2026

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM MANUAL

ISO 45001:2018

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1. Contents

2. The Law

I. Legislation

If we end up in a court of law, following an OH&S incident, ignorance is not accepted as an excuse. In the same way that general laws control our lives, Work Health and Safety Legislation controls what we do in the workplace and how we do it.

II. Common Law

Common Law consists of a bunch of rules from traditional origins that have evolved from decisions of Courts of Law. Specifically, Common Law requires that QMW are responsible for:

- The provision of a safe place of work.
- The provision of a safe system of work.
- The provision and maintenance of safe plant and equipment; and
- The provision of competent staff to manage, supervise and operate the business.

While Common Law accepts current relevant standards as good practice, it does not set the standards.

QMW's liability at Common Law may require damages be paid to its employees for personal injuries that they have sustained in the course of their employment. However, proof of negligence is required to establish such liability. Liability may also be imposed for a breach of statutory duty, that is, for failure of a duty imposed by legislation, for example failure to guard a dangerous machine.

III. Statute Law

Statute Law is legislation enacted by parliament, such as enabling an Act, or Regulation to an Act, or an Advisory Standard, or Code of Practice. An Act is usually supported by Regulations and Advisory Standards and / or Codes of Practice.

Regulations have the force of law and cover more specific requirements of the Act.

Codes of practice and Advisory Standards are issued by the Government to give practical advice on strategies to prevent people being exposed to harm in the workplace.

IV. The Act(s)

The Workplace Health & Safety Act and Electrical Safety Act impose an obligation on **everyone** in the workplace, including employees, contractors, and visitors. They provide a framework for managing health & safety risks in the workplace with the object being to prevent anyone from being killed, injured, or contracting an illness, while conducting workplace activities or operating high risk machinery. This is achieved by preventing or minimizing exposure to risk, which is at the forefront in our OH&S Management System.

3. WHS&E Policy

I. WHS&E Policy Statement

Policy Statements

Work, Health, Safety & Environment Policy

"We are in the front line of the Safety Industry, our customer's and employees lives are literally in our hands."

It is the intention of QMW Industries Pty Ltd to manufacture the best products available and in order to achieve this we are committed to ensuring the health and safety of our employees through Work, Health, Safety and Environment. We undertake the following commitments:

** Complying with as far as is reasonably practicable statutory requirements, codes of practice, standards and guidelines.*

** Setting objectives and targets with the aim of eliminating or reducing work related injuries, illness related to our activities, services and products*

** Ensuring work, health, safety and environment management principles are included in all planning*

** Incorporate risk management elements and practices to identify, analyse, assess, avoid and reduce risk to practicable and acceptable levels*

** Provide facilities, equipment, training and instructions to all workers*

** Maintain all workplaces in a safe, healthy and environmentally sound condition.*

** Consultation with all who work and visit our premises to achieve this policy*

As a company we are committed to a policy to maintain the company's professional standards and safety in relation to all. This cannot be achieved without a personal commitment on the part of every member of the QMW Industries team to Work, Health, Safety and Environment. It is an expectation of QMW Industries that each person who enters our sites complies with this policy each and every time.

We ask you all to join us in making this commitment to Workplace Health and Safety.

Jeff Samuels

CEO, ***QMW Industries Pty Ltd***

	Date of Issue: 17 Jun 2025	Compiled by: Quality Manager
		Authorised by: General Manager

II. Management Responsibility

The promotion and maintenance of OH&S is primarily the responsibility of QMW Management.

QMW Management at all levels is required to contribute to the health and safety of all persons in the QMW workplace. To this end, it is the responsibility of QMW Management to develop, implement and keep under review, in consultation with its employees, the Company's OH&S systems and programs.

III. Specific Responsibilities

The Business has the primary duty to ensure, so far as is reasonably practicable, that the health and safety of our employees and other persons on our worksite are not put at risk from work carried out as part of us conducting our business.

Managers are required, to ensure that the OH&S policy and any associated OH&S systems and programs are developed and effectively implemented in their areas of control and to support the team leaders and hold them accountable for their specific responsibilities.

Team Leaders are responsible, and will be held accountable, for taking all practical measures to ensure that they:

- Provide leadership and model appropriate attitudes to work health and safety matters.
- Engage workers in work health and safety improvements through effective and appropriate consultation.
- Proactively assist in identifying and managing potential work health and safety issues.
- Encourage workers to report and record work health and safety hazards, risks and / or incidents.
- Respond promptly and appropriately to work health and safety reports. and,
- Verify that appropriate work health and safety training, instruction and supervision is provided to workers.

Workers including contractors and visitors to our site are required to co-operate with and expected to comply with OH&S policy, systems and programs and any reasonable instructions from their supervisor or manager, to ensure their own health and safety and the health and safety of others in the workplace. All employees will receive induction training and task specific training where appropriate. Employees, its contractors, and visitors are responsible, and will be held accountable, for taking all practical measures to ensure that they:

- Perform work in a safe manner and in accordance with procedures, training and instruction provided by their supervisors and managers.
- Take reasonable care for their own health and safety.

- Take reasonable care for the health and safety of others who may be affected by their actions or omissions.
- Not misuse or interfere with anything provided in the interest of health and safety and the environment.
- Cooperate with management in the implementation of health and safety initiatives, including training, health and workplace monitoring etc.
- Report any concerns, potential hazards or unsafe work conditions or equipment immediately to their supervisor or manager.
- Report all injuries and incidents to their supervisor immediately. and,
- Cooperate and comply with all rules, regulations and reasonable instructions given by the Company.

IV. OH&S Program

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated, consistently published onsite, on our website and in company documentation. The program of activities will relate to all aspects of OH&S including:

- OH&S training and education.
- Provision of information, training, and supervision to workers.
- Undertaking risk assessments and reporting hazards.
- Developing safe work procedures.
- Emergency procedures and drills.
- Provision of safe plant and equipment, service, and facilities.
- Regular inspections and evaluations. and
- Reporting and recording incidents, accidents, injuries, and illnesses.

V. Supporting Documents

The documents below are referenced in the OH&S Management System:

- **Work, Health and Safety Act 2011.**
- **Work, Health and Safety Regulation 2011.**
- **Electrical Safety Act 2002.**
- **Electrical Safety Regulation 2013.**
- **ISO 45001:2018 - Occupational Health and Safety Management Systems – Requirements with guidance for use.**
- **Work health and Safety Consultation Cooperation and Coordination - Safe Work Australia.**
- **Safe Working in Confined Spaces - Australian Standard AS2865-2009.**
- **National Code of Practice for the Control of Workplace Hazardous Substances [NOH&SC:2007(1994)].**

- **Adopted National Exposure Standards for Atmospheric Contaminants in The Occupational Environment (Dust) [NOH&SC:1003(1995)].**
- **Managing the Work Environment and Facilities.**
- **Occupational health and safety management – Guidelines on performance evaluation AS/NZS ISO 45004:2024.**
- **National Standard for Manual Tasks (2007) - Manual Handling.**
- **National Code of Practice for Noise Management and Protection of Hearing at Work - 3rd Edition [NOH&SC:2009(2004)].**
- **How to Prevent Falls at Workplaces.**
- **AS ISO 31000:2018 - Risk Management - Guidelines.**

4. Purpose of the Policy

The purpose of QMW's OH&S policy is to establish the responsibilities, controls, processes, and procedures for maintaining the company's professional standards and safety in accordance with the Work, Health and Safety Act 2011, Electrical Safety Act 2013, Work, Health and Safety Regulation 2011 and associated Codes of Practice.

5. Policy Scope

The policy stated in this document applies to all workers, sub-contractors and visitors who attend the QMW site. QMW requires all persons at the site to consent to the provisions of this policy and to agree to comply with the terms and conditions as set out by local, State and Federal law. Any person who violates QMW's policy as stated in this manual will be subject to QMW disciplinary procedures or immediate removal from the site.

If any QMW employee or subcontractor is engaged to conduct work on behalf of the company at offsite locations, they will be bound by the policy stated in this manual, if not previously provided policy documentation by QMW representatives at the off-site location.

6. Risk Management

I. Purpose of Risk Management

The purpose of OH&S Risk management is to minimize the number and nature of hazards at or near the workplace; and

To minimize the risk of exposure of staff, stakeholders, members of the public, property, and the environment to hazards at or near or in the workplace.

II. Definitions

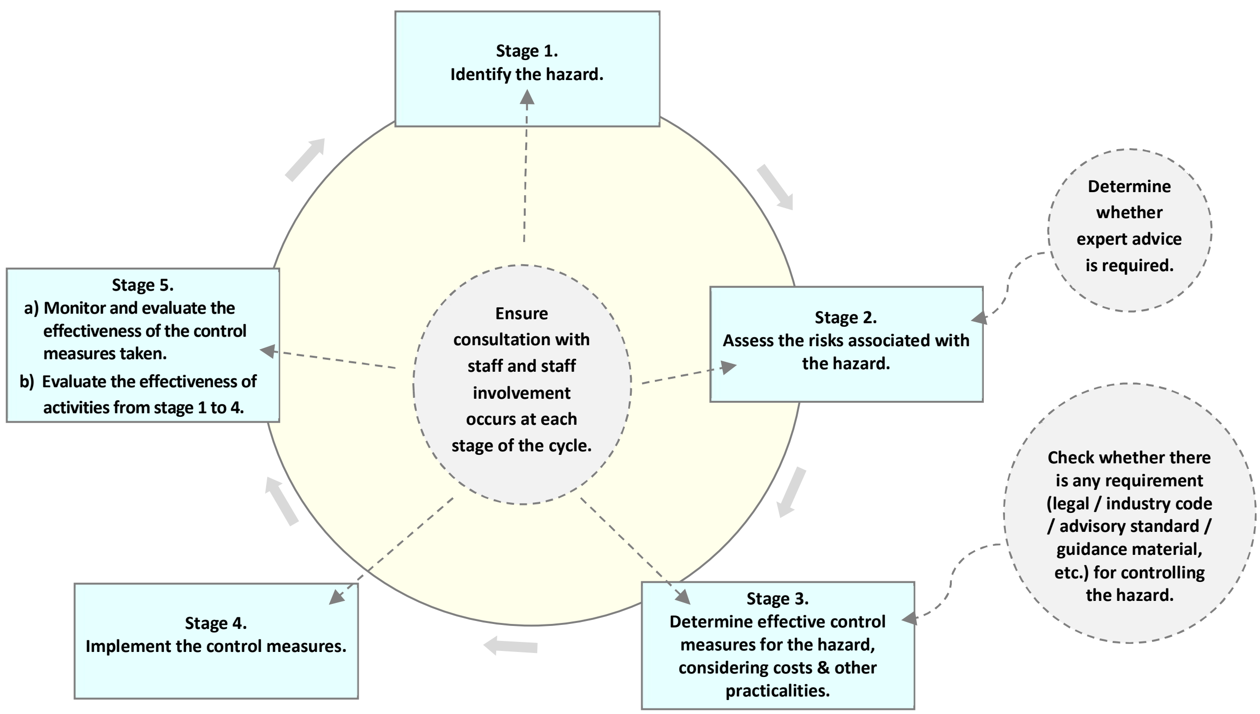
<u>Hazard</u>: A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination these.
The main forms of hazards are physical, electrical, mechanical, chemical, biological, fire / explosion, radiation and ergonomic.

<u>Exposure</u>: Occurs when a person comes within the potentially harmful hazard.

<u>Risk</u>: Combination of likelihood and consequence that harm / injury will occur.

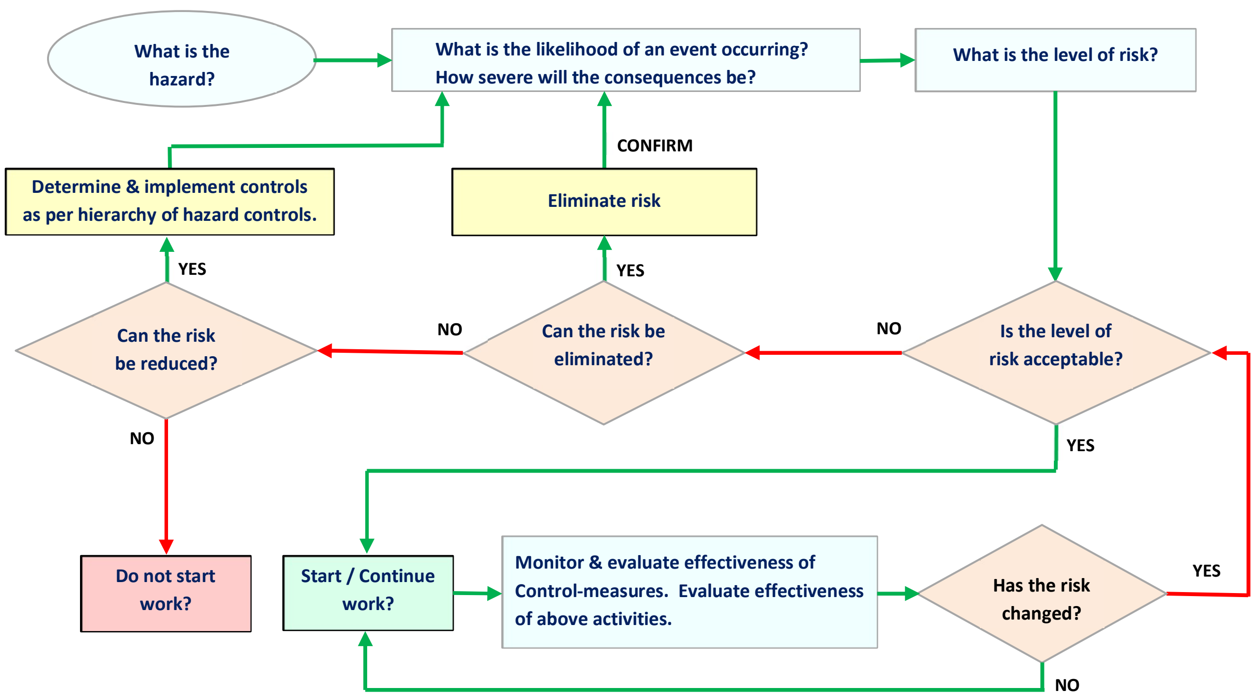
<u>Risk Assessment</u>: The overall process of estimating the magnitude of risk and deciding what actions will be taken to eliminate the risk or reduce the magnitude to an acceptable level.

III. Risk Management Cycle – Overview



STAGE	STEPS
1 – IDENTIFYING THE HAZARD	
Identifying the hazard and its potential consequences	▪ Define the activity/situation that is presenting a risk. ▪ Define the hazard associated with the activity / situation. ▪ Define the type of injury/ill-health that the hazard could cause to exposed personnel.
2 – ASSESSING THE RISK ASSOCIATED WITH THE HAZARD	
Determining the scope of the risk assessment	▪ Define the scope of the risk assessment – plant, equipment, process, action, situation, etc.
3 – DETERMINING EFFECTIVE CONTROL MEASURES	
Assessing the risk	▪ Assess the likelihood of the hazard occurring and determine what the potential consequences are (i.e., the severity of harm that can happen to a person) if the hazard does occur. This in turn will determine the level of risk associated with the hazard, known as the risk rating. Obtain expert advice if necessary.
Prioritising the hazards	▪ Rank the hazards in order of risk (highest to lowest). This will ensure the risks which pose the greatest risk will have their risk control mechanisms implemented first.
Determining the level of control	▪ Minimising or controlling identified hazards is based on a hierarchy of controls. Use the Hierarchy of Control table to determine the most appropriate level of risk control, considering availability and practicality of controls. Controlling a risk can utilise one or more controls, which may be at different levels in the hierarchy. ▪ Ensure relevant legislation, industry standards and other relevant OH&S-related publications are reviewed as part of the process of determining an acceptable control measure. ▪ Specify the control measure/s to be implemented.
Determining the residual risk	▪ Evaluate the residual risk (level of risk remaining after the existing and new controls are in place). If the level of risk is still not reduced to as low as reasonably achievable, implement further control measures.
4 – IMPLEMENTING CONTROL MEASURES	
Planning the implementation	▪ Determine responsibilities and the timeframe for implementing each risk control. ▪ Determine what interim measures & limitations need to be in place while the control measures are being implemented.
Approval for the plan	▪ Ensure approval from QMW management prior to implementing the control measures.
Implementing the controls	▪ Implement the controls in the least disruptive manner possible.
Monitoring the controls	▪ Ensure the control measures taken will not create any additional hazard or risk.
5 – REVIEWING THE COMPLETED PROCESS	
Reviewing the process cycle	▪ Evaluate the effectiveness of activities performed from identification to implementation.
Ongoing monitoring	▪ All risk control measures implemented must be regularly monitored to ensure they remain effective and deliver the desired outcome.

III. Risk Management Cycle – Diagrammatic Format



IV. Recording Risk Assessments

RECORDING	RECORDING TEMPLATE
Identified risks, assessing their risk levels, and monitoring effectiveness of resultant risk reduction activities	Form QAFR58, this can also be completed with Take 5 style risk assessments. and can be identified / documented with the *Incident / Near Misses* and *Safety Issues and Innovations* tab of the Kiosk
Routine checks of site work areas	5S Weekly Inspection Checklist; Paint 5S Weekly Inspection Checklist
Risks associated with site maintenance work / external contractors or when a risk is identified as *being* High or *Serious.*	JSA/JSEA.
Accident / near miss incidents	OH&S Incident Investigation Report
Processing, assessing, and monitoring effectiveness of risk reduction activities generated because of an incident	Form QAFR58, risks can also be identified / documented with the *Incident / Near Misses* and *Safety Issues and Innovations* tabs on the Kiosk.

V. Risk Rating Tool

Refer to Form QAFR58.

VI. Hierarchy of Hazard Controls

Refer to Form QAFR58.

VII. Monitoring Risk

Refer to Risk Assessment Register located: U:\WH&S\Registers\1. Risk Assessments\01Risk Assessment Register

7. Staff Participation

When applying OH&S risk management principles, QMW will always ensure staff are consulted, are involved, and contribute to decisions made, (either directly or through their elected Representative), including agreement with the requirements outlined below regarding staff participation. This includes activities such as:

- developing, implementing, and reviewing policies and procedures for hazard identification, risk assessment and control of risks.
- attending committee meetings at which minutes are taken and disseminated to staff.
- identifying hazards and assessing risks to OH&S arising from the work carried out or to be carried out by the company.
- making decisions about ways to eliminate or minimize risks.
- making decisions about the adequacy of facilities for the welfare of staff.
- proposing changes that may affect the health or safety of staff; and
- making decisions about the procedures for:

  a) Consulting with workers, refer to the *Employee Consultation* tab on the QMW Kiosk.
  b) Resolving occupational health or safety issues.
  c) Monitoring the health of our workers (when required).
  d) Monitoring the conditions at any workplace under QMW management control.
  e) Providing OH&S information and determining nationally recognized RTO training for our staff and / or their representative.

Consultation does not necessarily require agreement or consensus, however, QMW will ensure that the following does occur:

- Relevant information about OH&S matters is shared with staff and with interested parties.
- Staff are consulted and advised of OH&S policy directions and issues and of the outcome and decisions made, (either directly or by their elected representative), in a timely manner.
- Staff are given a reasonable opportunity to express their views, raise issues and contribute to the decision-making process on how to deal with OH&S matters. and
- The views of staff are taken into account before a decision is arrived at.

Legislatively, staff have the option of electing to have a representative for all things OH&S. If opting for a representative(s), the election of the representative(s) will follow legislative requirements in which the representative is elected by staff themselves for a period of three years, after which a fresh election is held. The current representative is eligible for re-election. The representative will:

- represent staff in consultation with QMW management on all matters OH&S; and
- communicate all relevant information about OH&S matters from management back to staff.

ISO 45001 requires staff to select those who will represent them for consulting with, communicating with, and reporting to QMW Management on OH&S matters.

If it is the intent of staff themselves to have a representative, and a staff member accepts nomination for election by staff themselves to be their representative, selection will follow the legislative process for electing representatives.

If all staff members decline to be nominated or to act as a representative, each staff member has effectively chosen to represent themselves.

8. OH&S Committee

If requested by 5 or more staff members or by a staff representative, then QMW will establish an OH&S committee within 2 months of the request, and the following conditions will apply:

- If there is a staff representative at the workplace, the representative(s) if he/she consents, is a member of the committee.
- The Committee will comprise at least 50% staff members that have not been nominated by management.
- The Committee will meet at least once every 3 months, during work time. and
- The minutes of Committee meetings will be recorded.

The minutes of committee meetings will be communicated to staff, by the staff representative(s) if a member of the committee, and if not, in an appropriate manner determined by the committee. When applying OH&S risk management, it is incumbent on management to always ensure staff are consulted, are involved, and contribute to decisions made. represent themselves.

9. OH&S Induction, Competency & Training

I. OH&S Induction

OH&S induction training occurs prior to commencement of work, for all new or re-employed employees, and where relevant, contractors or visitors permitted to work at the company worksite.

Induction covers the following topics:

a) Emergency evacuation instructions (detailed in the following section).
b) OH&S consultative arrangements.
c) Relevant OH&S legislation. and
d) OH&S Policy and relevant procedures, including the procedure for reporting of hazards, accidents, and incidents.

Contractors receive adequate induction informing them of site-specific hazards and ensuring the contractor implements measures to minimize risk to staff whilst working (consistent with their work) at the Company's premises and work sites.

Induction training for staff and contractors is recorded in the Employee Records.

II. OH&S Competency & Training

OH&S training needs are identified in consultation with staff in relation to:

- Performing work activities safely and competently.
- Assigned OH&S roles and functions.
- When a risk assessment identifies that training is required as part of a hazard control process, this training will be provided prior to the process or operation commencing.
- OH&S competency requirements for staff are reviewed regularly in accordance with work task requirements including any information, instruction and/or training relevant to standard operating procedures.
- A record of completed training (training needs analysis, training plans, and training identified and completed) is maintained for all staff.
- For legislated retention times for training records, refer to the Employee Records.

10. Emergency Evacuation Training and Practice Requirements

(Qld Fire Services Regulation 2011)

I. General Evacuation Instruction

<u>General evacuation instruction for a building will be given:</u>

- To a person who starts working in the building <u>no later than two days</u> after the person commences work in the building.
- To each person working in the building at intervals of <u>not more than one year</u>.
- <u>Within one month</u> if there has been a material change to the location of the assembly point or to the evacuation emergency procedures.

<u>General evacuation instruction means:</u>

- Instruction on the location of fire safety references points such as:

a) Escape routes.
b) Fire alarms.
c) Firefighting equipment.
d) Assembly area(s).

- Explaining the procedures for evacuating a building.

II. First Response Evacuation Instruction

First response instruction will be given to a person:

- No later than one month after they start working in the building.
- At intervals of not more than two years.

First response instruction means instruction on the method of operation of manually operated fire alarms and fire-fighting equipment such as extinguishers. These can be in the form of a physical demonstration or an instructional video, CD, or internet presentation, etc.

III. Evacuation Coordination Instruction

Evacuation coordination instruction will be given to coordinators or nominated responsible staff:

- Within the month prior to that person taking on those responsibilities; and
- At intervals of not more than one year.

Coordination instruction means instructing in the following components:

- The location of the building's escape routes (fire exits and pathways to an exit).
- A procedure for conducting members of the public to an exit and then to the designated assembly area.
- Checking of all areas (including toilets) for people (after assessing the risk from smoke or fire).
- The location of firefighting equipment (fire extinguishers, fire blankets, fire hoses).
- The location of fire alarms or equipment for warning of fire (if applicable).
- The method of operation of firefighting equipment (fire extinguishers, fire blankets, fire hoses).
- The method used to activate fire alarms or equipment for warning of fire (if applicable).
- Making the announcement for occupants of the building to evacuate (e.g., via messengers or public-address system (if applicable).
- Contacting the Fire Service using '000' phone number and passing on details of the emergency.
- Conducting a head count.

- Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building; and
- Meeting the attending Fire Service Officer to pass on updated details of the emergency.

IV. Recording of Evacuation Instruction

A record will be kept of each person who receives evacuation instructions, refer Employee Records and will include:

- The name of each person who was given the instructions.
- The name of the person who gave the instructions.
- The date the instructions were given; and
- A brief description of the instructions given.

V. Evacuation Practice

Evacuation practice will be carried out at intervals of not more than one year, and a record of the evacuation kept that, states:

- The date of the evacuation.
- Times when the evacuation started and ended.
- Any action taken because of the evacuation.

VI. Reviews

Reviews of the Company's fire & evacuation plan will be carried out at intervals of not more than one year, and a record must be kept of the review.

11. OH&S Emergency Preparedness & Response Arrangements

(Refer to QMW's BNE Emergency Evacuation Training located: – U:\WH&S\Registers\4. WHS Controlled Training Documents\ WHS 13 – BNE Emergency Evacuation Training

I. Emergency Signage

- A floorplan is located at the front desk in the Administration Building.
- Signage at various locations around the site detail emergency and evacuation procedures and provide an evacuation diagram showing the nominated evacuation assembly points.

II. Assembly Point

- In the event of an emergency, QMW's Assembly Point when exiting the site is currently located on the right-hand side of gate 4 (with the main gate being gate 1).

III. Using fire Extinguishers

- Only fight the fire if you believe you can control it.
- Pull the pin, remembering with CO_2 that you should hold the plastic nozzle.
- Do a quick test of the extinguisher before moving towards the fire.
- Stand upwind from the fire.
- With a sweeping motion spray or a short burst onto the fire.
- Then pause and see if the fire is out, if not, repeat with another short burst.
- Do not use water-based extinguishers on electrical fires unless **YOU** have switched the power off.

IV. If the fire CANNOT be controlled by an extinguisher or hose

- Call 000.
- Initiate the site evacuation procedures.
- Leave the building by the shortest route, closing all doors behind you.
- Walk quickly and meet at the assembly evacuation point for roll call.
- Only return to building on instruction from the fire brigade.
- Only fight the fire if you believe you can control it.

V. Types of Fire Extinguishers

Dry Chemical Powder

- This extinguisher works by inhibiting the oxygen, but it does not remove the heat!
- After the initial spray from the extinguisher, it should be monitored as the fire could flare up again.
- Only works for 10-15 seconds, **SO USE SPARINGLY**.

Carbon Dioxide

- Best for energized electrical fires including power boards.
- Gasses exit nozzle at approximately -78°C to -79°C (the sublimation point of CO_2) so hold plastic nozzle when firefighting.
- Removes oxygen from fire.
- Works for 10-24 seconds, **SO USE SPARINGLY**.

Hose

- NOTE: Mains valve on wall, secondary valve on nozzle.
- Ensure tap is turned on before moving towards the fire and test before firefighting.
- Only use on electrical fires if YOU have switched off the electrical source.

12. First Aid Arrangements

(Refer to QMW's First Aid Procedure) located: U:\WH&S\Registers\4. WHS Controlled Training Documents\ WHS 15 – First Aid Procedure

First-aid is 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.

QMW will ensure there are enough numbers of readily accessible first-aid kits located strategically around the workplace, accompanied by visibly prominent signage.

Further, QMW will ensure the stock levels of the different contents in first-aid kits best match the nature of the work performed, based on a risk assessment of the type of injuries most likely to occur.

QMW will ensure first-aid kits are checked bi-annually:

- For stock levels and re-stocking.
- That all items are within their expiry dates. If not within expiry date, or if expiry on any item will occur prior to the next bi-annual check, discard, and replace.
- Record the checks in QMS Asset ID #M5031.

First aid kits are located: in the Administration Building Kitchen/back up first aid room; in Fabrication Workshop 1 First Aid Room; in 53 Success Street kitchen and in QMW delivery and site vehicles.

QMW Management will determine the number of trained first-aid personnel required, considering the nature of the work, work schedules, number of employees and the size and distribution of the workplace.
Further QMW Management will ensure those nominated to be first-aid officers are trained by a Nationally recognised registered training organisation and hold a First-Aid Certificate that is always current.

13. OH&S Incident Management

(Definitions from the QLD WHS Act 2011 & the Electrical Safety Act 2002)

I. Definitions

Incident is an event that has occurred, which has:

- Impacted on a person's health and safety. and,
- Had the potential to impact on a person's health or safety, regardless of whether it did or not.

Notifiable Incident is an incident involving one or more of the following:

- The death of a person.
- A serious illness or injury of a person.
- A dangerous incident.

- A serious electrical incident. and
- A dangerous electrical event.

Serious Illness is any of the following:

- Any infection, which when carrying out work at our worksite is a significant contributing factor, including any infection that is reliably attributable to carrying out work:
  - a) With microorganisms.
  - b) That involves providing treatment or care to a person.
  - c) That involves contact with human blood or body substances. and
  - d) That involves handling or contact with animals, animal hides, skins, wool or hair, animal carcasses or animal waste products.
- Any illness which requires Immediate treatment as an in-patient in a hospital.
- Any illness which requires medical treatment within 48 hours of exposure to a substance. and
- Any other illness or injury prescribed under a regulation.

Serious injury is an injury involving one or more of the following:

- The amputation of any part of a person's body.
- A serious head injury.
- A serious eye injury.
- A serious burn.
- The separation of his or her skin from an underlying tissue (e.g., de-gloving or scalping).
- A spinal injury.
- The loss of a bodily function. and
- A serious laceration.

Dangerous incident is an event involving one or more of the following:

- An uncontrolled escape, spillage, or leakage of a substance.
- An uncontrolled implosion, explosion, or fire.
- An uncontrolled escape of gas or steam.
- An uncontrolled escape of a pressurised substance.
- An electric shock.
- The fall or release from a height of any plant, substance, or thing.
- The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use under a regulation.
- The collapse or partial collapse of a structure.
- The collapse or failure of an excavation or of any shoring supporting an excavation.
- The inrush of water, mud, or gas in workings, in an underground excavation or tunnel.
- The interruption of the main system of ventilation in an underground excavation, tunnel, or confined space. and

- Any other event prescribed under a regulation.

Serious electrical incident is an incident involving electrical equipment if, in the incident:

- A person is killed by electricity.
- A person receives an electric shock or injury from electricity and is treated for the shock or injury by or under the supervision of a doctor. and
- A person receives an electric shock or injury from electricity at high voltage, whether the person is treated for the shock or injury by or under the supervision of a doctor.

Dangerous electrical incident is any of the following:

- The coming into existence of circumstances in which a person is not electrically safe, if:
  a) The circumstances involve high voltage electrical equipment; and
  b) Despite the coming into existence of the circumstances, the person does not receive a shock or injury.
- The coming into existence of both of the following circumstances:
  a) If a person had been at a place at a particular time, the person would not have been electrically safe; and
  b) The person would not have been electrically safe because of circumstances involving high voltage electrical equipment.
- An event that involves electrical equipment and in which significant property damage is caused directly by electricity or originates from electricity.
- The performance of electrical work by a person not authorised under an electrical work licence to perform the work.
- The performance of electrical work by a person if, as-a-result of the performance of the work, a person or property is not electrically safe.

  Examples:

  i) The connection of electrical equipment to a source of supply involving incorrect polarity or other incorrect connections.

  ii) The performance of electrical work as-a-result of which an exposed wire is left in circumstances in which it can be energised by the operation of a switch or circuit breaker or the insertion of a fuse.
- The discovery by a licensed electrical worker of electrical equipment that has not been marked as required under this Act.

II. Responsibilities

QMW Management are familiar with current legislation, refer Legal Register. Located - U:\WH&S\Registers\11. Legal Register.

QMW Management will ensure that OH&S-related information is visibly signed at strategic locations around the workplace, e.g., first-aid locations, medical service providers' identifications, phone numbers and addresses (i.e., ambulance, medical centre, hospital), and WorkCover contact phone and fax numbers etc.

A minimum of two (preferably OH&S-trained) staff members, one of which is (where possible) the staff representative, must be involved in the investigation and reporting of an incident.

Staff are responsible to notify management or the OH&S Manager of any:

- Incident that has occurred, regardless of how minor the incident.
- 'Near-Miss', incident because next time it happens the results may be more serious.

The OH&S Manager is responsible to ensure all incidents are recorded and investigated, and the investigation and any follow-up actions are recorded.

III. Immediate Response to an Incident

QMW will ensure staff act appropriately regarding the immediate situation and the treatment required, considering the nature and intensity of the incident and those affected, ensuring all legislative requirements are observed. This will include:

- The Team Leader / Supervisor / Manager is notified immediately an incident has occurred.
- Ensure the OH&S Manager is notified immediately an incident has occurred.
- Report the incident if it is a notifiable incident.
- Apply appropriate control measures to ensure there is no repeat of the incident.

FOR NOTIFIABLE INCIDENTS

QMW will ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed, which includes any plant, substance, structure, or thing associated with the notifiable incident) until a WHSQ inspector arrives at the site or directs otherwise.

However, this is not intended to prevent any action:

- To assist an injured person.
- To remove a deceased person.
- That is essential to make the site safe or to minimise the risk of a further notifiable incident.
- That is associated with a police investigation.
- For which an inspector or the regulator has given permission.

QMW will then notify WHSQ immediately and by the fastest means possible, providing them with details they request (e.g., company name, location, time, personnel affected, treatment provided etc.).

IV. **Investigation** (by Management / OH&S Manager)

QMW's investigation will provide an objective assessment taking-into-account the severity of the incident in both human and financial terms.

QMW will raise an Incident Report which may result from a WH&S Incident / Accident / Hazzard form and record the results of investigations conducted in relation to all incidents in the QMS system.

For incidents having insignificant and minor consequences, a full investigation is conducted at the QMW Management's discretion.

For incidents having medium, major, or catastrophic consequences, a full investigation will be conducted, including an immediate inspection of the site of the incident and any pertinent factors that existed prior to the incident. All aspects of the incident need to be analysed to determine the factor(s) that contributed to the incident occurring.

Conduct a risk assessment for the determination and implementation of improved control measures. Enter the incident and subsequent assessment and actions in the Accident / Incident Report in QMS.

V. Debriefing

Where a serious or significant hazard or incident has impacted on other people or has caused concern within an area, a debriefing is to be offered by the Manager / Supervisor and / or the OH&S Manager to explain:

- The outcome of the incident.
- The outcome of the investigation.
- Any corrective / preventive measures that have been or will be taken.

VI. Processing and Maintaining the Incident Record

<u>OH&S Manager:</u>	Review each completed report and recommendations and ensure that all corrective actions have been implemented. Obtain recommendations from external sources where required. Review data from investigations, monitor trends and make recommendations to QMW Management on appropriate preventive strategies and priorities in health and safety. Forward any Certificates to the Rehabilitation Co-ordinator.

<u>Rehabilitation Coordinator:</u> Coordinate with Workcover, the injured employees Medical Practitioner and allied health professional. Forward a copy of any Certificates to the Insurer and file a copy on the individual employee's workers compensation file. For retention times for records.

14. Return to Work Rehabilitation

In the event an employee sustains a work-related injury, QMW will ensure all efforts are made to achieve employee rehabilitation back into the workforce as soon as is reasonably practical.

When an injured employee returns to work (RTW), providing it has been endorsed by a Medical Practitioner and depending upon the severity of the injury, an RTW plan will be developed, in-conjunction with a suitable duties plan, in which the focus will be on what they <u>can</u> do, not on what they cannot do. Note: Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

QMW Management will work with the employee who has sustained the work-related injury, Workcover and allied health professionals, to help achieve a positive stay-at-work, or prompt return-to-work, outcome.

The rehabilitation process may include changing the employee's duties, tools and equipment or arranging for them to move into a different area of the company. If they must take a break from work, reduced or alternative hours and days will be arranged where practical.

While rehabilitating at work, QMW will maintain open and honest communication with the injured employee, to ensure they maintain a positive attitude during the rehabilitation period.

QMW will comply with its obligations under the **<u>Work Health and Safety Act 2011</u>**, **<u>Work, Health and Safety Regulation 2011; Electrical Safety Act 2002 and Electrical Safety Regulation 2013</u>**, to ensure all efforts are made in relation to the employee's return to health and well-being.