

# AHCOHS301A Contribute to OHS processes

Cert III Landscaping

Cert III Turf

Cert III Conservation & Land Mgt

Mornington Peninsula

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# AHCOHS301A Contribute to OHS processes

## *Learning Outcomes*

- OH&S Legislation & Policies
- Safety Inductions
- Hazard Classification & Identification
- Risk Assessment & Control
- SWMS & JSA's
- Safe Work Procedures
- OH&S Consultation
- PPE
- Safe System of Work – Maintenance, Incident Reporting, Pre-start Checks

# ASSESSMENT TASKS

Participate in class activities	50%
Accurate completion of homework tasks	50%

Why is OH&S important?

<http://clmstudents.weebly.com/session-11.html>

# EXISTING KNOWLEDGE

## Activity 1.1

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### 1. In your groups discuss the following:

- What is OH&S in the workplace all about?
- What are my responsibilities?
- What are my employer's responsibilities?

### 2. Detail your thoughts below

### 3. Summarise your groups' thoughts on a large sheet of paper, one person from your group to present to the class

- What is OH&S in the workplace all about?

# OH&S LEGISLATION & POLICIES

- What are they, why do they exist?
- Key Principles of the legislation
- Important Phrases of Act – **Health and Safety Duties & Reasonably Practical**
- Employer & Employee Responsibilities

# Occupational Health & Safety Act 2004

## The Act

The cornerstone and provides the legal framework to improve occupational health and safety in Victoria.

The Act sets out the *key principles, duties and rights* in relation to occupational health and safety.

## The Regulations

*Specify the ways duties imposed by the Act must be performed*

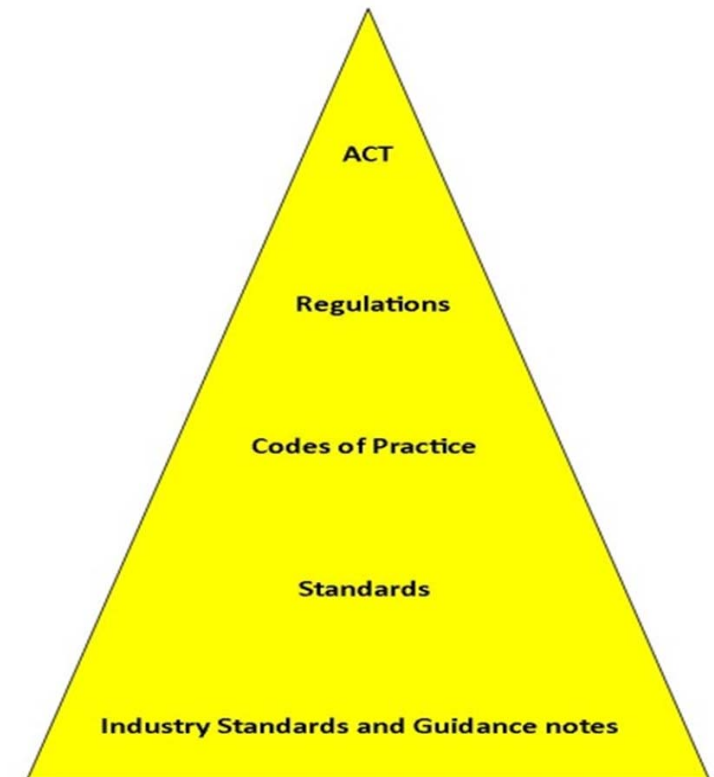
e.g. requiring licenses for specific activities, keeping records, or notifying certain matters.

## Guidance

Provides *clear, accessible advice and guidance about what constitutes compliance* with the Act and Regulations. E.g. Compliance Codes, Work Safe Positions.

## Policy

Not every term in the legislation is defined or explained in detail. In these circumstances, WorkSafe will develop a policy.





# Principles of Health & Safety Protections S4

The following health and safety principles should be applied in the administration of the Act:

- all people are given the highest level of health and safety protection that is reasonably practicable;
- those who manage or control activities that give rise, or may give rise, to risks to health or safety are responsible for eliminating or reducing health and safety risks, so far as is reasonably practicable;
- employers and self-employed people should be proactive and take reasonably practicable measures to ensure health and safety in their business activities;
- employers and employees should exchange information about risks to health or safety and measures that can be taken to eliminate or reduce those risks; and
- employees are entitled, and should be encouraged, to be represented on health and safety issues.

# What is 'reasonably practicable'?

In determining what is 'reasonably practicable', account must be taken of:

- the likelihood of a hazard or risk occurring (i.e. the probability of a person being exposed to harm);
- the degree of harm that would result if the hazard or risk occurred (i.e. the potential seriousness of injury or harm);
- what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing that hazard or risk;
- the availability and suitability of ways to eliminate or reduce the hazard or risk; and
- the cost of eliminating or reducing the hazard or risk.

Video – Reasonably Practicable

# What does the Act cover?

## Victorian workplaces

- Any place where employees work, including:
  - self-employed
  - outworkers
  - contractors
  - employees of contractors
  - employees in State Government departments



# Responsibilities under the Act



# Employer responsibilities

All employers are required to provide a safe workplace.

*OH&S legislation requires employers to:*

- Provide for the health, safety and welfare of everyone in the workplace
- Protect persons from risks to their health and safety
- Eliminate potential risks within the workplace
- Involve employees in the formulation and implementation of safety standards

# Employer responsibilities

## *Specific duties:*

- Provide and maintain safe plant and systems of work
- Arrange safe systems of work in connection with plant and substances
- Provide a safe working environment
- Provide adequate welfare facilities
- Provide information, instruction, training and supervision to enable employees to work safely

<http://www.heraldsun.com.au/news/law-order/dolphin-swim-tragedy-safety-briefing-hard-to-understand-says-witness/story-fni0fee2-1227121736815>

# Employer duties (s. 21)

## *Specific duties (cont'd)*

- Monitor the health of employees
- Keep information and records
- Engage or employ suitable people to provide advice on health and safety in the workplace
- Nominate appropriately senior person/s to act as the employer's representative
- Monitor conditions at the workplace
- Provide information to employees (in appropriate languages)

# Employee duties

*OH&S legislation requires you to:*

- Take reasonable care for your health and safety
- Have due regard for the health and safety of others in the workplace
- Cooperate with your employer in implementing appropriate health and safety measures
- Avoid doing anything that might compromise the health and safety of others Complying with Employee
- Use and maintain required Personal Protective Equipment (PPE)





# Employee duties

- Follow enterprise Standard Operating Procedures (SOPs)
- Report unsafe procedures and equipment
- Must not proceed without training

## *Employees must not:*

- wilfully or recklessly interfere with or misuse any safety equipment provided for their use
- wilfully put at risk the health and safety of others in their workplace

# OH&S Issues

## Activity 1.2

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Take 5mins to brainstorm all the OH&S issues you can think of below.

We will then discuss this as a group and compile all the issues

### OH&S issues Brainstorm



# Working Outdoors – Safety TV