

WORK HEALTH SAFETY MANAGEMENT SYSTEM

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WORK HEALTH AND SAFETY MANAGEMENT SYSTEM

PURPOSE

The Work Health and Safety Management System (“**WHSMS**”) Manual establishes the principles of how Spry and Honner manages work health and safety, details the implementation of safety management processes, and describes the function and location of related documentation.

The WHSMS has been developed in accordance with the *Work Health and Safety Act* (“**WHS Act**”) and model *Work Health and Safety Regulations* (“**WHS Regulations**”), and *AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques* (“**AS/NZS 4804**”). Where necessary, this WHSMS will also incorporate requirements from the OHS Act (as defined within this Manual), where those requirements are in excess of those under the WHS Act and WHS Regulations.

SCOPE

The WHSMS applies to all Officers, Workers and any other persons involved in Spry and Honner’s business.

STRUCTURE AND CONTENTS OF THE WHSMS

The structure and contents of the WHSMS reflects AS/NZS 4804 and is set out in five parts:

- Commitment and policy;
- Planning;
- Implementation;
- Measurement and evaluation; and
- Review and improvement.

Annexure 1 shows the corresponding documents that support this WHSMS.

MONITORING AND REVIEW

The Director is responsible for the control, maintenance, and periodic review of the WHSMS.

Spry and Honner is responsible for the provision of adequate resources to ensure that the WHSMS can be measured and evaluated as part of routine operations, as well as reviewed by the Director, or his/her delegate, on a periodic frequency.

The WHS Policy, as well as the related procedures, checklists, forms and other documents that comprise the WHSMS will be reviewed in accordance with the Management Review Procedure (WHSMS 4).

DEFINITIONS

The following definitions are applicable for all subordinate documents under this Manual.

‘ALARP’ means as low as reasonably practicable

‘Audit’ means a systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether

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these arrangements are implemented effectively and are suitable to achieve Spry and Honner's WHS policy and objectives.

'BAC'	means blood alcohol concentration.
'Bullying'	<p>is behaviour that is directed towards an individual or to a group in the Workplace that:</p> <ul style="list-style-type: none"> • is repeated or persistent; • a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten the person(s) to whom the behaviour is directed; and • creates a Risk to health or safety.
'Consultation'	involves sharing WHS information, giving participants a reasonable opportunity to express views and taking those views into account before making decisions on WHS matters.
'Contact Officer'	means a designated and trained Worker of Spry and Honner, or external person appointed by the organisation, who can advise and guide Workers of the organisation in relation to unlawful Discrimination, Harassment and Bullying with confidentiality. Contact Officers are not responsible for investigating or making any decisions in relations to complaints.
'Dangerous Incident'	<p>means an incident in relation to a Workplace that exposes a Worker or any other person to a serious Risk to a person's health or safety emanating from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> (a) an uncontrolled escape, spillage or leakage of a substance; (b) an uncontrolled implosion, explosion or fire; (c) an uncontrolled escape of gas or steam; (d) an uncontrolled escape of a pressurised substance; (e) electric shock; (f) the fall or release from a height of any plant, substance or thing; (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; (h) the collapse or partial collapse of a structure; (i) the collapse or failure of an excavation or of any shoring supporting an excavation; (j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or (k) the interruption of the main system of ventilation in an underground excavation or tunnel.
'Discrimination'	means any acts, omissions or practices that are unlawful under the <i>Racial Discrimination Act 1975</i> (Cth), <i>Sex Discrimination Act 1984</i> (Cth), <i>Australian Human Rights Commission Act 1986</i> (Cth), <i>Disability Discrimination Act 1992</i> (Cth), <i>Age Discrimination Act 2004</i> (Cth), and/or related state legislation.
'Drug'	means a controlled or illegal substance that can affect an individual's function, and/or cause addiction and/or dependence. For the purposes of the Drugs and Alcohol Policy Procedure (WHSPOL 22), Medication is excluded from the definition of a Drug.
'Due Diligence'	includes taking reasonable steps:

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- (a) to acquire and keep up-to-date knowledge of WHS matters; and
- (b) to gain an understanding of the nature of the operations of Spry and Honner and generally of the Hazards and Risks associated with those operations; and
- (c) to ensure that Spry and Honner has available for use, and uses, appropriate resources and processes to eliminate or minimise Risks to health and safety from work carried out as part of the conduct of Spry and Honner; and
- (d) to ensure that Spry and Honner has appropriate processes for receiving and considering information regarding incidents, Hazards and Risks and responding in a timely way to that information; and
- (e) to ensure that Spry and Honner has, and implements, processes for complying with any duty or obligation Spry and Honner has under the WHS Act; and
- (f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).

‘EWP’	means elevating work platform.
‘First Aid’	means the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
‘First Aider’	means a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer First Aid, and who is appointed by Spry and Honner to do so.
‘First Aid Equipment’	includes First Aid kits and other equipment used to treat injuries and illnesses.
‘First Aid Facilities’	include First Aid rooms, clean water supplies and other facilities needed for administering First Aid.
‘Footpath’	means any route, course or pathway designed exclusively for the passage of pedestrians.
‘Harassment’	means, for the purposes of the Discrimination, Bullying and Harassment Policy V2 (WHSPOL 21), unacceptable workplace conduct that does not meet the definition of bullying but includes racial Harassment and sexual Harassment.
‘Hazard’	means a situation or thing that has the potential to harm a person. Hazards at work may include, but are not limited to, noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying, and violence in the Workplace.
‘HSC’	means Health and Safety Committee, which is a forum for consultation on WHS issues, comprising Workers and management representatives of Spry and Honner.
‘HSR’	means Health and Safety Representative, who is a Worker elected to represent Workers in their work group in WHS matters.

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'Incident in Victoria'

means either:

An incident that results in any of the following:

- the death of a [person](#);
- a [person](#) requiring medical treatment within 48 hours of exposure to a [substance](#); or
- a [person](#) requiring immediate treatment as an in-patient in a hospital; or
- a [person](#) requiring immediate medical treatment for:
 - the amputation of any part of his or her body; or
 - a serious head injury; or
 - a serious eye injury; or
 - the separation of his or her skin from an underlying tissue (such as de-gloving or scalping); or
 - electric shock; or
 - a spinal injury; or
 - the loss of a bodily function; or
 - serious lacerations; or

an incident that exposes a [person](#) in the immediate vicinity to an immediate risk to the [person's](#) [health](#) or safety through:

- the collapse, overturning, failure or malfunction of, or damage to, any [plant](#) that the regulations prescribe must not be used unless the [plant](#) is licensed or registered; or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the collapse or partial collapse of all or part of a building or structure; or
- an implosion, explosion or fire; or
- the escape, spillage or leakage of any [substance](#) including dangerous goods (within the meaning of the **Dangerous Goods Act 1985**); or
- the fall or release from a height of any [plant](#), [substance](#) or object; or
- in relation to a [mine](#)—
 - the overturning or collapse of any [plant](#); or
 - the inrush of water, mud or gas; or
 - the interruption of the main system of ventilation

'Incident in Western Australia' means either:

An incident that results in any of the following:

- a fracture of the skull, spine or pelvis; or
- a fracture of any bone:
 - in the arm, other than in the wrists or hand; or
 - in the leg, other than a bone in the ankle or foot; or
- an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint; or
- the loss of sight of an eye; or
- any injury other than an injury of a kind referred to above in this definition which, in the opinion of a medical practitioner, is likely to

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prevent the employee from being able to work within 10 days of the day on which the injury occurred; or

- where in the course of work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection, the worker has contracted tuberculosis, viral hepatitis, legionnaires' disease, or HIV; or
- where in a course of work involving the handling of or contact with animals, animal hides, skins, wool, hair, carcasses or animal waste products the worker has contracted Q fever, Anthrax, Leptospirosis or Brucellosis

'Manager'	means a Worker who is responsible for the work activities of other Workers.
'Medical Treatment'	means treatment by a registered medical practitioner, but does not include treatment by Workplace First Aiders or medical students.
'Medication'	means prescription or over-the-counter medicine used for legitimate medical reasons.
'Notifiable Incident'	has the same meaning as the WHS Act and means: <ul style="list-style-type: none"> (a) the death of a person; or (b) a serious injury or illness of a person; or (c) a dangerous incident.
'Officer'	means any person who makes, or participates in making, decisions that affect the whole, or a substantial part of, Spry and Honner. It also includes any person who has the capacity to significantly affect Spry and Honner's financial standing. Examples may be Directors, Executive Management and other senior persons as applicable.
'OHS Act'	means the <i>Occupational Health and Safety Act 2004 (Vic)</i> and <i>Occupational Safety and Health Act 1984 (WA)</i> .
'PCBU'	means a Person Conducting a Business or Undertaking, as defined in the WHS Act.
'PMCW'	means a person with management or control of a workplace.
'PPE'	means Personal Protective Equipment
'Reasonably Practicable'	in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including: <ul style="list-style-type: none"> (a) the likelihood of the Hazard or the Risk concerned occurring; and (b) the degree of harm that might result from the Hazard or the Risk; and (c) what the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> (i) the Hazard or the Risk; and (ii) ways of eliminating or minimising the Risk; and (d) the availability and suitability of ways to eliminate or minimise the Risk; and

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- (e) after assessing the extent of the Risk and the available ways of eliminating or minimising the Risk, the cost associated with available ways of eliminating or minimising the Risk, including whether the cost is grossly disproportionate to the Risk.

'Risk'	is the possibility that harm (death, injury or illness) might occur when exposed to a Hazard.
'Roadway'	means any road, street, lane or thoroughfare open to and intended for use by vehicles.
'Serious Injury or Illness'	<p>of a person means an injury or illness requiring the person to have—</p> <p>(a) immediate treatment as an in-patient in a hospital; or</p> <p>(b) immediate treatment for:</p> <ul style="list-style-type: none"> • the amputation of any part of his or her body; • a serious head injury; or • a serious eye injury; or • a serious burn; or • the separation of his or her skin from an underlying tissue (such as degloving or scalping); or • a spinal injury; or • the loss of a bodily function; or • serious lacerations; or <p>(c) medical treatment within 48 hours of exposure to a substance; or</p> <p>(d) any infection to which the carrying out of work is a significant contributing factor, including any infection that is reliably attributable to carrying out work that involves providing treatment or care to a person or that involves contact with human blood or body substances.</p>
'Testing Facility'	means the drug and/or testing facility nominated by Spry and Honner.
'Traffic'	means the movement of vehicles, powered mobile plant, and pedestrians.
'Traffic Management Plan'	means a detailed guidance scheme that is prepared for the purpose of eliminating or minimising Risks arising from traffic in a workplace.
'Vehicles'	includes conventional modes of transport, such as cars, trucks, vans, buses, bicycles and motorcycles, as well as powered mobile plant, such as forklifts.
'Welfare Facilities'	are amenities provided for the welfare of Workers, and include toilets, drinking water, washing facilities, dining areas, change rooms, personal storage and first aid.
'WHS'	<p>means:</p> <ul style="list-style-type: none"> • work health and safety; • workplace health and safety; and • occupational health and safety.
'WHS Act'	means the model <i>Work Health and Safety Act</i> , as enacted in South Australia, New South Wales, Queensland, Tasmania, and the Australian Capital Territory. For the purposes of the WHSMS, 'WHS Act' will be used to mean all applicable state and territory WHS legislation unless specified otherwise.
'WHSMS'	means Work Health and Safety Management System.

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'Work Group'	means a specified segment of Spry and Honner's workforce. The number and composition of work groups is determined by negotiation between Spry and Honner and its Workers. For the purposes of the OHS Act, 'work group' includes 'designated work group'.
'Worker'	means any person who carries out work in any capacity for Spry and Honner, and may include an employee, contractor or subcontractor (or their employee), an employee of a labour hire company, an outworker, an apprentice or trainee, a student gaining work experience, or a volunteer.
'Workplace'	means a place where work is carried out for Spry and Honner and includes any place where a Worker goes, or is likely to be, while at work. This includes (but is not limited to) our offices, retail premises, warehouses, worksites, and company vehicles.
'Workplace Inspection'	means a planned activity in which the Workplace is inspected to proactively identify Hazards that may give rise to injuries or illnesses.

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1. COMMITMENT AND POLICY

1.1 GENERAL

Spry and Honner has in place a WHSMS, supported principally by a WHS Policy (WHSPOL 1), which:

- is reviewed by Executive Management in consultation with HSCs, and signed and dated by the Director;
- states Spry and Honner's WHS objectives and its commitment to continual improvement;
- is applicable to Spry and Honner's operations and associated risks, the nature and scale of which are defined in the risk register;
- includes a commitment to:
 - elimination, so far as is reasonably practicable, of Risks to health and safety;
 - where it is not reasonably practicable to eliminate Risks to health and safety, minimisation of those Risks so far as is reasonably practicable;
 - measurable objectives and targets;
 - continued improvement; and
 - compliance with WHS legislation and other requirements;
- is applicable to Spry and Honner's Workers and other persons;
- is documented and communicated to and provided to Workers, including contractors, during induction; and
- is made available to all interested parties, including Workers, HSRs, auditors and other persons;
- is periodically reviewed (at least every three years) by the Directors, in consultation with the HSC, to ensure it is kept up to date.

Spry and Honner recognises that for its WHSMS to be effective, participation and support from all parts of the organisation is required. In order to achieve this, Executive Management are committed to demonstrating WHS leadership and the allocation of resources required to implement, maintain, and continuously improve the WHSMS.

1.2 LEADERSHIP AND COMMITMENT

Executive Management is committed to providing proactive and conspicuous leadership to enable Spry and Honner to meet its WHS objectives and its commitment to continual improvement. To achieve this, Executive Management acknowledges that it is responsible for:

- determining the organisation's current position on WHS;
- resource allocation, including setting budgets, responsibilities, authority and accountability;
- coordinated management planning and agreed delegations;
- ensuring that decisions are followed through and performance assessed;
- communication of the values and policies unambiguously throughout the organisation; and
- ensuring all of management demonstrate their commitment by their own actions.

Executive Management is committed to regularly reviewing WHS to reinforce its importance to Spry and Honner's success in meeting its commercial objectives and legal obligations.

Throughout Spry and Honner's business, everyone should be aware of the influence that their actions and inaction can have on the effectiveness of the WHSMS. Executive Management is committed to consulting with Workers on all WHS matters that may affect them. Executive Management expects that all Workers will make the same commitment to helping Spry and Honner achieve our WHS objectives, and make our Workplaces safe, healthy and productive. Workers are required to participate in the establishment and maintenance of the WHS controls, as well as assisting in WHS planning.

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This WHSMS sets out the safety arrangements and principles that enable Spry and Honner to ensure legal compliance and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

1.3 INITIAL WHS REVIEW

The current performance of Spry and Honner in managing WHS has been established by means of an initial review of our WHS arrangements, including identifying the Hazards associated with our business, legislative obligations, and our level of compliance assessed against with these legislative obligations.

1.4 WHS POLICY

The WHS Policy (WHSPOL 1) can be accessed at Head Office in Murray Bridge.

2 PLANNING

2.1 GENERAL

The successful implementation and operation of a WHSMS requires an effective planning process with well-defined measurable outcomes. Planning is essential for the implementation and ongoing operation of the WHSMS. As part of its WHSMS planning process, Spry and Honner will establish objectives, targets and performance indicators within our WHS plans to ensure our aims are achieved.

Spry and Honner's WHS plans will address the regular Hazard identification and Risk assessment, elimination and/or minimisation of Risks to control Hazards associated with our business activities, as well as any related legal requirements.

2.2 PLANNING IDENTIFICATION OF HAZARDS, HAZARD/RISK ASSESSMENT AND CONTROL OF HAZARDS/RISKS

Through the WHSMS, Spry and Honner will establish, implement and maintain documented procedures for Hazard identification, Risk assessment and the control of Hazards and Risks connected with the activities, products and services over which Spry and Honner has control or influence (including activities and relevant relationships with contractors and suppliers). This system also allows for timely reporting, consideration of control measures, further investigation if necessary and recording. Responsibility is assigned to individuals for action with timeframes set for completion. Incidents and Hazards are communicated to the organisation with feedback to the persons reporting and to those affected by any change.

Spry and Honner has developed a methodology for Hazard identification, Risk assessment and control of Hazards and Risks based on our operational experience and our commitment to eliminate or minimise workplace illness and injury. This methodology, and the application of procedures to identify, assess and control Hazards and Risks, will be kept up to date through ongoing monitoring and review in consultation with Workers. The review process considers changes in legislation, codes of practice and national standards. A corporate risk register has been implemented, maintained and updated when Risks are identified.

2.3 LEGAL AND OTHER REQUIREMENTS

Spry and Honner acknowledges its legal obligations in managing WHS matters relating to our business activities, products and services, including relationships with contractors, suppliers and other stakeholders. As part of our Management Review Procedure (WHSMS 4), Spry and Honner will establish, implement and maintain procedures to identify and have access to all directly applicable legal and other requirements.

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The Legal and Other Responsibilities Register (WHSMS 4.3) lists the current WHS Acts, WHS Regulations, Codes of Practice, Standards and other relevant requirements or information. Spry and Honner will keep this information up to date and communicate relevant information on legal and other requirements to Workers through induction, training, and notices.

2.4 OBJECTIVES AND TARGETS

Spry and Honner will establish, implement and maintain documented WHS objectives and targets in WHS Management Plans to meet our WHS Policy (WHSPOL 1) and legal obligations. Executive Management and the Health and Safety Committee will ensure that our annual WHS Management Plans include the overall goals for WHS performance and provide the means for us to measure our success. WHS Management Plans will be business wide documents that include all aspects of our business.

The objectives in our WHS Management Plans will be clear, quantifiable, realistic, and time bound.

Our Management Review Procedure (WHSMS 4) will outline how we will consider our legal and other requirements, our Hazards and Risks, our technological options, our operational and business requirements, and the views of interested parties when establishing and reviewing our WHS Management Plans. These objectives and targets will be consistent with our WHS Policy (WHSPOL 1), including the commitment to measure and improve WHS performance, and will be regularly reviewed and revised based on past performance.

2.5 PERFORMANCE INDICATORS

WHS Plans will establish measurable performance indicators to provide information on how successful we are in meeting our objectives and targets. These performance indicators will consist of both lead and lag indicators, which will be reported to Executive Management and the Health and Safety Committee.

Lead indicators relate to positive actions taken to prevent injury or illness, and may include (but are not limited to) the following:

- Completed workplace inspections;
- Percentage of incident investigations completed on time;
- Corrective actions completed and reviewed;
- Percentage of new workers who complete their induction training within the first week;
- Percentage of position descriptions that include WHS responsibilities;
- Completed training sessions completed;
- Number of Health and Safety Committee meetings; and
- Completed reviews of components of the WHSMS.

Lag indicators relate to our past WHS performance and injury data, and may include (but are not limited to) the following:

- Reported WHS incidents;
- Responses to WHS Surveys (WHSMS 4.2);
- Workers compensation claims;
- Number of Lost Time Injuries
- Lost Time Injury Frequency Rate (LTIFR);
- Average duration of Lost Time Injuries; and
- Cost of workers compensation claims.

2.6 WHS MANAGEMENT PLANS

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Spry and Honner will ensure that our WHS Management Plans clearly set out our WHS objectives and targets, and designate responsibility for the achievement of these objectives and targets throughout all functions and levels of our business. To enable this, our WHS Management Plans will outline the means and timeframe by which all objectives and targets are to be achieved.

The Management Review Procedure (WHSMS 4) details how our WHS Management Plans will be reviewed to ensure that our target and objectives continually align with our business operations. Significant changes to our activities, products or services may require WHS Management Plans to be amended before the next planned review to address such changes and manage any risks.

3 IMPLEMENTATION

3.1 GENERAL

The successful implementation of Spry and Honner's WHSMS requires commitment and involvement of all workers across our business. Spry and Honner will consult with workers to ensure that our WHSMS is aligned with effective strategies, resources and our broader business structures.

3.2 ENSURING CAPABILITY

3.2.1 RESOURCES - HUMAN, PHYSICAL, AND FINANCIAL

Implementation, maintenance and continuous improvement of the WHSMS will be supported through the Directors, who will ensure that the appropriate resources are available. These include (but are not limited to) Workers, facilities and equipment, external support, technology, and financial resources. The provision of these resources will be determined by the Executive Management and reviewed in conjunction with the WHS Management Plans.

In determining the allocation of resources to support the effective management of WHS matters, the following principles will be considered:

- Resources should be allocated commensurate with the scope and nature of our objectives;
- The competencies required to support the WHSMS and our WHS Management Plans should be identified and any necessary training provided;
- Effective communication of WHS information is essential to our WHS performance;
- The acquisition of external advice and services, including technical specialists, auditors, consultants and lawyers, should be considered to complement our capabilities;
- Resources that enhance the effectiveness of our consultation arrangements and the active involvement of our Workers are preferred.

3.2.2 INTEGRATION

So far as is reasonably practicable, Spry and Honner will align the WHSMS with other management systems in order to enhance efficiency and the integration of our WHS Management Plan throughout our business operations.

3.2.3 ACCOUNTABILITY AND RESPONSIBILITY

Through position descriptions, individual policies and supporting procedures, Spry and Honner will define the areas of accountability and responsibility for the Officers and Workers involved in the operation of the WHSMS. Refer to WHS Safety Accountabilities Policy (WHSPOL 1.2) for more information.

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The Director is responsible for the implementation and performance of the WHSMS throughout our business operations. The Director is accountable for ensuring that any changes to areas of accountability and responsibility will be documented and communicated to affected workers in a timely and effective manner.

Within their areas of responsibility, Managers are accountable for effective implementation of the WHSMS and WHS performance. Workers are also accountable, within the scope of their responsibilities for WHS performance in support of the WHSMS.

3.2.4 CONSULTATION, MOTIVATION AND AWARENESS

The effective management of WHS issues requires the cooperation of all Officers and Workers. Spry and Honner is committed to developing a supportive organisational culture that fosters a positive approach to eliminating and minimising hazards at work. Spry and Honner recognises that its greatest asset is its people; the knowledge and experience held by Officers and Workers are critical resources that significantly assist in the development and implementation of the WHSMS. All Officers and Workers are encouraged to participate in the development, implementation and continual improvement of Spry and Honner's WHSMS through consultation and involvement in the setting of objectives and targets.

Spry and Honner wants Workers to have a sense of ownership of how their health and safety at work is ensured. So far as is reasonably practicable, Spry and Honner will enable this through involving Workers in decisions about changes, and responding to concerns and feedback on the WHSMS. The establishment of common goals between Managers and Workers is fundamental to effective management of WHS.

Objectives and targets will be SMART (specific, measurable, achievable, relevant and timely), and presented in plain English. Spry and Honner encourages all Workers to support the organisation's objectives and targets, contribute to achieving the objectives and targets, and celebrate in the benefits of the success.

Workers must remain aware of why Spry and Honner has developed a WHSMS and established a performance framework; the work undertaken by Workers involves Risk to health and safety. Hazards exist in all Workplaces, including physical, chemical, biological, ergonomic and psychosocial Hazards. When Workers understand these Hazards and the Risk control measures that can mitigate harm, Workers can recognise threats in the Workplace and take action to prevent incident, injuries and illnesses from occurring.

Spry and Honner encourages Workers to:

- be involved in the development, implementation and review of policies and procedures for Hazard identification, Risk assessment and implementation of Risk control measures;
- participate in Consultation about WHS matters that affect them;
- participate in representative mechanisms (e.g. voting for HSRs, serving on HSCs); and
- be informed about how they are being represented in Consultation processes.

The Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2), developed in consultation with Workers, establishes how Workers are involved in the management of WHS matters. This Procedure is available at Head Office in Murray Bridge, and training is provided to support Consultation and Worker representation.

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3.2.5 TRAINING AND COMPETENCY

Training Officers and Workers in WHS is an important step in achieving Spry and Honner's objectives and targets.

Spry and Honner has developed a Training and Competency Policy (WHSPOL 3) in Consultation with Workers. The Training Needs Analysis (WHSPOL 3.1) identifies WHS competencies, and the different roles across Spry and Honner to which the WHS competency is applicable. The training needs analysis considers different types of competencies (e.g. knowledge, skill, license, qualification / industry card), the training options, and details about training delivery.

Training, both internal and external, will be delivered by individuals with appropriate knowledge, skills, experience in WHS/OHS, and proficiency in training.

WHS competencies are be integrated into Spry and Honner skill base including through recruitment, selection, performance appraisal and training.

Managers will assess ongoing competence based on skills achieved through education, training or experience, and consistently exercised in carrying out work safely. Managers will ensure that Workers are competent to carry out work before directing them to perform certain tasks.

Workers must be competent to carry out the work to which they are assigned, including in situations where Hazards are present or during emergency scenarios.

All Workers, including Managers, must understand their legal obligations to ensure health and safety at work. Specific training may be undertaken to support this general duty, commensurate with the Hazards that different Workers are required to manage, e.g. Scaffolding will be erected and used after training of scaffolding use is completed.

Workers are encouraged to provide feedback on the Training and Competency Policy (WHSPOL 3) and the WHS Training Needs Analysis (WHSPOL 3.1) to comprehensively identify all WHS competencies required within Spry and Honner, and to support their development.

3.2.6 SUPPLYING GOODS AND SERVICES

Spry and Honner has developed the WHS Procurement Procedure (WHSPOL 9) to address how Risk is most effectively managed prior to purchasing plant, equipment, structures or substances. It addresses Hazard identification, Risk assessment and control of Risks.

Spry and Honner will ensure, so far as is reasonably practicable, that the supply of goods and services to its customers is without Risk to health and safety. Customers are responsible for taking reasonable care for their own health and safety, and for using products in accordance with the manufacturer's recommendations.

Information relating to the supply of products and services involving the engagement of contractors can be found in the Contractors and Other Workers Handbook (WHSPOL 23.3).

3.3 SUPPORT ACTION

3.3.1 COMMUNICATION

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Spry and Honner is committed to undertaking Consultation, co-operation and co-ordination with its Workers and other duty holders as part of managing WHS Risks.

The aims of the Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2) include:

- supporting co-operation at all levels of Spry and Honner for managing WHS matters;
- increasing awareness and understanding of Hazards and Risks in our Workplaces;
- complying with our legal obligations;
- reducing the consequence and likelihood of Notifiable Incidents; and
- developing positive working relationships and improving our safety culture.

The Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2) acknowledges that effective and timely two-way communication is essential in supporting Spry and Honner's WHSMS and improving its WHS performance. Supporting procedures ensure that relevant legal obligations are integrated into Spry and Honner's operations.

3.3.2 **REPORTING**

The Managing Hazards and Incidents Procedure (WHSPOL 4.4) is the primary reference for the timely reporting of unsafe situations (and when a person has sustained in injury or an illness), but this responsibility is also included across most other procedures in the WHSMS.

Specific information with respect to contractors' non-conformance can be found in the Contractors and Other Workers Handbook (23.3).

The Management Review Procedure (WHSMS 4) sets out the way in which the implementation of the WHSMS is monitored and improved, supported by other information sources.

3.3.3 **DOCUMENTATION**

Spry and Honner has ensured that the individual documents that make up the WHSMS are tailored to the size, complexity, and needs of its business and its Workers. This Manual, along with the Document Control Policy (WHSMS 5), outlines the interaction between components of the WHSMS, and provides guidance to locate related information sources.

As Spry and Honner's business develops and changes, so too must its WHSMS. The Document Control Policy (WHSMS 5), sets out the procedures and responsibilities concerning the creation and modification of the various types of documents and data.

3.3.4 **DOCUMENT CONTROL**

A set of documentary protocols has been established within the Document Control Policy (WHSMS 5) to support the effectiveness of the WHSMS. These protocols to ensure that all relevant information:

- is legible, dated (with dates of revision) and readily identifiable;
- can be readily located;
- is periodically reviewed, revised as necessary and approved for adequacy by competent and responsible personnel;

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- is up to date and available at all locations where operations essential to the effective functioning of the WHSMS are performed; and
- is maintained in an orderly manner for a specified period.

Spry and Honner will ensure, so far as is reasonably practicable, that all WHSMS documents are made available to Workers at Head Office in Murray Bridge, and that version control is maintained.

3.3.5 RECORDS AND INFORMATION MANAGEMENT

Within the Document Control Policy (WHSMS 5), Spry and Honner acknowledges that it is required to comply with legal obligations relating to record management.

Documents that may be subject to such requirements include, but are not limited to, policies, procedures, checklists, forms, audits, inspections, risk assessments, incident reports, registers, safety data sheets, injury claims, meeting agenda and minutes, consultation records, correspondence, and return to work plans.

The WHSMS Document Directory, located at Annexure 1 to this Manual, represents the complex range of information that can result from an effectively functioning WHSMS.

3.4 HAZARD IDENTIFICATION, HAZARD/RISK ASSESSMENT AND CONTROL OF HAZARDS/RISKS

3.4.1 GENERAL

Spry and Honner is committed to establishing, implementing and maintaining the Risk Management Procedure (WHSPOL 4), in consultation with all directly affected workers, to ensure that:

- there is a systematic approach to identifying Hazards;
- there is a consistent and effective methodology to assessing Hazards and determining Risk;
- Risks arising from identified Hazards are controlled using the hierarchy of control measures; and
- Consultation with Workers and other duty holders is undertaken, in accordance with the Consultation, Co-operation, and Co-ordination Procedure (WHSPOL 2).

3.4.2 HAZARD IDENTIFICATION

As detailed in the Risk Management Procedure (WHSPOL 4), Hazard identification is the process of ascertaining all items, systems of work, activities, circumstances, products and services, that could give rise to injury or illness.

Hazard identification generally involves consideration of:

- possible types of injuries or illnesses;
- the situations or events, or combination of circumstances, that could give rise to injuries or illnesses; and
- the way work is designed, organised and managed.

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3.4.3 RISK ASSESSMENT

Risk assessment is the process used to determine the level of Risk of injury or illness associated with each identified Hazard. Workers should undertake a Risk assessment when:

- there is uncertainty about how a Hazard may result in injury or illness;
- the work activity involves a number of different Hazards and there is a lack of understanding about how the Hazards may interact with each other to produce new or greater Risks; and
- changes at the workplace occur that may impact on the efficacy of control measures.

3.4.4 CONTROL OF RISKS

The purpose of conducting a Risk assessment is to identify the priority for Risk control measures to be implemented, based upon the consequence and likelihood of harm.

Unless a particular Hazard is removed, the Risk associated with such a Hazard can never be completely eliminated.

This is reflected in the hierarchy of Risk control measures, which establishes Spry and Honner preferred order of methods that are to be implemented to mitigate Risk:

- Elimination
- Substitution.
- Isolation
- Engineering controls.
- Administrative (procedural) controls.
- Personal protective equipment.

Officers and Workers, in managing Risks to health and safety, must eliminate Risks to health and safety so far as is reasonably practicable and, if it is not reasonably practicable to eliminate Risks to health and safety, minimise those risks so far as is reasonably practicable. All Risks must be as low as reasonably practicable (“**ALARP**”).

Risks must be managed by implementing one or more control measures; a combination may be used to minimise risks if a single control is not sufficient. The hierarchy of control measures sets out the types of control measures in decreasing efficiency. A PMCW must implement the most effective control, starting with elimination, unless it is not reasonably practicable to do so.

Policies and Procedures (including Checklists and Safe Work Method Statements) are documented in order to establish safe and consistent approaches to undertaking work at Spry and Honner.

The effectiveness of Risk control measures is assessed through the conduct of workplace inspections and audits.

Workers are responsible for self-checking their work in taking reasonable care to undertake work safely, and must check that there are no uncontrolled Hazards in the Workplace, ensure that equipment and plant is serviceable, and that the system of work conforms to agreed standards.

Managers are responsible for ensuring that Workers comply with the relevant provisions of the WHSMS as they relate to the work that the Worker undertakes.

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Managers must also ensure that inspections, testing and other assurance activities occur as prescribed in the WHSMS.

Spry and Honner may engage external auditors to test the effectiveness of the WHSMS, including Risk control measures for specific systems of work

3.4.5 **DESIGN, FABRICATION, INSTALLATION AND COMMISSIONING**

Spry and Honner acknowledges that WHS is a key consideration during the initial planning/design phase of projects, and will ensure that Risk control measures are integrated at this point. Managers will consider the intended use of facilities, equipment and systems, as well as any required maintenance, in order to minimise the need for reactive Risk management in the future.

Workers will incorporate Hazard identification, Risk assessment and Risk control procedures at each stage of the design cycle (planning, development, review, verification, validation and change), and ensure that appropriately competent people are allocated clear responsibilities to ensure health and safety requirements are satisfied.

Workers should refer to the Risk Management Procedure (WHSPOL 4) and the Plant and Equipment Procedure (WHSPOL 12) for further information.

3.4.6 **ADMINISTRATIVE CONTROL**

The Risk Management Procedure (WHSPOL 4) establishes a number of situations where a Risk assessment is not necessary:

- Legislation requires some Hazards or Risks to be controlled in a specific way – these requirements must be complied with.
- A code of practice or other guidance sets out a way of controlling a Hazard or Risk that is applicable to the situation and addresses all relevant considerations. Rather than undertaking the Risk assessment process, the recommended controls may be applied in accordance with the code of practice of guidance material.
- Convention and common sense - there are well-known and effective controls for low risk Hazards that are in use throughout office, retail, warehouse and logistics Workplaces that are suited to Spry and Honner's business. Workers can simply implement these controls without completed a formal Risk assessment.

Documented procedures and Safe Work Method Statements must be developed, in consultation with directly affected Workers, where the absence of such procedures could adversely affect health and safety.

All administrative control measures should be written for work to be done in the simplest and most efficient manner having regard to health and safety of the operator and others at each step. Processes contained within procedures should be developed to integrate with the WHSMS, and other policies or management systems operated by Spry and Honner.

Spry and Honner will train Workers in the operation of Safe Work Method Statements as required.

Administrative control measures will be reviewed in accordance with the Management Review Procedure (WHSMS 4).

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3.4.7 **PURCHASING GOODS AND SERVICES**

The WHS Procurement Procedure (WHSPOL 9) ensures that Spry and Honner gives appropriate consideration to Hazards relating to plant, equipment, structures and substances prior to purchase through the process of Risk identification, assessment and control, and that any such items are checked for conformance with specifications prior to being introduced into Spry and Honner's Workplaces.

The procedures are supported by the Procurement Risk Assessment Template (WHSPOL 9.3), and the Procurement Acceptance Checklist (WHSPOL 9.2).

Information relating to the supply of products and services involving the engagement of contractors can be found in the Contractors and Other Workers Handbook (WHSPOL 23.3).

3.5 **CONTINGENCY PREPAREDNESS AND RESPONSE**

3.5.1 **EMERGENCY OR DISASTER PLANS**

The majority of Spry and Honner's WHSMS focusses on preventing harm for occurring, but it also establishes procedures for preparing for, and responding to, emergency incidents.

The Emergency Management Procedure (WHSPOL 8) sets out how Managers and Workers must prepare for unplanned incidents in advance, and to periodically test their plans to allow an adequate response to occur during the actual contingency. Emergency situations include fire, explosion and natural disasters. The Procedure is supported by a number of tools and templates to facilitate effective emergency preparation and management.

The Dealing with Extreme Weather Procedure (WHSPOL 8.6.) is a priority for all Managers developing local plans in areas that are at higher risk of extreme weather events.

3.5.2 **INCIDENTS INVOLVING WORKERS**

Spry and Honner acknowledges that other incidents may occur at its Workplaces, or otherwise affect its Workers, and require an response plan to be enacted. In addition to the Emergency Management Procedure (WHSPOL 8), Spry and Honner has developed and implemented the following:

- Managing Incidents and Hazards (WHSPOL 4.4)
- First Aid Policy (WHSPOL 7)
- Responding to an Electrical Incident Procedure (WHSPOL 13.4)
- Responding to Falls (prevention of) (WHSPOL 18.2.1)

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3.5.3 CRITICAL INCIDENT RECOVERY PLAN (CIRP)

Spry and Honner will develop and implement a CIRP, based on the unique circumstance of each situation, to assist Workers to recover from a critical incident. As well as Workers who may have sustained an injury or an illness as part of the critical incident, Workers who have been passively affected (e.g. witnesses) will be assisted to cope with their experiences and manage any trauma. The mental wellbeing of Workers and the timely resumption of work are key objectives in a CIRP.

Spry and Honner may engage suitably qualified counsellors or other health professionals to provide defusing, debriefing and counselling, or other services as required.

The CIRP should be documented, and cover the following elements:

- Responsibilities, including coordination and initiation.
- Defusing, where those involved in the trauma can discuss the event immediately afterwards in a confidential atmosphere.
- Debriefing, designed to assist Workers and others use their own abilities to overcome emotional effects of serious incidents.
- Counselling, where further therapy may be required on an ongoing basis. Assistance may also have to be provided to the families of affected Workers.
- Legal and insurance requirements, e.g. interference without loss adjuster approval can invalidate the insurance policy.

4 MEASUREMENT AND EVALUATION

4.1 GENERAL

Spry and Honner is committed to excellence and to continuous improvement. As such, measuring, monitoring and evaluating are key activities that ensure Spry and Honner is performing in accordance with its WHS policy, objectives and targets, as well as initial and ongoing planning.

The WHS Management Review Procedure (WHSMS 4) is a vital component of Spry and Honner's WHSMS, as it provides an opportunity for executive management to regularly review the operation of the system and its continuing suitability. WHS management review allows the executive management, in consultation with Workers, to make adjustments to build upon and improve the effectiveness of the WHSMS.

4.2 INSPECTION, TESTING AND MONITORING

The WHS Management Review Procedure (WHSMS 4) establishes how WHS objectives and targets will be reviewed.

Inspection and maintenance work is addressed in the Plant and Equipment Procedure (WHSPOL 12), and sets out the minimum standards of such work. Managers are to ensure that Workers undertaking inspection and maintenance work use properly calibrated equipment, and that records of work are retained.

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4.3 AUDITS OF THE WHSMS

Spry and Honner may conduct internal Audits. in order to determine:

- whether the WHSMS has been properly developed, implemented and maintained;
- whether Spry and Honner is meeting its legislative obligations;
- the level of ongoing compliance with safety arrangements set out in the WHSMS; and
- opportunities for improvement.

Auditors are required to be competent in auditing a WHSMS, based on professional qualifications and relevant experience. While a Worker of Spry and Honner may be directed to undertake a WHSMS Audit, they must be independent of the area being audited; they cannot report to anyone involved in managing the area or have previously been involved in the implementation of the WHSMS in the area.

The results of Audits will be used in accordance with the Management Review Procedure (WHSMS 4)

4.4 CORRECTIVE AND PREVENTIVE ACTION

4.4.1 GENERAL

The findings, conclusions, and recommendations reached as a result of inspection and testing, Audits and other reviews of the WHSMS should be documented, and the necessary corrective and preventive actions identified.

Managers and Workers will implement corrective actions after a deficiency has been identified to correct the problem and prevent recurrence. Ideally, proactive action should be taken to prevent the Hazard or deficiency from ever resulting in harm or loss.

Through subsequent inspections and timely, routine supervision, Managers will ensure that Workers have implemented corrective and preventive actions, and that Risk control measures are effective. Additionally:

- timely corrective action should be taken where inspection, testing and monitoring reveal a nonconformity with WHS requirements;
- sufficient investigation should be undertaken to identify both the immediate and the underlying causes of any shortcomings; and
- findings should be analysed and reviewed to allow corrective and preventive action to be planned and implemented.

4.4.2 INCIDENT INVESTIGATION

Spry and Honner has developed, in consultation with Workers, the WHS Investigation Procedure (WHSPOL 6).

Spry and Honner undertakes WHS investigations following safety incidents in order to understand what occurred and prevent it occurring in the future in order to ensure the Workplace is as safe as reasonably practicable. An investigation's scope will be influenced by the scale, significance and nature of the injury, illness or incident. The purpose of this policy is to establish how a WHS investigation is to be conducted, as well as the circumstances in which it is appropriate to conduct a WHS investigation.

The investigation of incidents provides an opportunity to examine the operation of Spry and Honner's WHSMS with respect to training, Hazard identification, Risk assessment, control of Risks and emergency preparedness.

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Investigations should commence as soon as is reasonably practicable following an incident. Additional details concerning the process of undertaking a WHS investigation are contained in the WHS Investigation Procedure (WHSPOL 6).

Management must consider the recommendations of any WHS investigation and implement control measures to eliminate or minimise Risk, so far as is reasonably practicable.

5 REVIEW AND IMPROVEMENT

5.1 GENERAL

Through the procedures detailed in the WHS Management Procedure (WHSMS 4), Spry and Honner will regularly review and continually improve its WHSMS, with the objective of improving its overall WHS performance.

5.2 REVIEW OF THE WHSMS

Spry and Honner's executive management will conduct reviews of the WHSMS to ensure its continuing suitability and effectiveness in satisfying the WHS Policy (WHSPOL 1) and WHS Management Plan (WHSMS 3).

The review of the WHSMS, or part thereof, will address the WHS implications of all business activities, products and services provided by Spry and Honner. Further information is contained in the WHS Management Procedure (WHSMS 4).

5.3 CONTINUAL IMPROVEMENT

Spry and Honner is committed to continual improvement, which is emphasised throughout the WHSMS.

Managers and Workers are encouraged to consider better, smarter and safer ways of doing work, and to provide this feedback to Spry and Honner using the processes outlined in the Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2).

In addition to scheduled WHS management reviews and matters raised by Workers, Spry and Honner must review and, as necessary, revise control measures within the WHSMS following a WHS incident where it is apparent that those control measures do not adequately control risks to health and safety. This review should occur as soon as reasonably practicable following a safety incident, with consideration given to any recommendations set out in the WHS investigation report. Due to the presence of inadequate risk control measures, such a review should not be held off and be incorporated into the next scheduled WHS management review meeting.

In summary, the continual improvement process should—

- identify areas of opportunity for improvement of the WHSMS which lead to improved WHS performance;
- determine the root cause or causes of non-conformance or deficiencies;
- develop and implement plans of corrective and preventive action to address the root causes;
- verify the effectiveness of the corrective and preventive actions;
- document any changes in procedures resulting from process improvement; and
- make comparisons with objectives and targets.

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REFERENCES

- *Work Health and Safety Act 2012 (SA)*
- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Act 2011 (QLD)*
- *Work Health and Safety Act 2011 (ACT)*
- *Work Health and Safety Act 2012 (TAS)*
- *Occupational Health and Safety Act 2004 (VIC)*
- *Work Health and Safety Regulations 2012 (SA)*
- *Work Health and Safety Regulations 2011 (NSW)*
- *Work Health and Safety Regulations 2011 (QLD)*
- *Work Health and Safety Regulations 2011 (ACT)*
- *Work Health and Safety Regulations 2012 (TAS)*
- *Occupational Health and Safety Regulations 2007 (VIC)*
- *Safe Work Australia Code of Practice: First Aid in the Workplace*
- *Safe Work Australia Code of Practice: Labelling of Workplace Hazardous Chemicals*
- *Safe Work Australia Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace*
- *Safe Work Australia Code of Practice: Managing Risks of Plant in the Workplace*
- *Safe Work Australia Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination*
- *Safe Work Australia Guidance Material: for Handling and Transporting Cash*
- *Safe Work Australia Guidance Material: for the safe design, manufacture, import and supply of plant*
- *AS/NZS 4804:2001 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques*

VERSION CONTROL

Version	Section Amended	Amendment	Date Amended	Author
1.0	n/a	Reviewed – no amendments needed	25/06/2021	Director

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ANNEXURE 1: WHSMS DOCUMENT DIRECTORY

WHSMS Element	Work Health and Safety Management System	
	Policy / Procedure / Document	Records
1 Commitment and policy		
1.1 General	<ul style="list-style-type: none"> WHSMS Manual WHS Policy (WHSPOL 1) Contractors and Other Workers Handbook (WHSPOL 23.3) Visitors Guide (WHSPOL 23) 	<ul style="list-style-type: none"> Management review minutes HSC minutes Supporting evidence for exercise of Due Diligence
1.2 Leadership and commitment		
1.3 Initial WHS review		
1.4 WHS policy		
2 Planning		
2.1 General	<ul style="list-style-type: none"> Management Review Procedure (WHSMS 4) 	<ul style="list-style-type: none"> WHS Management Plans
2.2 Planning identification of hazards, hazard/risk assessment and control of hazards/risks	<ul style="list-style-type: none"> WHS Policy (WHSPOL 1) Risk Management Procedure (WHSPOL 4) Managing Hazards and Incidents (WHSPOL 4.4) 	<ul style="list-style-type: none"> Corporate Risk Register (WHSMS 2) Risk assessments Site Safety Checklists Action plans Safe Work Method Statements
2.3 Legal and other requirements	<ul style="list-style-type: none"> Management Review Procedure (WHSMS 4) 	<ul style="list-style-type: none"> Legal and Other Responsibilities Register (WHSMS 4.3)
2.4 Objectives and targets	<ul style="list-style-type: none"> WHS Policy (WHSPOL 1) Management Review Procedure (WHSMS 4) 	<ul style="list-style-type: none"> WHS Management Plans HSC minutes
2.5 Performance indicators	<ul style="list-style-type: none"> Management Review Procedure (WHSMS 4) 	<ul style="list-style-type: none"> WHS Management Plans HSC minutes
2.6 WHS management plans	<ul style="list-style-type: none"> Management Review Procedure (WHSMS 4) 	<ul style="list-style-type: none"> WHS Management Plans HSC minutes
3 Implementation		
3.1 General	<ul style="list-style-type: none"> Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2) 	<ul style="list-style-type: none"> Consultation with Workers Checklist (WHSPOL 2.2) Consultation with Other Duty Holders (WHSPOL 2.3) Records of consultation

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<p>3.2 Ensuring capability</p> <p>3.2.1 <i>Resources—Human, physical, and financial</i></p> <p>3.2.2 <i>Integration</i></p> <p>3.2.3 <i>Accountability and responsibility</i></p> <p>3.2.4 <i>Consultation, motivation and awareness</i></p> <p>3.2.5 <i>Training and competency</i></p> <p>3.2.6 <i>Supplying goods and services</i></p>	<ul style="list-style-type: none"> • WHS Policy (WHSPOL 1) • Training and Competency Policy (WHSPOL 3) • Risk Management Procedure (WHSPOL 4) • Management Review Procedure (WHSMS 4) • Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2) • WHS Procurement Procedure (WHSPOL9) • Contractors and Other Workers Handbook (WHSPOL 23.3) 	<ul style="list-style-type: none"> • WHS Management Plans • Position descriptions • Consultation with Workers Checklist (WHSPOL 2.2) • Consultation with Other Duty Holders (WHSPOL 2.3) • Records of consultation • Induction checklists • WHS Training Needs Analysis (WHSPOL 3.1) • Records of training • Budget records
<p>3.3 Support action</p> <p>3.3.1 <i>Communication</i></p> <p>3.3.2 <i>Reporting</i></p> <p>3.3.3 <i>Documentation</i></p> <p>3.3.4 <i>Document control</i></p> <p>3.3.5 <i>Records and information management</i></p>	<ul style="list-style-type: none"> • Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2) • Managing Hazards and Incidents (WHSPOL 4.4) • Contractors and Other Workers Handbook (WHSPOL 23.3) • Document Control Policy (WHSMS 5) 	<ul style="list-style-type: none"> • Records of consultation • Incident / Hazard Report • Non-Conformance Report • Audit reports • Workplace Inspection reports • HSC minutes
<p>3.4 Hazard identification, hazard/risk assessment and control of hazards/risks</p> <p>3.4.1 <i>General</i></p> <p>3.4.2 <i>Hazard identification</i></p> <p>3.4.3 <i>Risk assessment</i></p> <p>3.4.4 <i>Control of risks</i></p> <p>3.4.5 <i>Design, fabrication, installation and commissioning</i></p> <p>3.4.6 <i>Administrative control</i></p> <p>3.4.7 <i>Purchasing goods and services</i></p>	<ul style="list-style-type: none"> • Risk Management Procedure (WHSPOL 4) • Managing Hazards and Incidents (WHSPOL 4.4) • Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2) • Implementing Standard Precautions for First Aid Related Infection Control Procedure (WHSPOL 7.3) • WHS Procurement Procedure (WHSPOL 9) • Stock Storage Procedure (WHSPOL 10) • Managing Stock in Bulk Bays Procedure (WHSPOL 10.4) • WHS Housekeeping Procedure (WHSPOL 11) • Plant and Equipment Procedure (WHSPOL 12) • Lock Out / Tag Out Plant and Equipment Procedure (WHSPOL 12.7) • Social Media Policy (WHSPOL 21.1) • Electrical Safety Procedure (WHSPOL 13) 	<ul style="list-style-type: none"> • Corporate Risk Register (WHSMS 2) • Risk assessments • Checklists • Registers • Plans • Safe Work Method Statements

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	<ul style="list-style-type: none"> • Hazardous Chemicals Procedure (WHSPOL 15) • Handling and Store LPG Cylinders Safely (WHSPOL 15.5) • Hazardous Manual Tasks Procedure (WHSPOL 17) • WHSPOL 18.2.1 - Falls (prevention of) Personal Protective Equipment Procedure (WHSPOL 20) • Respect in the Workplace (Bullying, Harassment and Discrimination) Policy (WHSPOL 21) • Drugs and Alcohol Policy (WHSPOL 22) 	
3.5 Contingency preparedness and response 3.5.1 <i>Emergency or disaster plans</i> 3.5.2 <i>Incidents involving workers</i> 3.5.3 <i>Critical incident recovery plan (CIRP)</i>	<ul style="list-style-type: none"> • Managing Hazards and Incidents (WHSPOL 4.4) • First Aid Procedure (WHSPOL 7) • Emergency Management Procedure (WHSPOL 8) • Dealing With Extreme Weather (WHSPOL 8.6) • Responding to an Electrical Incident Procedure (13.4) • Responding to Falls (prevention of) (WHSPOL 18.2.1) 	<ul style="list-style-type: none"> • Emergency plans • Checklist • Personal Emergency Evacuation Plans • Critical Incident Recovery Plan
4 Measurement and evaluation		
4.1 General	<ul style="list-style-type: none"> • Management Review Procedure (WHSMS 4) 	<ul style="list-style-type: none"> • WHS Management Plans
4.2 Inspection, testing and monitoring	<ul style="list-style-type: none"> • Management Review Procedure (WHSMS 4) • Plant and Equipment Procedure (WHSPOL 12) 	<ul style="list-style-type: none"> • Workplace Inspections
4.4 Corrective and preventive action 4.4.1 <i>General</i> 4.4.2 <i>Incident Investigation</i>	<ul style="list-style-type: none"> • Managing Hazards and Incidents Procedure (WHSPOL 4.4) • WHS Investigation Procedure (WHSPOL 6) 	<ul style="list-style-type: none"> • WHS Investigation reports • Action plans
5 Review and improvement		
5.1 General	<ul style="list-style-type: none"> • Management Review Procedure (WHSMS 4) 	<ul style="list-style-type: none"> • Management review minutes
5.2 Review of the WHSMS	<ul style="list-style-type: none"> • WHS Policy (WHSPOL 1) • Consultation, Co-operation and Co-ordination Procedure (WHSPOL 2) • Management Review Procedure (WHSMS 4) 	<ul style="list-style-type: none"> • Management review minutes • HSC minutes • Audit reports

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