WHS POLICY

ORGANISATIONAL GOVERNANCE // **GENERAL COMPLIANCE**

GC001

AUTHORISATION

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EFFECTIVE DATE	Oct 2022

AMENDMENT HISTORY AND DOCUMENT CONTRIBUTORS

VERSION	DATE	AUTHOR	CHANGES
1.0	Oct 2022	Wade Wilson	First version created.

TAXONOMY

Organisational Governance // General Compliance // GC001 WHS Policy

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1. INTRODUCTION

1.1 PURPOSE
This policy is intended to provide instruction to all Pandani Adventures team members and contractors regarding health and safety in Pandani Adventures workplaces.

1.2 SCOPE
All Pandani Adventures team members, volunteers, and contractors must comply with this policy.

1.3 PROCEDURE DEVELOPMENT METHODOLOGY
This protocol is informed by:
1. Work Health and Safety Act 2011 (Cth)
2. Work Health and Safety Act 2012 (Tas)
3. WorkSafe Tasmania: Codes of Practice
4. Safe Work Australia: Codes of Practice

2. GENERAL

2.1 RESPONSIBILITIES OF PANDANI ADVENTURES
Pandani Adventures is committed to the health and safety of our team and those affected by our operations. Our legislated responsibilities include:[1]
- Providing a safe work environment (including safe structures and systems of work)
- Ensuring safety in the handling and use of plant, structures, and substances
- Providing adequate facilities for your welfare (e.g., access to bathrooms, drinking water where appropriate)
- Providing information and training to you in relation to WHS
- Monitoring of your health and safety in the workplace.

2.2 YOUR RESPONSIBILITIES
Just as Pandani Adventures has legislated responsibilities to look after your health and safety in the workplace, team members have legislated responsibilities too. Under these responsibilities, you must:[2]
- Take care of your own health and safety
- Ensure the health and safety of other people is not impacted, either through your actions or lack thereof
- Comply with WHS instructions provided to you by Pandani Adventures
- Comply with all Pandani Adventures WHS policies and procedures.

3. HAZARD & RISK RESPONSE PROCEDURE

3.1 PROCEDURE SUMMARY
The basic procedure for responding to hazards and risks is outlined below. Any team member who identifies a hazard or risk has the responsibility to follow this protocol.

ASSESS > **RESPOND** > **REVIEW**

3.2 RISK ASSESSMENT MATRIX

Once a hazard (entity that can cause harm) has been identified, the risk (degree of harm and likelihood of occurrence) must be assessed against the following assessment matrix.

SEVERITY	LIKELIHOOD OF HARM			
	Low	Medium	High	Very high
1: Injury requiring first aid	Low risk	Low risk	Medium risk	Medium risk
2: Injury requiring routine medical attention	Low risk	Medium risk	Medium risk	High risk
3: Serious injury	Medium risk	Medium risk	High risk	Catastrophic risk
4: Death	Medium risk	High risk	Catastrophic risk	Catastrophic risk

3.3 RISK RESPONSE

3.3.1 TIERED RESPONSE

After analysing the risk, respond according to the table below.

RISK LEVEL	ACTION
Low	1. You may continue work. 2. Report the risk in the hazard report form.
Medium	1. Stop work and mitigate the risk (according to the risk mitigation procedure). 2. Report the risk in the hazard report form.
High	1. Immediately stop work and move to a place of safety. 2. Immediately escalate to your team leader for assistance. 3. Mitigate the risk (according to the risk mitigation procedure) only if it is safe to do so. 4. Report the risk in the hazard report form once practical.
Catastrophic	1. Immediately stop work and move to a place of safety. 2. Call emergency services if required. 3. Immediately escalate to your team leader for assistance. 4. Mitigate the risk (according to the risk mitigation procedure) only if it is safe to do so. 5. Report the risk in the hazard report form once practical.

3.3.2 RISK MITIGATION PROCEDURE

Risks must only be mitigated if it is safe to do so. Otherwise, move to a place of safety and notify your team leader if possible.

Risks must be mitigated using the highest level practical from the following chart:[3]

ELIMINATE
Remove the risk completely. E.g., remove the tree from the river.

SUBSTITUTE
Use something that creates less risk. E.g., instead of using a sharp ended river knife, use a blunt end knife.

ISOLATE
Isolate the risk from people. E.g., portage a rapid instead of running it.

ENGINEERING CONTROLS
Use equipment to minimise risk. E.g., have downstream safety set up with throw bags.

ADMINISTRATIVE CONTROLS
Policies, procedures, and protocols. E.g., only undertake high-risk tasks that you are accredited to.

PPE
Use personal protective equipment. E.g., use of a rescue harness during a live bait rescue.

USE FIRST

⬇

USE LAST

3.4 RISK REVIEW

Ensure your team leader has been notified. Complete the hazard report form.

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HAZARD REPORT FORM

Use this online form to report hazards and associated risk.

[QR code] https://forms.office.com/r/.......

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4. OPERATION-SPECIFIC RISK ASSESSMENTS

Operation-specific risk assessments must be completed for every operation and recorded in the operation plan. The following template must be utilised:

RISK ASSESSMENT CHART

Identified risks must be classified as low (after control measures) to be appropriate to operate under. If risks cannot be controlled to a degree that creates a low-risk outcome, consult the director.

Use the risk assessment matrix outlined in the WHS Policy (GC001) section 3.2 to complete this chart.

HAZARD	RISK BEFORE CONTROL			CONTROL MEASURES	RISK AFTER CONTROL		
	IMPACT	LIKELIHOOD	RISK		IMPACT	LIKELIHOOD	RISK
Example: Slipping on rocks resulting in fall and traumatic injury.	2 (Injury requiring routine medical attention)	High	High	1. Instruct clients to keep helmet on at all times. 2. Advise clients that rocks are slippery, and caution should be taken when walking around.	2	Low	Low

5. INCIDENT & NEAR-MISS REPORTING PROCEDURE

Any incident that:

- Results in harm to a person
- Results in property damage
- Had the capacity to result in harm to a person or property, but didn't ("near miss")
- Involves a breach of policy, procedure, or protocol

Must be reported via the incident report form.

<div style="border:2px solid black">

INCIDENT REPORT FORM

Use this online form to report incidents and near misses.

[QR code] https://forms.office.com/r/.......

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Any serious/dangerous incidents or near misses must be reported to the director via phone as soon as practical. Do not delay – legislation requires urgent escalation to WorkSafe Tasmania by leadership staff.[4]

6. WHS CONSULTATION PROCEDURE

6.1 PROCEDURE OVERVIEW

Your knowledge, ideas, innovations, and contributions are valued – especially in relation to WHS. Pandani Adventures has a legislated obligation to consult with team members in relation to workplace health and safety.[5]

This procedure requires team leaders to consult with team members in relation to WHS matters. Further, team members are encouraged to be proactive in approaching their team leaders with concerns and ideas relating to WHS.

6.2 CONSULTATION CRITERIA

Team leaders are responsible for consulting with their team members in relation to:[6]

- Identifying hazards and risks
- Making decisions in relation to risk mitigation
- Making decisions about adequacy of facilities
- Proposing changes that affect the health and safety of team members
- Making decisions about WHS consultation mechanisms
- Making decisions about resolution of WHS issues
- Monitoring health and safety of workers
- Monitoring workplace conditions
- Providing information and training to workers

The team leader may use their discretion in relation to when and how consultation should occur within their team. If team members feel that consultation is not occurring at the standard required under this policy, they are asked to follow the non-compliance protocol outlined in section 6.4.

6.3 CONSULTATION RESPONSE

Team leaders are required to:[7]

- Provide relevant information to team members in relation to the WHS matter
- Provide team members with a reasonable opportunity to express their views and raise concerns in relation to WHS
- Provide team members with a reasonable opportunity to contribute to decision making in relation to WHS matters
- Take the views of team members into account when making decisions
- Advise team members on the outcome of WHS decisions in a timely manner.

The team leader is required to involve the director in all matters that are complex or high-risk.

6.4 NON-COMPLIANCE

If you feel that you are not being sufficiently consulted with according to legislation or this policy, you are asked to:

1. Proactively approach the team leader with workplace health and safety concerns and ideas
2. If the team leader is not responsive to your suggestions, constructively approach the team leader with your concerns about non-compliance with this policy
3. If you are not comfortable with approaching the team leader directly, or the team leader is not responsive to you expressing your concerns, contact the director for assistance.

7. REFERENCES

1. Work Health and Safety Act 2012 (Tas) s 19.
2. Work Health and Safety Act 2012 (Tas) s 28.
3. Work Health and Safety Act 2012 (Tas) s 17.
4. Work Health and Safety Act 2012 (Tas) s 38.
5. Work Health and Safety Act 2012 (Tas) s 47.
6. Work Health and Safety Act 2012 (Tas) s 49.
7. Work Health and Safety Act 2012 (Tas) s 48.