager:			
	Yes	No	N/A	Date
Reviewed Policies				
Health and Safety Policy				
Drug and Alcohol Policy				
Shown where to find all MCT policies				
Responsibilities				
Made aware of Hazards in the workplace				
Procedure for reporting hazards				
Understand Duty of Care				
Location of Amenities				
Introduce to First Aid Officers				
Aware of where First Aid kits are located				

Fire and Emergency Procedures				
Emergency Assembly Areas				
Emergency Evacuation Plan				
Area Fire Warden/Marshal				
Location of Fire Alarms and Equipment				
Introduction to Area manager				
Traffic Awareness around Dealership				
Introduction to Safety Officer				
Walk around the Dealership				

Employee Name:	Employee Signature:	Date:
Name of person induction done by:	Signature of person induction by:	Date:

Attachment 4

Risk Assessment Form

Location:					
Date:					
Assessment performed by:					
Identify the Hazard		Assess the Risk	Control the Risk	Who and When	Reassess the Risk
Identify the task	Risks associated with the Job	Risk classified as Low, Medium or High	Control Measures to Remove or Reduce the Risk	Who is Responsible for Implementing these measures	Risk classification after Control Measures Implemented

Attachment 5

Risk Register

Risk Number	Date Registered	Description Of Risk	Effects of Risk	Probability	Severity	Risk Level	Response Plan

Attachment 6

Asbestos Register

Workplace Address:			Name of competent person:		
Specific Location of Asbestos	Date of identification	Type of Asbestos	Is it Friable or Non-Friable	Condition of Asbestos	Is this an accessible Area

Attachment 7

Hazardous Substances Register

#	Hazardous Substance Type	Trade Name	Person Responsible	Quantity On site	Used For	Containers Labelled	MSDS Available	Special PPE Required