

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM



KINGS Security recognises that strong safety, health and environmental performance is vital to both our businesses.

Project:

Issue Date:

6 July 2009

Approved:

Peter Roche

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(Peter Roche - Director)

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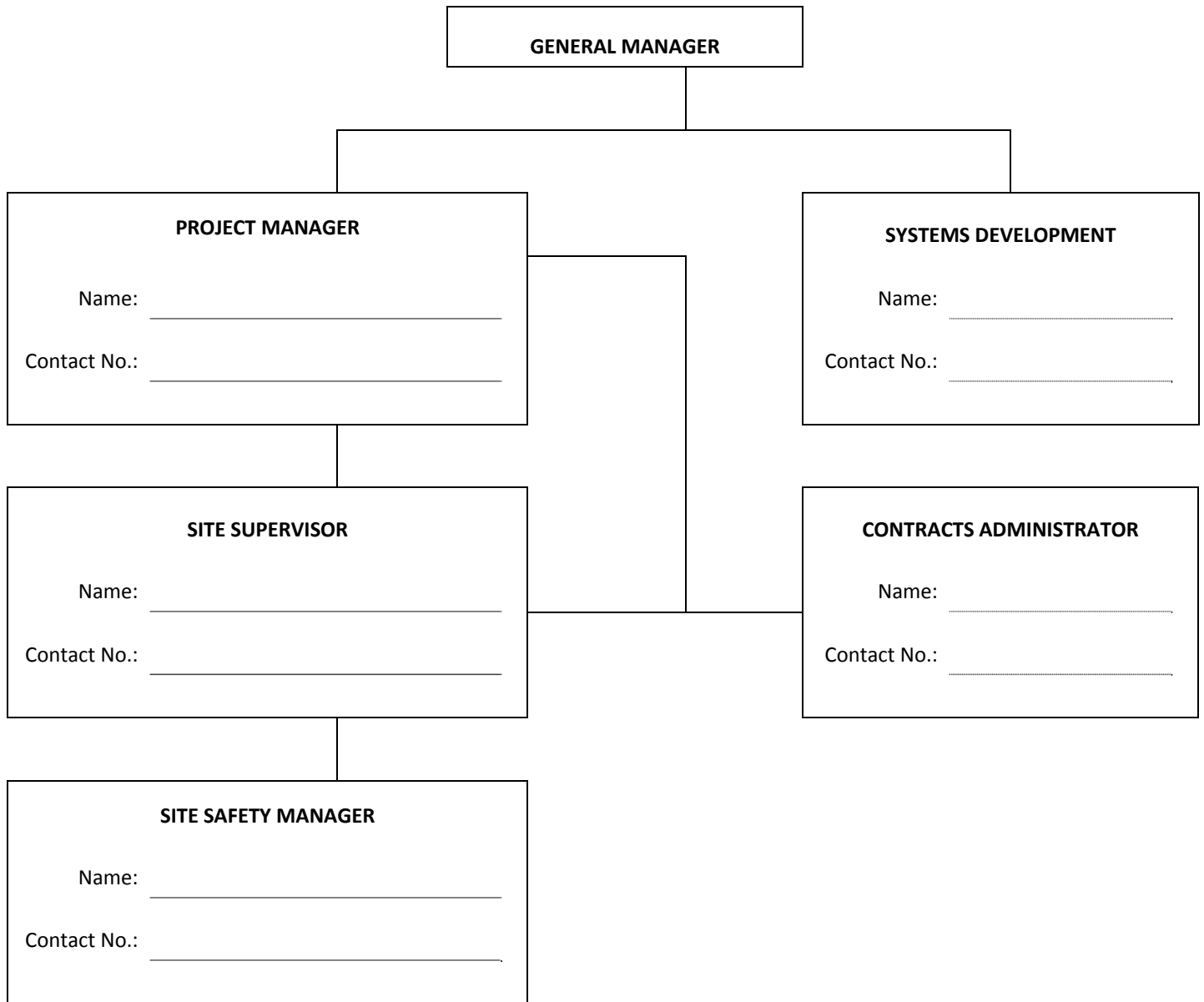
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1. Project Organisation Chart/Details



1.1 Project Details

Project Name:

Project Address:

Project (Job) No:

Scope of works:

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1.2 Clients Details

Name:

Business Address:

Phone: **Fax:** **Mobile:**

Client's Representative:

Other Client's Details/Contacts:

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Note: Site conditions and requirements are applicable to sub-contractors employed by KINGS Security as a back to back condition.

Project manager to ensure site requirements and conditions are made clear to all sub-contractors prior to commencement.

2. Document Control

2.1 Issue, Revision and Review

KINGS Security is responsible for:


- Completing the OHS Management System and providing a copy to the Principal Contractor before work commences on site.
- Maintaining an up to date version of the OHS Management System. A record of revisions that occur will be kept in the Record of Revision table below. All obsolete pages will be destroyed.
- Providing an updated copy to the Principal Contractor whenever changes occur.
- Maintaining a register of people to whom the OHS Management System is issued using the Distribution List table below.
- Issuing a completed OHS Management System to all those registered.
- Ensuring revisions are distributed to all registered people.
- Reviewing the OHS Management System at intervals of not more than one month to ensure it is up to date.

2.2 Record of Revision

Revision	Date	Section	Details
01	July 2007	9	Change to Evaluation of SWMS
02	October 2008	12	Rehabilitation Program
03	April 2009	9, 10	Hazards & Safe Work Method Statements

2.3 Distribution List

Number	Position	Issue Date
01	OH&S Working Party	12 July 2007
02	OH&S Working Party	October 2008
03	OH&S Working Party	April 2009

 <p>KINGS Security Group 1/888 Bourke Street, Waterloo, NSW, 2017 Phone +61 2 8332 5500 Fax +61 2 9310 3311 www.kingssecurity.com.au Smarter Solutions. Serious Service.</p>				
	After Hours Emergency Service Phone: 9310 1888		Web: www.kingssecurity.com.au	

3. Introduction

KINGS Security is committed to providing a safe and secure workplace to protect its:

- Customers, clients and stakeholders
- Employees, volunteers and their skills
- Environment
- Quality of service
- Assets and intellectual property
- Contractual and statutory obligations
- Image and reputation

Occupational Health and Safety is a key part of improving our business and services to be a leading Organisation. Our aim is to achieve best practice in controlling all the risks to which our business is exposed.

To achieve this aim, OHS risk management standards will be created, maintained and continually improved. This will involve risk identification and risk evaluation linked to practical and cost-effective risk control measures commensurate with our business.

OHS management is a continuous process demanding awareness and proactive action from all employees and outsourced service providers to reduce the possibility and impact of accidents and losses, whether caused by KINGS Security or externally.

OHS Management is a core responsibility for all employees. Suitable OHS management activities will be incorporated into our business planning, operations and the management of our contractors and service providers. The scope of these activities will encompass:

- Education and training in OHS management for staff
- Developing OHS management standards
- Conducting surveys for identifying and eliminating risks
- Helping to prioritise and schedule risk control improvements
- Reporting to management on OHS improvement and compliance

Our ongoing challenge is to infuse OHS management into our culture, our everyday business operations and those of our contractors and business partners. Everyone's involvement and support is critical to an effective result.

4. Contact Details

4.1 Company Details

Company: KINGS Security Group Pty. Ltd.

ABN: 95 056 679 639

Company Address: 1/888 Bourke Street, Waterloo, NSW, 2017

Phone Number: 02 9310 1888

Fax Number: 02 9310 3311

Email: kings@kingssecurity.com.au

Web: www.kingssecurity.com.au

4.2 OHS Management Positions:

Positions	Responsibility
General Manager	Sign off on OHS Policies and Procedures
	OHS safety representative & OHS risk management
	Management of OHS training, record keeping & compliance
	Delivery of OHS training to security staff
	Ensure continual monitoring, education and compliance by security staff
All Staff	Implement OHS policies and Procedures and report of OHS hazards and incidents

4.3 Emergency Contacts

Name	Position	24 Contact Number
KINGS Security Office	Main Office During Business Hours	02 9310 1888
Charlie Diekman	Director	0412 332 291
Peter Roche	Director	0412 090 181
Greg Poller	General Manager (OHS Rep)	0413 366 500

5. Policies & Related Procedures

KINGS Security is committed to providing a safe and secure working environment for all its employees, contractors and visitors. A range of policies have been developed to reinforce this commitment.

5.1 Occupational Health Safety and Rehabilitation Policy (Please refer to attachment)

5.1.1 Return-to-Work Program

Policy

In cases where an employee's duties are affected by their injury or illness, a Return to Work Program can be developed in consultation with all parties concerned.

A Return to Work Program has two parts, the Return to Work Plan and an Offer of Suitable Employment. It sets out in writing the arrangements necessary to maintain an injured or ill employee at work or return them to work.

The Return to Work Plan notes basic details regarding the injury or illness and the key parties involved in providing support services, i.e. treating health practitioners, occupational rehabilitation consultants, etc.

An Offer of Suitable Employment is the written outline of the suitable duties that have been identified for the employee to undertake or return to.

As part of KINGS commitment to providing a safe and healthy workplace, KINGS will assist injured staff members to remain at work or return to work at the earliest opportunity. KINGS will also comply with the guidelines outlined in the Return to Work Guide produced by New South Wales WorkCover Authority.

Procedures

- Return to work planning will commence as soon as possible after an injury, consistent with medical advice.
- Treatment, return to work activities and any reasonably necessary occupational rehabilitation services will begin as soon as they are necessary.
- Suitable employment, including modified or alternate duties, consistent with medical opinion, will be made available to all injured staff members at the earliest opportunity.
- An individual return to work plan will be established with any worker who is unable to return to work for 20 calendar days or more. This plan will be developed at the earliest opportunity, in consultation with the injured staff member and their treating practitioner.
- Consultation and communication with all staff members and / or representative staff member(s) in the development and review of KINGS occupational rehabilitation program and individual return to work plans will occur.

- Confidentiality of staff member's information obtained during their return to work plan or while undertaking occupational rehabilitation will be maintained.
- Participation in a return to work plan will not, of itself, prejudice any injured staff member.
- Any staff member who has incurred an injury or illness not related to work shall, where appropriate, be assisted under this return to work policy.

5.1.2 Return to Work Co-ordinator

The Return to Work Co-ordinator is currently undertaking the following training:

- Approved occupational health and safety courses for safety representatives.
- Any additional advanced training as appropriate.

Following any workplace injury the Return to Work Co-ordinator will:

- Contact the injured staff member and their treating practitioner to implement the commitments outlined in this policy.
- Determine the need for any occupational assistance in consultation with the injured staff member and their treating practitioner and, when appropriate, refer to KINGS nominated, approved, occupational rehabilitation provider.
- In the event of a long term total incapacity, assist the injured worker with submission of a disability claim through their relevant superannuation scheme to ensure they are not disadvantaged in relation to their potential superannuation retirement benefits.

Approved Occupational Rehabilitation Provider

Following consultation with the injured staff member, their treating practitioner and KINGS WorkCover agents, the return to Work Co-ordinator shall engage an approved Occupational Rehabilitation Provider with relevant experience and expertise in managing the injury or illness incurred by the staff member.

5.2 Drug and Alcohol Policy (Please see attachment)

5.3 Environmental Policy (Please see attachment)

5.4 Quality Policy (Please see attachment)

5.5 Legislative Compliance Policy (Please see attachment)

5.1 Occupational Health Safety and Rehabilitation Policy

At KINGS Security our Occupational Health, Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- To achieve an accident free workplace.
- To make health and safety an integral part of every managerial and supervisory position.
- To ensure health and safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health and safety management is dependent on:

- Pro-active planning of all work activities with due consideration given to implementing occupational health and safety (OHS) controls that are suitable to each given situation.
- Understanding the total work process and associated OHS risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.



Peter Roche
(Director)

2nd April 2009

Date

5.2 Drug and Alcohol Policy

The use of alcohol or drugs whilst on duty will not be tolerated under any circumstances either will staff arriving for work under the influence of alcohol or drugs. It is the responsibility of all staff to report for duty in a condition which makes them capable of safely carrying out their duties. If it is the opinion of any staff member, that his/her work partner or his/her relieving officer, is or maybe under the influence of alcohol or drugs to an extent where safety may be a concern, then that officer must contact KINGS Security management immediately.

The staff member making this observation and forming this opinion must not leave the site until management has replaced the effected person or alternative arrangements have been made.

At no time are employees under the influence of alcohol or drugs permitted to drive any company vehicle. If whilst under the influence of alcohol or drugs any employee does drive a company vehicle in contravention of this instruction, they will be held responsible for any injuries or damage caused by this action.

It is the responsibility of all staff to ensure that they report all matters relating to alcohol and drugs.

All employees are to notify their supervisor/manager when they are taking prescribed medication which may affect their ability to carry out their duties in a manner which is safe to them and all persons they come into contact with during their shift.

It is the responsibility of the employment officer to ensure that company alcohol and drug policies and procedures are explained to all new employees.

Any employee found to have a dependence on alcohol or drugs will be encouraged to and assisted to seek counselling. If required KINGS Security may approve the use of annual sick leave benefits to enable employees so affected to obtain rehabilitation treatment or counselling.

KINGS Security management undertakes to not disadvantage any employee seeking counselling or rehabilitation and further undertakes to keep the strictest confidentiality in regards to the matter.

It is the duty of the Managing Director to ensure that any alcohol served at the work place is done so responsibly. Functions where alcohol is served must cater for both non-alcoholic and low-alcoholic beverages. The serving of alcohol should not take place without permission of the Managing Director.

KINGS Security and or its clients or regulators may require any employee to undertake drug and alcohol testing. Employees must comply with the requirement. Failure to do so will result in a review of the employee's employment. KINGS Security management reserves the right to dismiss any employee who contravenes this policy or procedures.



Peter Roche
(Director)

2nd April 2009

Date

5.3 Environmental Policy

To achieve this, we will establish and maintain environmental objectives and targets in accordance with our environmental policy and meet the following principles.

- KINGS Security is committed to complying with relevant Local, State and Commonwealth environmental legislation, regulations and any other requirements to which the organisation subscribes.
- KINGS Security is committed to the minimisation of pollution and, where practical, will reduce the release of pollutants to the air, water and land.
- We will strive to use energy and natural resources in an efficient and cost effective manner, including the re-use and recycling of materials whenever practicable.
- The environment policy will be displayed and communicated to employees, vendors and customers.
- The company recognises that achievement of its objectives necessitates the awareness, involvement and support of all employees, and will ensure active and effective participation through the provision of appropriate training programs.
- We will continuously seek opportunities to improve our adherence to these principles and will report environmental issues to management and other stakeholders. KINGS Security recognises the importance of a sound environmental policy and environmental management system to ensure that its legal and community requirements are met.



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Peter Roche
(Director)

2nd April 2009

Date

5.4 Quality Policy

Quality plays a vital role in Kings Security future. Our commitment to quality is for continual improvement and continued market leadership. We will assist our customers in product development to achieve the highest quality. Each employee is committed to produce the best customer service possible.

Our Quality Policy is made up of three elements, Vision, Mission and Objectives, each of which is vital to the success of exceeding our customer's expectations.

Vision – *Where we want to be*

Objective – *How we will reach our goal*

Mission – *Set tasks in motion*

- Kings are committed to understanding the needs and requirements of our customers, we then ensure to meet and exceed those needs
- At all times deliver the best quality products in a timely and cost efficient manner
- We are committed to being a leader in providing high quality service through constant improvements of our products and processes
- Build trust in our business relationships by placing the highest value on personal and corporate integrity
- Promote a safe working environment where our employees can develop their capabilities and grow with the company

It is a shared responsibility between all Kings Security staff and management to meet our customer's needs, actively participating in continuous improvement efforts and complying with standards and regulations.

"Smarter Solution, Serious Service"



Peter Roche
(Director)

2nd April 2009

Date

5.5 Legislative Compliance Policy

Kings Security use scheduled annual audits, conducted by the General Manager to assess whether our OH&S Management System adheres to all Legislation Codes of Practice.

It is the General Manager's responsibility for maintaining up to date information and to ensure any changes or introduction of Legislation Codes of practice, or National standards and amend EH&S Management Manual accordingly.

Our leadership team meets regularly, to review our OH&S performance to assess the current relevance, completeness and effectiveness of our EH&S Management System. Annually the team reviews, our OH&S Policy, Objectives and Targets to assess their suitability to our needs, goals and current legislative requirements.

We ensure all new and current employees are aware of their rights and responsibilities for OH&S, and that they are trained and competent to do their job safely.



Peter Roche
(Director)

2nd April 2009

Date

6. Insurances

KINGS Security holds the following insurance policies.

- Public Liability
- Workers Compensation

7. Workplace Consultation

7.1 Health and Safety Management

7.1.1 Roles and Responsibilities

KINGS Security will provide the following key personnel on site. Their roles and responsibilities regarding safety on site are outlined below.

Site Manager

The Site Manager is responsible for safety on the project. Duties include:

- Implementing the company Occupational Health Safety and Rehabilitation procedures;
- Using the principles of the Hierarchy of Controls (Best to Worst guide in this Pack) in all design, fabrication and construct activities to minimise the risk to all personnel in the workplace;
- Carrying out a design review with the Principal Contractor's project team to assist in the identification of further risk reduction controls measures;
- Participating in the planning and design stages of trade activities;
- Stimulating a high level of safety awareness at all times;
- Identifying safety training needs;
- Leading by example;
- Ensuring safe equipment and plant is provided and maintained;
- Insisting on correct and safe work practices at all times;
- Assisting in the identification and preparation of safe work procedures;
- Reviewing safety reports and inspections and initiating rectification where necessary;
- Participating in accident/incident investigations;
- Participating in safety meetings and programs; and
- Monitoring compliance with safe work methods (controls).

Site Supervisor

The Site Supervisor is responsible for safety on the project. Duties include:

- Implementing the company Occupational Health Safety and Rehabilitation procedures;
- Observing all OHS requirements and statutory rules and regulations;
- Ensuring that all works are conducted in a manner that is safe and without risk to employees health and safety;
- Planning to do all work safely;
- Providing advise and assistance on OHS to all employees;
- Participating in the planning and design stages of trade activities;
- Ensuring current OHS and other relevant legislative requirements are met in the workplace;
- Identifying OHS training programs in advance and allowing for employee/s identified as requiring training to attend the training;

- Actioning safety reports and carrying out workplace inspections;
- Preparing and participating in safety meetings and safety programs;
- Facilitating the preparation of Work Method Statements and Safe Work Method Statement for the trade;
- Insisting and ensuring on safe work practices at all times;
- Investigating hazard reports and ensuring that corrective actions are undertaken;
- Conducting project inductions, toolbox talks and daily team briefings;
- Participating in accident/incident investigations;
- Leading by example and promoting OHS at every opportunity;
- Supervising and ensuring compliance with safe work procedures;
- Providing suitable employment to assist rehabilitation initiatives; and
- Stimulating a high level of safety awareness at all times

Site Safety Officer

The Site Safety Officer is responsible for safety on the project. Duties include:

- Assisting the Site Supervisor to develop and implement the Occupational Health Safety and Rehabilitation (OHS&R) procedures;
- Communicating safety performance to the Site Manager;
- Providing advice and assistance on OHS to all employees;
- Participating in the planning and design stages of trade activities;
- Monitoring OHS legislative requirements for the trade package;
- Monitoring compliance with safe work procedures;
- Co-ordinating rehabilitation for injured employees;
- Reviewing safety reports and inspections;
- Preparing and participating in safety meetings and programs;
- Facilitating Tool Box Talks on a regular basis;
- Insisting on correct and safe practices at all times;
- Preparing and conducting project safety inductions;
- Investigating and developing new OHS initiatives for the trade;
- Conducting accident/incident investigations;
- Leading by example and promoting OHS at every opportunity;
- Stimulating a high level of safety awareness at all times;
- Communicating with the OHS&R Site Manager on matters relating to health and safety;
- Facilitating the maintenance of all records as required under this Pack; and
- Participating in regular workplace inspections and ensuring that any improvements resulting from such inspections are actioned in the required time frame

7.2 OHS Committee

KINGS Security has established an OHS Committee and includes representatives from management and employees of each department.

The Committee is responsible for:

- Providing input and expertise into the ongoing improvement of our system for managing safety
- Review and resolve safety issues that cannot be resolved at an operational level
- Make recommendations on implementing measures to reduce risk
- Conduct inspections of the workplace
- Establish and maintain procedures for the investigation of OHS incidents
- Review incident reports and make recommendations for appropriate corrective action to reduce the likelihood of an incident from reoccurring

Minutes of the OHS Committee meetings are maintained and made available to all employees from the employee representative.

7.2.1 Procedure

Each department has an elected employee representative; this representative is elected by the department manager. All staff are informed of the OHS employee representative during the new employee induction. It is the role of the employee representative to report in writing any matters or recommendations to the OHS committee on the first Monday of each calendar month.

These matters are addressed and recorded in the minutes of meeting, distributed by the committee to all employee representatives on request.



7.3 Site Specific Management

Before commencing on a site as a contractor, KINGS Security will ensure that this Safety Policy and OHS Management Plan is provided to all relevant contacts involved with the project.

KINGS Security will ensure that each of its employees and sub-contractors who will be working on the site undergo the site owner's safety induction and any other awareness inductions as required by the site owner before commencing work on site. KINGS Security will also provide give its employees and sub-contractors an additional OHS induction based on its own risk assessment of the site and any site specific safe work method statements.

Employees and sub-contractors responsibilities will include:

- Taking care of their own safety and the health and safety of others likely to be affected by their work;
- Follow all reasonable directions given by the site owner or their representative;
- Report all unsafe machinery, equipment or place, to a person in authority; and
- Not wilfully cause damage to the site or any equipment etc.

KINGS Security will ensure that all its employees and sub-contractors continue to work in a safe manner, by conducting regular audits of the OHS Management System and inspections of the workplace and resolve any issues raised in the scheduled Tool box meetings.

7.4 Tool Box Talks

Tool Box Talks will be held on a regular basis and scheduled by the Project Manager, but may be requested by supervisors and safety officers, members of an OH&S Committee or at the request of an employee who has an important issue to talk about. A Tool Box Register is to be completed at all meetings and a copy of the register returned to the Project Administrator.

Discussion topics to include but not limited to the following:

- Recent workplace incidents, injuries, near hits and possible preventative measures;
- Raising people's awareness of their responsibilities for working safely, for example attention to housekeeping, wearing of personal protective equipment;
- Inviting people to raise safety issues which are a concern;
- Workplace modifications, new plant or equipment;
- People not turning up to work;
- How to lower injuries;
- Employee input into lowering manual handling problems or modifying jobs to reduce potential risks;
- Workplace safety topics such as hazardous substances, permits to work, warm-up exercises, sun exposure; and
- Incident reports from outside sources

8. Sub-Contractors

8.1 Sub-Contractors

KINGS Security may require the assistance of sub-contractors. When sub-contractors are used, KINGS Security will ensure that following occurs prior to the commencement of any work:

- Copies of the relevant parts of the OHS Management Plan are provided to the sub-contractor
- The sub-contractor undertakes their own assessment of the risks associated with the works carried out and prepares additional safe work method statements as required
- Has completed induction training with respect to the OHS risks specified in the management plan.

A sub-contractor is not permitted to let an employee start work at a construction site unless the employee has had induction training for the place of work.

A sub-contractor must also:

- Provide current insurances and certification, i.e. Public Liability
- Maintain and keep up to date the sub-contractor's safe work method statements; and
- Provide KINGS Security with information and records about hazardous substances, environmental monitoring or health surveillance as required

8.2 Contract Responsibilities for Sub-Contractors

Where the Contractor engages sub-contractors, the Contractor must ensure that each sub-contractor, before commencing work at a place of work, provides the Contractor with a written SWMS for the work to be carried out by the sub-contractor. The Contractor must review and approve their sub-contractor's SWMS prior to the commencement of any relevant work.

The Contractor must ensure that a sub-contractor complies with:

- The sub-contractor SWMS that have been approved;
- The requirements of the OHS Act and Regulation.
- Acknowledge and adhere to Client EHS Management and Project Management Plans.

9. Hazard and Risk Assessment

9.1 Risk Management Approach

KINGS Security puts the wellbeing of people and the environment above all other considerations.

Unlike generic risk management techniques, OHS risks have no positive opportunities. The other substantial differences relate to differentiating between hazards and risks and terminology related to risk assessments rather than risk evaluations and risk controls rather than risk treatments. The detail for the approach taken to managing OHS risks is contained in Australian Standards AS2201 and AS2201 'OHS Management Systems' which has been incorporated into KINGS Security's OHS Management System.

What is a hazard?

"A source or a situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these". Hazards in the workplace may arise from the workplace environment, the use of plant and substances, poor work design, inappropriate management systems and procedures, or human behaviour.

What is a risk?

"The combination of the frequency, or probability of occurrence, and consequence of a specified hazardous event". Where frequency of exposure is an issue then duration of exposure is also considered. Risk is the level to which a hazard poses a threat to life, limb or property. This will vary from a minor laceration to a permanent disability, an illness such as cancer, or death.

9.2 Identifying Hazards

To help find all potential hazards, KINGS Security breaks down each job into a sequence of activities. These activities are provided in a Safe Work Method Statement (SWMS), which is a list of job procedures, and other work-related practices provided to KINGS Security. The SWMS details how the Scope of Work will be carried out in a safe and efficient manner.

For each of the work activities and associated job steps identified in the Safe Work Method Statement provided by KINGS Security will identify potential hazards. To assist this process, resources such as the following will be used:

- WorkCover and trade based Codes of Practice and other publications, e.g. safety alerts;
- Hazard Profiles for specific trade groups;
- Workplace experience; and
- Consultation (e.g. Tool Box Talks) with workers experienced in the task to be undertaken.
- Workplace Inspection Checklist, completed weekly

10. Safe Work Method Statements

10.1 Procedure

Preparation of a Safe Work Method Statement (SWMS) involves identifying potential hazards, assessing their risk and recording how to eliminate, or minimize, the risk to worker safety (controls).

KINGS Security will submit generic (not specific to any site) SWMS as part of any tender. Broadly defined job steps will be used and general hazards identified. The SWMS will demonstrate KINGS Security’s understanding of the risks involved in the work and typical controls used. Prior to commencement of work on site, a site specific SWMS will be supplied.

10.2 Selection and Use

- Incident Outcome and Possibility of Occurrence will be recorded on detailed site specific Safe Work Method Statement (SWMS).
- A Risk Class will be used to determine the level of Controls required to eliminate or minimise a potential hazard.
- The higher the Risk Class the more extensive the controls to be provided
- Example Low Outcome with Likely possibility A-2

10.3 Assessing Risk – Risk Assessment Matrix

Incident Outcome	Possibility of Occurrence				
	1 High Probability	2 Likely	3 Probable	4 Minor Chance	5 Unlikely
A Low Small Cuts or Bruises	(Medium)	(Low/Medium)	(Low/Medium)	(Low)	(Low)
B Minor Minor Onsite First Aid	(High/Medium)	(Medium)	(Low/Medium)	(Low/Medium)	(Low)
C Moderate Medical Treatment Required – No work delays	(High/Medium)	(High/Medium)	(Medium)	(Low/Medium)	(Low/Medium)
D High Non-permanent Injury – Medical Treatment Required – Work Delay	(High)	(High/Medium)	(High/Medium)	(Medium)	(Low/Medium)
E Extreme Medical Treatment Required Permanent Disability or Fatality	(High)	(High)	(High/Medium)	(High/Medium)	(Medium)

10.4 Safe Work Method Statement Step by Step

Each SWMS prepared by KINGS Security will contain:

- Our name;
- A description of the work activity or task to be undertaken;
- The date the SWMS was developed;
- The project name/number and the name of the Principal Contractor;
- The job steps involved in doing the work;
- The name of the person/s responsible for ensuring that the control/s is in place – Site Supervisor / Project Manager.
- The potential hazards associated with the work and with each of its steps
- Incident Outcome 1-5 associated with the job task to be undertaken;
- The controls that will be put in place to eliminate or minimise the potential hazards identified;
- The recommended actions to take to eliminate / avoid an incident occurring
- Identification of all health and safety law, standards or codes applicable to the work, and where these are kept on the worksite
- The Safe Work Method Statement will be completed and signed by an appropriately qualified person/s representing KINGS Security who is competent in the work activity to be undertaken.
- Employees will review the SWMS and sign that they understand and are willing to implement the controls required to carry out the work safely.
- Work will not proceed until the above three criteria are achieved.

10.5 Residual Risk

The risk remaining after management takes action to reduce the impact and likelihood of an adverse event, including control activities in responding to a risk.

This is calculated by determining the “Incident Outcome” and “Possibility of Occurrence” by the Project Manager, for example a “2. Minor Outcome” with a “3. Probability” rating would be residual class of “5 – Low/Medium”

This can be provided on request.

11. Environmental Management

11.1 Asbestos Management

KINGS Security will seek from the site's owner all relevant information of known asbestos on the site, together with their Asbestos Management Plan, if available.

However, KINGS Security will take appropriate caution should we find or suspect that a substance is asbestos.

11.2 Dust Management

Work practices play a key part in the amount of allergenic material released to the environment. Techniques, including wet cleaning, will be used to minimise dust generation.

11.3 Hazardous Substances

KINGS Security will provide documentation of all hazardous substances to be used in connection with the contract works including the appropriate MSDS. These are to be submitted with the relevant SWMS (when applicable). The MSDS must be available to employees on the site. SWMS induction of employees must include the precautions for use as detailed in the MSDS.

The Contractor must ensure that a copy SWMS relevant to a sub-contractor are provided to the sub-contractor and that SWMS induction is undertaken before the sub-contractor commences work at the place of work concerned.

11.4 Working in Confined Spaces

KINGS Security will seek the site owner's register of known Confined Spaces and the precautions to be taken prior to entry of the Confined Space. This information will be incorporated into the relevant SWMS.

12. General Issues

12.1 Monitoring of Works

KINGS Security acknowledges that a site manager has the right to audit and monitor work performed by us as part of a contract.

12.2 Entry to Sites

Prior to commencing work, KINGS Security will prepare and submit Risk Assessments relating to the proposed scope of works and present Safe Work Method Statements to control and / or manage identified risks.

Before any work commences, KINGS Security will ensure that our employees and sub-contractors are informed of the arrangements for entering and leaving the site. This will normally be addressed at the Site Specific Induction. At all times, when entering or leaving the site, KINGS Security will comply with the security arrangements such as notification of entry / exit or as otherwise directed at the Site Specific Induction.

12.3 Uses of Places of Work

KINGS Security will provide and maintain safe systems of work that do not pose risks to health and safety with regard to working space, lighting, temperature, noise, atmosphere, any work carried out at heights, falling objects, scaffolding, lifts, roofs, building maintenance work, fire and explosion, electricity and any work carried out in confined spaces.

12.4 Manual Handling

KINGS Security will ensure that all tools, where appropriate are designed, constructed and maintained so as to eliminate risks arising from the manual handling of objects, and that work practices eliminate risks arising from manual handling and are consistent with the safe handling of objects.

13. Emergency Management

13.1 Emergency and Evacuation Procedures

Emergency evacuation procedures will, where applicable, be explained to employees and contractors at Employee and Site Specific Inductions. A site map will be made available to all staff identifying evacuation points and emergency service points, such as fire hydrants etc. When working on another company's site, KINGS Security will require a site map as part of the Site Specific Induction.

13.2 Procedure in the Event of an Emergency

Contact emergency services (000) as necessary and advise:

- Type of injury / injuries (if any), exact location
- Requirements for ambulance / fire brigade, and provide any other information that may be useful to emergency services attending such as the presence of hazardous substances
- Warn other employees within the area of immediate danger
- Provide assistance where possible.

As soon as it is reasonably practicable to do so, inform KINGS Security and the site's Project Manager. An Incident Report form will be completed and submitted to KINGS Security and the site's Project Manager.

13.3 Fire

Fire mains, valves, hydrants, fire hoses, fire extinguishers and other fire protection equipment will not be operated or used for purposes other than fire fighting.

- Fire exits must be kept clear at all times
- Any fire, known use of, or damage to fire safety equipment will be reported immediately to KINGS Security and the site's Project Manager.

13.4 First Aid Facilities

KINGS Security has a number of qualified First Aid Officers. A First Aid Officer will be nominated for each site that KINGS Security undertake work on.

All accidents, incidents near misses or injuries will be reported to KINGS Security and the site's Project Manager as soon as possible. Where an investigation is to be carried out, KINGS Security will work with the site's Project Manager to complete an Incident Report.

14. Incident Management

KINGS Security will ensure that any work related injuries or illnesses, arising from work undertaken on a site are reported to the site's owner or nominated representative.

14.1 Notifiable Incidents

All incidents resulting in any form of injury and or dangerous occurrences must be reported to the site's owner and the relevant authorities.

14.2 Recording of Incidents

All incidents will be reported on KINGS Security's Incident Report Form and a copy of this will be submitted to the site's owner. In the event the incident causes a delay, the Kings Security Incident Delay Register needs to be completed and returned to the Project Supervisor.

14.3 Investigation of Incidents

KINGS Security will, together with the site's owner, investigate all incidents within 24 hours of its occurrence. The size of the investigation team and level of documentation required will be determined by the seriousness of the incident.

14.4 Corrective Action

Any corrective action must be recorded during the investigation stage. Upon completion of the incident investigation and corrective actions established, a report will be submitted to the site's owner. KINGS Security will ensure that all corrective actions are completed in a timely manner.

15. Plant and Equipment

15.1 Purchasing

Before purchasing plant or equipment, a risk assessment will be completed to identify any relevant OH&S issues, such as additional safe guards, training and/or maintenance schedules. Upon delivery of new plant or equipment, a Safe Operating Procedure must be produced and staff operating the equipment should be appropriately trained before the equipment is commissioned for use. Electrical items should be tagged before initial use and the risk assessment should identify the frequency of future electrical testing required.

When purchasing any hazardous or dangerous substances you must ensure that

- Proper storage facilities are available
- All documentation, risk assessments and Material Safety Data Sheet (MSDS) are available
- All staff and students will be properly trained in the handling and usage of purchases
- Hazardous Register is updated

15.2 Plant

Procedure

Equipment including static (stationery) and mobile plant can be hazardous to workplace safety.

In order to comply with Occupational Health and Safety Legislation KINGS Security will carry out regular inspection and maintenance of plant and equipment. The inspection and maintenance history of each item will be documented and provided prior to commencement on site

Where a relevant Australian Standard is appropriate, e.g. AS-2550 for cranes, the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations. The affect of plant and equipment on the workplace will also be considered.

Assessment

KINGS Security will carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment will include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers. This process will include both the plant and/or equipment itself and its impact on the surrounding workplace.

When identifying potential hazards consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

Selection and Use

Where plant and equipment is hired the same requirements for Occupational Health and Safety as those required on site will be specified by KINGS Security to the Hire Company as a condition of the Hire Agreement.

No item of plant will be brought on site without a current service/maintenance record or registration where required.

Note: Specific plant may require design registration, item registration or both.

Working Near Mobile Plant

Generally, only those vehicles essential to KINGS Security will should be permitted within the construction site. All vehicles on any site will strictly observe site traffic regulations and speed limits. All vehicles will keep well clear of mobile plant operating on the site, and must keep to designated roadways within the site.

A Pedestrian Management Plan may be required to facilitate safe movement of employees, sub-contractors and other persons around a site. In those circumstances, KINGS Security will prepare this plan and provide it to the site's owner.

15.3 Electrical

Procedure

KINGS Security will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the Code of Practice Electrical Practices for Construction Work. Where a more specific provision is not made in the Code of Practice conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules. All electrical equipment to be brought on site will be listed in the Electrical Equipment Register. The register will be completed prior to commencement of the works and maintained for the duration of the works on site.

15.4 Inspection & Tagging

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought on site. Where this is not possible the Principal Contractor will be advised immediately and assistance requested in order to comply with the requirements of the Code of Practice Electrical Practices for Construction Work. A record of the currency of all electrical equipment will be recorded on Electrical Equipment Register

Selection and Use

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
Where an electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided or the item removed from site immediately.
- When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.
- Extension leads will not be joined together.
- All plugs and sockets will be non-wireable (moulded) or transparent.

- Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose, e.g. pump.
- Where electrical equipment is hired, e.g. portable generators, work lights and extension leads, KINGS Security will ensure that the same requirements for Occupational Health and Safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

15.5 Hazardous Substances

Procedure

Prior to hazardous substances being used on a project KINGS Security will submit a Material Safety Data Sheet (MSDS) to the Principal Contractor for approval. No substances will be brought on site without approval of the current MSDS by the Principal Contractor. All substances to be brought on site will be listed in the Hazardous Substances Register.

Selection

KINGS Security will consider the following when selecting hazardous substances:

- Flammability and explosivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Extent of PPE required;
- Environmental hazards;
- Storage requirements

Storage

- All storage and use of hazardous substances will be in accordance with the MSDS.
- All hazardous substances will be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds or offices.

Use

Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used. KINGS Security will refer to WorkCover and National Occupational Health and Safety Commission (NOHSC) Publications for advice, and in particular the List of Designated Hazardous Substances (NOHSC: 10005/1999).

Advice on a substance may be obtained from a chemical database, e.g. Chemwatch.

Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. Confirmation of this training will be provided by a "sign off" on the appropriate Tool Box Talk form or training record.

16. Skills and Competencies

16.1 Procedure

KINGS Security will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

All Contractors and employees required to hold registration certificates or licences will be declared and copies provided to the Principal Contractor prior to commencing work on any site.

16.2 Assessment

KINGS Security will undertake a training/competency assessment of all employees prior to the commencement of work on the nominated site. The assessment will be recorded in the Skills Register. Where skill deficiencies are detected appropriate training will be provided before work commences so that employees can perform their designated duties safely.

16.3 Selection and Use

- The Skills Register will be provided to the appropriate Principal Contractor's representative on site for review.
- Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
- Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work and recorded on.
- Day Labour will be used only when the nominated worker/s satisfy the level of competency required to undertake the required task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of Day Labour must be detailed in the Skills Register provided.

17. General

17.1 Dress Code

KINGS Security will ensure that all contractors and employees have:

- Clothing that is appropriate to the task being performed and is worn,
- Hats, sun block and other appropriate protection is provided and worn by outdoor workers

17.2 Hair Protection

KINGS Security will ensure that all contractors and employees have:

- Long hair tied back or enclosed within hair nets or hats when appropriate or where the operation of certain plant presents a reasonable risk of hair becoming caught in working parts.

17.3 Protective Clothing and Footwear

- KINGS Security will supply all protective clothing or equipment necessary for the job and it must be worn.
- Hearing protection must be worn in designated noise hazard areas. Only approved ear muffs or plugs may be worn.
- Eye protection must be appropriate to the job being done. Safety glasses shall have side shields.
- Hard hats must be worn in designated hard hat zones or where there is a danger of head injury.
- Steel capped safety boots or shoes must be worn on site at all times.

17.4 Conduct of Contract Employees

Skylarking, throwing of objects or playing of any sport within the contract site is prohibited at all times. Running is not permitted except when directed in an emergency.

KINGS Security's supervisors will ensure the prompt removal from the site of any contractors, employees or other parties under their control whose conduct contravenes this policy or tends to create any danger to themselves or others.

Intoxicating liquor or illegal substances are not permitted on site at any time. Contractors or employees discovered under the influence of alcohol or drugs will be dismissed from site.

17.5 Housekeeping

Areas must be kept clean and no waste material is be burnt on site. Strict attention must be given to housekeeping at all times during and on completion of the job.

Contractors and employees shall clean their work area at the completion of each day's work.

17.6 Tools and Materials:

A minimum quantity only of tools and materials is to be kept in a contract work area. All tools and materials must be moved to assigned storage areas at the end of the day.

Tool boxes must be kept clear of access ways at all times.

Waste materials must be removed. Contractors are responsible for removal of their own waste materials.

17.7 Security

Normal hours are defined in the contract. Access to the site outside these hours will only be permitted by prior arrangement with the Site Owner.

At all times while on a site, employees and sub-contractors will display suitable identification. This identification must be worn at all times on site.

A daily site attendance register will be maintained for employees and sub-contractors. A copy of this register is to be provided to Principle Contractor at the completion of the site works and at any other time it is requested.

Employees are responsible for the security of their own personal property, as well as their hand tools and are advised to ensure that all property, tools etc, are secured in a site box suitable for this purpose at all times when not in use.

All employees and sub-contractors will comply with all site security and safety rules existing at the time of work being performed.

17.8 Smoking

No smoking is permitted in any enclosed site or site facility.

17.9 Obeying Signs

Advisory signs are applicable to all personnel on site. Employees and sub-contractors shall be responsible for ensuring that they obey all warning signs, e.g. speed limits, parking, no smoking, personal protective equipment (PPE) etc.

18. Attachments

- Workplace Inspection Checklist
- Hazard Report
- Incident Investigation Report
- Toolbox Register
- Incident Delay Register
- SWMS
- Tool Tag Register