

ATTACHMENT A

MANAGEMENT OF CONDITIONS AND PRACTICES

Previous sections in this document have focused on Office policy and the management systems designed to give effect to that policy. This document provides an overview of how actual workplace conditions and practices are managed. It identifies -

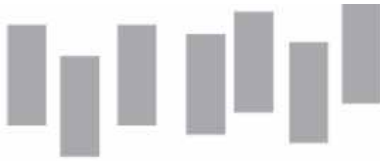
- the various workplace conditions experienced by staff and visitors;
- for each of the above conditions, the broad responsibilities of management and staff in keeping these conditions safe; and
- key staff and reference resources critical to delivering safe conditions.

General workplace, health and safety obligations and responsibilities of management, staff and visitors

Workplace Condition	Management Responsibilities	Controlling Officers	Reference Material	Staff Responsibility
1. Office Staff	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure staff provided with access to buildings to conduct business are protected and have been advised of their WH&S responsibilities while in the Office. <input type="checkbox"/> To ensure that all staff have been inducted to the work place within three months of commencement of work. 	<ul style="list-style-type: none"> <input type="checkbox"/> WH&SO <input type="checkbox"/> MCES through induction process 	<ul style="list-style-type: none"> <input type="checkbox"/> This WH&S Policy document <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i> <input type="checkbox"/> Industry codes of practice, Australian Standards and Building codes. 	<ul style="list-style-type: none"> <input type="checkbox"/> To be aware of and comply with policy and procedures <input type="checkbox"/> To comply with all reasonable instructions
2. Visitors & Guests	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure visitors/guests provided with access to the Office are protected and upon arrival have been advised of their workplace health and safety responsibilities while in the office and made aware of any WH&S matters that may impact upon their visit. 	<ul style="list-style-type: none"> <input type="checkbox"/> Corp & Exec Services 	<ul style="list-style-type: none"> <input type="checkbox"/> This WH&S Policy document <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i> <input type="checkbox"/> Industry codes of practice, Australian Standards and Building codes. 	<ul style="list-style-type: none"> <input type="checkbox"/> To comply with all reasonable instructions
3. Contractors	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure that contractors provided with access to the Office to conduct business are protected and have been advised of their workplace health and safety responsibilities while in the office. <input type="checkbox"/> To ensure that all contractors have been inducted and have been notified of any specific hazards in their work area. 	<ul style="list-style-type: none"> <input type="checkbox"/> Corp & Exec Services 	<ul style="list-style-type: none"> <input type="checkbox"/> This WH&S Policy document <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i> <input type="checkbox"/> Industry codes of practice, Australian Standards and Building codes. 	<ul style="list-style-type: none"> <input type="checkbox"/> To meet the terms and conditions of entry under the contract <input type="checkbox"/> To comply with all reasonable instructions
4. Emergency evacuation & fire extinguisher operation	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure an effective and complete evacuation of the building when required. <input type="checkbox"/> To ensure that effective monitoring and review of all emergency evacuations are undertaken. <input type="checkbox"/> Ensure all staff are trained in the effective operation of fire extinguishers. 	<ul style="list-style-type: none"> <input type="checkbox"/> WH&SO <input type="checkbox"/> MCES <input type="checkbox"/> Fire Wardens 		<ul style="list-style-type: none"> <input type="checkbox"/> To be aware of and comply with the Emergency Response Plan and all reasonable instructions. <input type="checkbox"/> To participate in training and familiarise themselves with equipment in their workplace.
5. First Aid	<ul style="list-style-type: none"> <input type="checkbox"/> establish a First Aid Policy governing the provision of, and access to, first aid. <input type="checkbox"/> provide a quantity of first aid kits and also First Aid Officers. <input type="checkbox"/> ensure that all staff are made aware of the location of first aid kits and who the first aid officers are. <input type="checkbox"/> ensure that all first aid kits are checked and restocked regularly. 	<ul style="list-style-type: none"> <input type="checkbox"/> First Aid Officers <input type="checkbox"/> MCES 	<ul style="list-style-type: none"> <input type="checkbox"/> The Office First Aid Policy. <input type="checkbox"/> This WH&S Policy document <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i> <input type="checkbox"/> <i>First Aid Code of Practice 2004</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> To be aware of and comply with policy and procedures. <input type="checkbox"/> In the event of an illness, injury, fire or other emergency, take appropriate action. <input type="checkbox"/> In the case of serious/life threatening, incident, staff within the precinct should dial 40444 (Security desk). <input type="checkbox"/> In the case of minor incidents, staff may elect to administer first aid if qualified to do so.

Workplace Condition	Management Responsibilities	Controlling Officers	Reference Material	Staff Responsibility
6. Workplace Harassment	<input type="checkbox"/> To ensure that all staff and visitors provided with access to buildings are not subjected to workplace harassment. <input type="checkbox"/> To ensure that appropriate measures are immediately taken to address any issue raised. <input type="checkbox"/> To ensure staff have access to appropriate resources (Employee Assistance Service).	<input type="checkbox"/> Harassment Contact Officer <input type="checkbox"/> Unit Managers	<input type="checkbox"/> This WH&S Policy document. <input type="checkbox"/> PSC Directive <i>Managing Employee Complaints</i> 08/10 <input type="checkbox"/> The Office Code of Conduct. <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i> <input type="checkbox"/> <i>Prevention of Workplace Harassment Code of Practice 2004</i>	<input type="checkbox"/> To comply with relevant Office policy <input type="checkbox"/> To report any incident immediately to their supervisor or other manager if required.
7. Alcohol & Drugs	<input type="checkbox"/> To ensure that all staff are aware of and understand the Office policy relating to alcohol and drug use.	<input type="checkbox"/> Unit Managers	<input type="checkbox"/> This WH&S Policy document. <input type="checkbox"/> The Office Code of Conduct. <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i>	<input type="checkbox"/> To comply with relevant Office policy
8. Hygiene	<input type="checkbox"/> To provide the basic amenities to support the hygiene needs of staff within the workplace.	<input type="checkbox"/> Unit Managers <input type="checkbox"/> WH&SO <input type="checkbox"/> MCES	<input type="checkbox"/> This WH&S Policy document. <input type="checkbox"/> The Office Code of Conduct. <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i>	<input type="checkbox"/> To be aware of and comply with relevant Office policy and the Code of Conduct
9. Waste	<input type="checkbox"/> To dispose of waste in a safe and environmentally friendly way. <input type="checkbox"/> To provide appropriate receptacles for general waste (food scraps and non-recyclable items) <input type="checkbox"/> To provide appropriate receptacles for recyclable waste (paper and cardboard).	<input type="checkbox"/> MCES	<input type="checkbox"/> This WH&S Policy document. <input type="checkbox"/> The Office Code of Conduct. <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i>	<input type="checkbox"/> To be aware of and comply with relevant Office policy, particularly the appropriate disposal of waste.
10. Signage	<input type="checkbox"/> To ensure appropriate signage is erected throughout the Office.	<input type="checkbox"/> MCES	<input type="checkbox"/> This WH&S Policy document. <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i> <input type="checkbox"/> <i>Australian Standard 1319 "Safety Signs for the Occupational Environment"</i>	<input type="checkbox"/> To comply with Office signage
11. General security access	<input type="checkbox"/> To establish and maintain a safe working environment. <input type="checkbox"/> To establish and administer precinct access controls	<input type="checkbox"/> MCES <input type="checkbox"/> Unit Managers	<input type="checkbox"/> This WH&S Policy document. <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i> <input type="checkbox"/> The Office's Emergency and General Security Plan	<input type="checkbox"/> To comply with Office requirements for secure access.
12. Lighting & Air	<input type="checkbox"/> To provide a safe, comfortable and efficient visual environment. <input type="checkbox"/> To deliver lighting and air in accordance with relevant Australian Standards. <input type="checkbox"/> To effectively monitor and review indoor working conditions on a regular basis.	<input type="checkbox"/> WH&SO <input type="checkbox"/> MCES	<input type="checkbox"/> This WH&S Policy document <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008.</i> <input type="checkbox"/> <i>Australian Standard 1668 "The use of Mechanical Ventilation and Air-Conditioning in Buildings"</i> <input type="checkbox"/> <i>Australian Standard 1680 "Interior and Workplace Lighting"</i>	<input type="checkbox"/> To adopt safe work practices and take all necessary steps to use available lighting (natural or artificial) when working. <input type="checkbox"/> To report any problems or difficulties being experienced to the relevant controlling officer.

Workplace Condition	Management Responsibilities	Controlling Officers	Reference Material	Staff Responsibility
13. Use of Office electrical equipment	<input type="checkbox"/> To deliver electricity and electrical equipment in accordance with relevant Standards and Codes. <input type="checkbox"/> To undertake periodic safety checks in accordance with relevant Standards and Codes.	<input type="checkbox"/> WH&SO <input type="checkbox"/> MCES	<input type="checkbox"/> This WH&S Policy and procedures document <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008</i> <input type="checkbox"/> <i>Electrical Safety Act & Regulations</i> <input type="checkbox"/> <i>Australian Standards</i>	<input type="checkbox"/> To adopt safe work practices and take due care and attention in the use and handling of all electrical equipment. <input type="checkbox"/> To operate all equipment in accordance with the manufacturer's instructions. <input type="checkbox"/> To not use privately owned or personal electrical items in the workplace. <input type="checkbox"/> To report any problems or difficulties being experienced to the relevant officer.
14. Manual tasks	<input type="checkbox"/> To minimise the incidence of manual handling within the workplace.	<input type="checkbox"/> WH&SO <input type="checkbox"/> Unit Managers	<input type="checkbox"/> This WH&S Policy document <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008</i> <input type="checkbox"/> <i>Manual Tasks Code of Practice 2010</i> <input type="checkbox"/> <i>National Standard for Manual Tasks 2007</i>	<input type="checkbox"/> To take due care and attention when lifting.
15. Workstation ergonomics	<input type="checkbox"/> To provide a reasonable standard of workstation to all staff. <input type="checkbox"/> To ensure the equipment is used in the correct manner. <input type="checkbox"/> To ensure that workstation assessments are conducted when required.	<input type="checkbox"/> Unit Managers & Commissioners <input type="checkbox"/> WH&SO <input type="checkbox"/> MCES	<input type="checkbox"/> This WH&S Policy document <input type="checkbox"/> <i>Workplace Health and Safety Act 1995 and Workplace Health and Safety Regulations 2008</i>	<input type="checkbox"/> To use all workstation equipment appropriately <input type="checkbox"/> To report any faulty or unstable equipment



HAZARD NOTIFICATION FORM

This form is to be used for reporting a hazard or a potential hazard whereby an employee may sustain an injury if the hazardous situation is not addressed.

Description

What is the Hazard/Health and Safety Issue?.....
.....
Who is affected?.....
Has any temporary immediate action been taken to ensure the safety of others? YES / NO
If so what action?.....
.....

Location

Where is the Hazard/Health and Safety Issue located?
.....
.....

When was the Hazard Identified?

Day:..... Date:...../...../..... Time:.....am /pm

Recommendations

Any actions that could rectify the issue?.....
.....
.....

Reported by

Given Name:.....Surname:.....
Contact Telephone Number:..... Mobile:

RETURN THIS FORM TO MCES AND ADVISE YOUR MANAGER/SUPERVISOR

Office Use Only:

MCES Received:/...../..... PS Hazard Report No.:.....
Name of Investigating WHSC: Telephone Number:



Office of the Information Commissioner Queensland

INCIDENT NOTIFICATION FORM

Details of Person Involved/Injured

Tick Applicable: Employee of the Office of the Information Commissioner
 Contractor Member of the public
 Other (Please Specify) _____

Employment Status: Full time Part Time Casual Volunteer

Given Names: _____ **Surname:** _____

Address: _____

Contact Telephone Number: _____ **Mobile:** _____

Date of Birth: ___ / ___ / ___ **Occupation:** _____

Description of Incident

Date of Incident: ___ / ___ / ___ **Time:** _____ am/pm **Date Reported:** ___ / ___ / ___

Incident Reported to: _____ **Designation:** _____

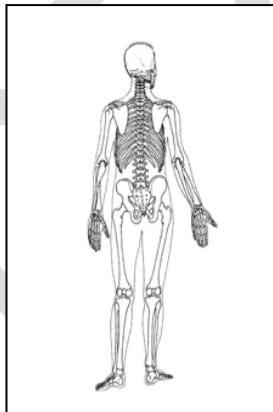
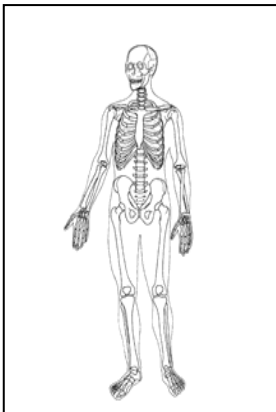
What were you doing at the time of the incident? _____

Where were you when the incident occurred? _____

What happened to cause the incident? _____

Other factors involved:

- Falls, trips and slips Sound and pressure Biological factors Hitting objects with part of body
 Body stressing Mental stress Heat radiation and electricity Chemicals and other substances
 Other and unspecified factors: _____



← PLEASE INDICATE INJURY LOCATION

- Type of Injury:** Sprain & Strain Fracture Cut
 Electric Shock Burns Bruising

Bodily Location of Injury: _____

- Medical Treatment:** nil first aid
 Doctor only hospital
- Hospital admitted to : _____

Other items involved:

- Machinery and (mainly) fixed plant Mobile plant and transport Biological agencies
 Power equipment, tools and appliances Non-powered tools and equipment Environmental agencies Chemicals and chemical products
 Materials and substances Other and unspecified agencies: _____

Names and contact details of Witnesses: _____

Signature of Person involved/injured: _____

_____ / _____ / _____

Incident Type

Office Use Only: MCES Received ___ / ___ / ___ **PS Incident Report No.** _____

Type of incident: Work injury Serious bodily injury Work caused illness Dangerous Event Dangerous electrical event
 Serious electrical incident, has the area been made safe? Yes No
 Yes No Was injury/illness fatal? Yes No Notify Department of Industrial Relations?

Name of Investigating WHSO: _____ **Telephone Number:** _____