



## Occupational Safety and Health Management Plan

**2021-22**

WESTERN METROPOLITAN REGIONAL COUNCIL  
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# 1. INTRODUCTION

The WMRC operates the West Metro Recycling Centre at Shenton Park WA, which provides waste transfer, recycling, problematic and hazardous waste management services for its five member Councils, participating council(s), commercial customers and residents across the west central metropolitan area.

This Plan documents the WMRC's commitment to a workplace that is free from injury and illness, while acknowledging legislative occupational health and safety (OH&S) responsibilities and the need to provide a safe and healthy work environment for its employees and other persons. This Plan reaffirms the WMRC's view that OH&S is a priority across all areas; it underpins all activities; responsibilities for safety are assigned; safe work practices are supported with appropriate training and support; and targets are set to measure progress and achievement towards OH&S goals.

In May 2019 the LGIS, an external consultant and the WMRC's insurer, assessed the WMRC's safety management system, resulting in an overall score of 63%. The assessment was carried out under the LGIS' *3 Steps to Safety* program. The LGIS assessment covered the following elements of the WMRC's safety management system:

- a. Management commitment
- b. Consultation
- c. Hazard management and safe work procedures
- d. Training and Supervision
- e. Reporting and monitoring

This Plan documents how OH&S will be prioritised and supported at all levels of the organisation by providing a framework for the WMRC's OH&S responsibilities for the next twelve months. The development of this Plan has been informed through the following key drivers:

- a. the WMRC's commitment to providing a safe and healthy workplace environment for its employees, contractors, customers, and others;
- b. public legislative compliance;
- c. continuous improvement; and
- d. previous OH&S audits and recommendations.

## 2. PURPOSE

The purpose of this plan is to establish and maintain an effective health and safety management system. The WMRC is committed to implementing a structured approach to workplace health and safety in order to achieve a consistently high standard of safety performance.

This plan will assist the WMRC in meeting its obligations in accordance with work health and safety legislation; and applies to all staff, high-risk contractors and other people at risk from work and other activities carried out at WMRC workplaces.

## 3. HEALTH AND SAFETY POLICY

The following Statement of Commitment and the Implementation of Policy Commitment provide the direction WMRC will follow in pursuit of a safe and healthy workplace. These commitments are as follows.

### 3.1 STATEMENT OF COMMITMENT

The WMRC 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 *WA Occupational Health and Safety Act 1984* (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

This OHS Management Plan and WMRC's OHS policies and procedures set out the safety arrangements and principles which are to be observed by the WMRC and its staff to ensure compliance with the Act and to provide appropriate mechanisms for continuing consultation and management of OHS matters.

### 3.2 IMPLEMENTATION OF POLICY COMMITMENT

The WMRC is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors and volunteers) while they are at work, and that the health and safety of the customers is not put at risk from our operations. This will be achieved by:

- a. 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.
- b. Ensuring that workplaces under the control of the WMRC are safe, without risk to health, and have safe means of entry and exit.
- c. Routinely consulting in order to maintain effective and co-operative relationships between WMRC and its workers, and with other duty holders, on health and safety matters in the workplace.

- d. Reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

The WMRC's commitment to providing a safe and healthy working environment for its employees includes:

- a. providing relevant, up to date OH&S information to all workers on matters such as workplace safety and their responsibilities;
- b. providing expert assistance in OH&S matters where necessary;
- c. providing instruction and/or training in work processes where appropriate;
- d. developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards; and
- e. implementing and maintaining appropriate information, reporting and statistical systems.

## **4. STRATEGIC OBJECTIVES AND AIMS**

The WMRC's strategic objectives in occupational health and safety are to:

- a. establish and maintain an effective occupational health and safety system;
- b. ensure a structured and consistent safety management system that is implemented across all WMRC's work areas; and
- c. continuously improve the management of health and safety within the organisation.

The aims of this Plan are to:

- a. establish key safety objectives;
- b. establish the performance indicators which the WMRC will use to measure and report on its safety performance;
- c. establish safety targets;
- d. set actions to be achieved within the next twelve months;
- e. focus on key areas aimed at minimising the risk of workplace injuries;
- f. improve employee capabilities by identifying training needs and providing appropriate training to:
  - i. empower employees at all levels to perform their duties safely; and
  - ii. ensure employees are aware of, and understand, their roles and responsibilities in relation to OH&S.
- g. work towards gaining a score of at least 75% in the next LGIS Safety Audit (due May 2021); and
- h. assist Council in making considered and informed decisions about workplace health and safety matters within a transparent, accountable, ethical and compliant workplace environment.

## **5. SAFETY RESPONSIBILITIES**

The success of this Plan heavily relies on various stakeholders fulfilling their core responsibilities which are as follows.

### **5.1 COUNCIL**

The Chair and members of Council are responsible for ensuring that the WMRC complies with any duty or obligation under the Act. This is achieved by exercising due diligence, including the following responsibilities.

- a. Acquire and keep an up to date knowledge of work health and safety matters relating to the business of the WMRC.
- b. Gain an understanding of WMRC's operations and the hazards and risks involved.
- c. Require work health and safety to be a standing agenda item for each Council meeting.
- d. Regularly review the performance of the WMRC's OH&S system.

### **5.2 CHIEF EXECUTIVE**

The Chief Executive is responsible for providing safety leadership, in demonstrating and practicing a visible and tangible commitment to the improvement of health, safety and injury management systems, practices and culture. These responsibilities include:

- a. Ensuring that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised.
- b. Ensuring that information regarding incidents, hazards and risks is received, considered and responded to in a timely way.
- c. Ensuring that WMRC has, and implements, an OH&S system for complying with its OH&S duties and obligations.
- d. Ensuring that responsibilities for safety within the organisation are well understood and reflected in position descriptions.
- e. Reviewing and reporting to Council on the performance of the WMRC's occupational health and safety system.
- f. Providing leadership and support to managers and staff in the implementation of WMRC's OH&S Management Plan.

### **5.3 MANAGERS AND SUPERVISORS**

Managers and supervisors are to ensure that all work activities are conducted in a manner consistent with Council OH&S policy and this OH&S Management Plan.

### **5.4 OPERATIONS MANAGER**

The Operations Manager, in addition to the responsibilities above is responsible for:

- a. Reviewing progress of the Plan and updating the OH&S Committee.
- b. Reviewing legislative compliance.

- c. Communicating any changes to the relevant work areas.
- d. Preparing standing OH&S reports to Council.

## **5.5 OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

The Occupational Health and Safety Committee is responsible for:

- a. Addressing systemic health and safety issues affecting employees.
- b. Monitoring and reviewing safety performance at each work site.
- c. Providing a forum for discussing and resolving OH&S issues in the workplace.
- d. Facilitating consultation between management and staff over OH&S issues.
- e. Ensuring meeting agendas cover the monitoring of the implementation of the Plan

## **5.6 EMPLOYEES**

Every employee is responsible for:

- a. Understanding that safety is the responsibility of every employee of the WMRC.
- b. Identifying and reporting hazards; and reporting near-misses and incidents.
- c. Understanding the Plan and how it affects their everyday work activities.
- d. Actively participating in the WMRC's OH&S practices and procedures.

## **6. HEALTH AND SAFETY ACHIEVEMENTS 2020-21**

In the previous 12 months to October 2021, the WMRC made the following improvements to safety management:

### **6.1 PROCEDURES**

- A COVID-19 Safe Plan was developed in consultation with staff, implemented and reviewed in regular management meetings.
- Toolbox talks at the West Metro Recycling Centre held on a fortnightly basis by the Manager Operations and attended and signed off by all operational staff.
- Pre-starts continue to be carried out on all plant no matter how limited the usage
- Induction Manual for the recycling centre reviewed
- Employees now required to wear WMRC site uniform of long sleeves, trousers and a sun protective hat.
- Emergency contact lists reviewed and updated to reflect current personnel and activity.
- Quarterly internal safety inspections of the recycling centre undertaken
- Material Safety Data Sheets reviewed and updated
- Elections held for employee representation on the OH&S Committee.
- HHW Risk assessment completed with LGIS Senior consultant

### **6.2 TRAINING**

- Fire and spill training undertaken.
- Emergency evacuation drills conducted at both sites.
- Chemical identification training for staff conducted.
- Comprehensive review made of the staff training matrix.
- Backhoe and front-end loader with three operators ticketed for each competency.
- First Aid Training undertaken (90% of all WMRC staff are first aid trained).
- Household Hazardous Waste training undertaken for two new casual staff members
- Forklift training completed for two members and additional two trainings are scheduled for October

### **6.3 INFRASTRUCTURE, EQUIPMENT AND SIGNAGE**

- Six Waste transfer silos have been replaced or refurbished to ensure safe haulage of general waste
- Re-design of safety gates in the transfer station to comply with regulation. Quotes received, PO issued, due for completion.
- Replacement of waste deflector plates to minimize waste spillage
- Installation of CCTV cameras with recording and remote access for the transfer station including tipping floor and silo loading area.



- Refurbishment of one NCH silo hoist scheduled to ensure safe handling of waste silos
- HHW shelter erected to shelter staff and customers and protect HHW materials from the elements.
- Purchase and installation of cardboard compactor to reduce site truck traffic and customer / truck interaction.
- Major electrical work completed in the gatehouse to reduce risk associated with over-reliance on adapters, power boards, and extension cords.
- Signage assessment carried out, and new safety signs erected and installed in the Greenwaste yard

#### **6.4 EMPLOYEE HEALTH AND WELFARE**

- Employee Assistance Program (EAP) introduced in January 2020.
- Equal opportunity and respect at work training
- Staff 'flu vaccinations provided.
- Introduced RU OK day as a conversation starter for mental health problems

## 7. PERFORMANCE INDICATORS AND TARGETS

The following positive performance indicators (PPI) will be used to measure relevant OH&S systems, processes, management and compliance with OH&S practices at the WMRC.

Positive Performance Indicator	Oct 2020 rate	Apr 2021 rate	Oct 2021 rate	Apr 2022 target
Average time to complete incident investigation	<1 week	<1 week	<1 week	<1 week
Safety actions outstanding for more than 1 month	0%	0%	0%	0%
Number of site toolbox meetings held per annum	24	24	24	24
Number of office toolbox meetings held per annum	12	12	12	12
Emergency response drills held (at each site) annually	1	1	1	1
Quarterly hazard inspections completed	4	4	4	4
Pre-start checks completed - loader, Volvo truck, backhoe	Daily	Daily	Daily	Daily
Percentage of required training overdue at end of period	<5%	<5%	<5%	<5%
Staff inductions completed	100%	100%	100%	100%
Contractor induction completed	100%	100%	100%	100%
Employee perception of organisational commitment to safety	85%	90%	90%	90%
OH&S Management Plan reviewed annually	1		1	

## 8. SAFETY ACTIONS

In May 2019 the LGIS, an external consultant and the WMRC's insurer, assessed the WMRC's safety management system, resulting in an overall score of 63%. The assessment was carried out under the LGIS' *3 Steps to Safety* program. The LGIS assessment covered the following elements of the WMRC's safety management system:

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The 2019-20 OH&S Management Plan and this revised and updated 2021-22 Plan both address the findings and recommendations arising from the 2019 LGIS safety audit. The principal matters arising from that external audit are listed below, together with the actions taken, and to be taken, in continuously improving the management of workplace health and safety at the WMRC. The next LGIS safety audit is scheduled for May 2022.

Category	Action taken 2019-20	Action planned 2021-22
<b>Management Commitment</b>		
Develop an OH&S Management Plan	Developed and approved by Council. Reviewed within 12 months	Review within 12 months
Ensure WMRC OH&S Policy is well communicated	Complete – including consultation	Consult and communicate
Ensure OH&S responsibilities are documented on position descriptions at all levels - completed.	Complete	Ensure all new PDs include responsibilities for safety
Ensure Managers and Supervisors are held accountable for OSH through the WMRC performance review process	Incorporated into new performance management system	Include in review of performance management system
<b>Consultation</b>		
Introduce regular meetings to ensure OH&S consultation	Complete	Continue the practice
Provide for elected staff representation on the OH&S Committee	Complete	Continue the practice
Ensure consultation arrangements are reviewed for effectiveness	Complete. Consultation extended to toolbox and regular staff meetings	Continue the practice
Develop & implement an issue resolution process	Complete	Review the process
Ensure all employees are informed as to safety consultation arrangements, including through the staff induction process	Complete	Continue the practice
Ensure contractors exposed to significant potential safety risks are consulted on OH&S issues.	Insurances checked, contractors inducted, & higher risk JSEA done	Continue the practice
Record and display toolbox minutes	Complete	Continue practice

Category	Action taken 2019-20	Action planned 2020-21
<b>Hazard Management and Safe Work Practices</b>		
Identify contractors exposed to significant safety risks while working at WMRC premises or engaged in offsite work for WMRC	Ongoing	Ongoing
Ensure there are documented procedures for the management of contractors	Contractor Safety Management Plan (CSMP) developed	Continue to implement the CSMP
Develop a hazard report form and ensure all workers and contractors are trained on the use of the form	Completed	Ensure continuing use
Identify & implement controls in response to near misses and identified hazards in a timely fashion	Consultation undertaken and controls established	Continue implementation and ensure compliance
Develop emergency evacuation plan for new office and conduct an annual emergency drill	Completed	Continue annual emergency drill
<b>Safety Training and Supervision</b>		
Include heavy vehicle operation licence and emergency evacuation training on the skills and training register	Complete	Complete
Include training requirements on position descriptions. (Impractical to list all)	Training requirements identified	Amend PD to specify training requirements
Ensure required training is planned and delivered to reduce the risk of harm	Ongoing	
Update MSDS for materials identified as hazardous and dangerous. (Complete and Ongoing)	Complete and ongoing	Continue to implement
<b>Reporting and Monitoring</b>		
Ensure all staff are fully inducted and include the accident and incident reporting procedure as part of the process	Complete	Continue to implement

## 9. REVIEW

This OH&S Management Plan is subject to annual review. The next review is due by 7 October 2022.