



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM



TCS Instruments

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Customer and Site Specific System for:

Customer name:

Site address:

Reference no:

1 DOCUMENT CONTROL

The OHS representative is responsible for:

- Completing and maintaining an up to date version of the Safety Management System relevant to all the activities being carried out.
- Maintaining an updated copy at the workplace and making available to customers as requested.
- Reviewing the Safety Management System documentation when there is a change and/or event affecting the work activity and at intervals of not more than six months to ensure it is up to date.

Record of Revision

Current Edition / Revision	Date	Revision details
Version 3.1	Aug 2007	Updated version for RTA requirements – updated text in bold

TCS Instruments Staff Distribution List

Controlled copies of this Safety Management System have been issued to the holders nominated hereunder.

No.	User	Position	Issue date
1	Harald Kolodziej	General Manager	Aug 2007
2	Darryl Pearce	Executive Manager	Aug 2007
3	Antonio Fantasia	Executive Manager	Aug 2007
4	Sam White	Road Traffic Manager	Aug 2007
5	Leigh Morrow	Road Traffic Technician	Aug 2007
6	Mark Doyle	People Counting Technician	Aug 2007
7	Karen Riddell	Administration	Aug 2007

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3 INTRODUCTION

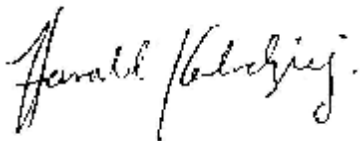
This document sets out the safety management strategy to be adopted by TCS Instruments (hereinafter referred to as TCS) during the course of its people and vehicle counting installation, maintenance and service work at customer workplaces and its own offices.

This document and subsequent additions will be made available to customers for the purpose of auditing.

TCS will provide its General Manager, Road Traffic Manager or People Counting Technician as the person at the workplace responsible for supervision of the works and its safety.

TCS may subcontract all or part of the works and we will ensure that a sub-contractor has a safety management system including safe work method statements for their specialised work.

Our OHS representative is responsible for managing compliance of our site safety management plan to relevant regulations and codes. He is also responsible for keeping OHS records.



General Manager

Date: 28 / 08 / 2006

4 SAFETY POLICY

At TCS our Occupational Health, Safety and Rehabilitation Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.


People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

- To achieve an accident free workplace.
- To make health & safety an integral part of every managerial and supervisory position.
- To consult with our workers and customers and to ensure health & safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health & safety management is dependent on:

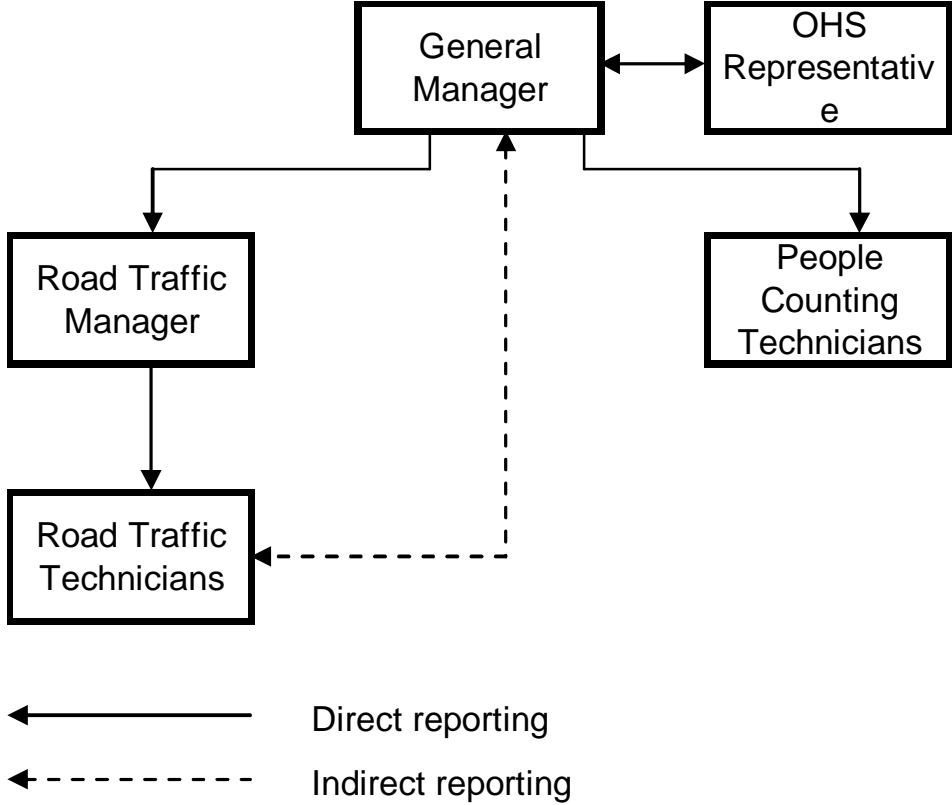
- Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
- Understanding the total work process and associated OH&S risks.
- Ensuring the work team is totally committed to achieving our objectives.
- Ensuring that open and honest communication exists between management and all employees.



Executive Manager

Date: 28 / 08 / 2006

5 ROLES AND RESPONSIBILITIES



5 ROLES AND RESPONSIBILITIES (cont)

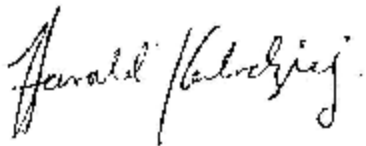
Roles and Responsibilities Defined

TCS will provide one or more of the following key personnel at the workplace. Their roles and responsibilities regarding safety at the workplace are outlined below.

General Manager

The General Manager is responsible for safety at the workplace and duties include:

- implementing the company Occupational Health Safety and Rehabilitation procedures;
- using the principles of the hierarchy of controls (Best to Worst guide in this Safety Management System) in all workplace activities to minimise the risk to all personnel in the workplace;
- participating in the planning and design stages of workplace or trade activities;
- stimulating a high level of safety awareness at all times;
- identifying safety training needs;
- leading by example;
- ensuring safe equipment and plant is provided and maintained;
- insisting on correct and safe work practices at all times;
- assisting in the identification and preparation of safe work procedures;
- reviewing safety reports and inspections and initiating rectification where necessary;
- participating in accident/incident investigations;
- participating in safety meetings and programs;
- monitoring compliance with safe work methods (controls) and **ensuring that the safety management documentation is available at the worksite**
- **ensuring that the OHS training needs of management, OHS representatives and other staff are met**
- **ensuring appropriate supervision of personnel**



Signed:

Date: 28/08/2006

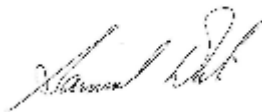
5 ROLES AND RESPONSIBILITIES (cont)

Road Traffic Manager and People Counting Technician

The Road Traffic Manager and People Counting Technician are responsible for safety at the workplace and duties include:

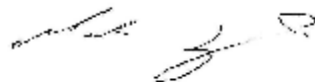
- implementing the company Occupational Health Safety and Rehabilitation procedures;
- observing all OH&S requirements and Statutory rules and regulations;
- ensuring that all works are conducted in a manner safe and without risk to employees health and safety;
- planning to do all work safely;
- providing advice and assistance on OH&S to all employees;
- participating in the planning and design stages of workplace or trade activities;
- ensuring current OH&S and other relevant legislative requirements are met in the workplace;
- actioning safety reports and carrying out workplace inspections;
- preparing and participating in safety meetings and safety programs;
- facilitating the preparation of Safe Work Method Statements;
- insisting and ensuring on safe work practices at all times;
- investigating hazard reports and ensuring that corrective actions are undertaken;
- conducting project inductions, toolbox talks and daily team briefings;
- **conducting site specific inductions and ensuring that personnel on the work site have attended the induction and training described in Section 8 of this manual;**
- participating in accident/incident investigations;
- leading by example and promoting OH&S at every opportunity;
- supervising and ensuring compliance with safe work procedures;
- stimulating a high level of safety awareness at all times;
- **ensuring appropriate supervision of personnel**

Signed:



Date: 28 / 08 / 2006

Signed:



Date: 28 / 08 / 2006

6 RISK MANAGEMENT

TCS will not commence any works at a place of work unless:

- TCS has undertaken an assessment of the risks associated with the work to be carried out.
- TCS has attended induction training for the workplace if available.
- Has available at the workplace a written SWMS that includes a copy of the assessment of risk.

TCS will identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk. The risk management process is to be carried out in consultation with the workers.

Identify Hazards:

All potential hazards of the job will be broken down into activities, which follow the sequence of the works to be undertaken. These activities are provided in a Safe Work Method Statement (SWMS) which is a list of job procedures and other work related practices.

For each of the work activities and associated job steps identified in the SWMS provided, TCS will identify potential hazards.

It is the responsibility of each member of the TCS staff to identify hazards.

To assist this process resources such as the following will be used: - WorkCover and trade based Codes of Practice and other publications, e.g. safety alerts; Hazard Profiles for specific trade groups; Workplace experience; and consultation (e.g. Tool Box Talks) with workers experienced in the task to be undertaken.

Assess Risks:

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The attached Risk Class management tool will be used to determine the requirement for management of the risks identified.

Form SMS001-1 will be used to determine the requirement for management of the risks identified.

It is the responsibility of each member of the TCS staff to assess risks and report them to according to the procedure in Section 10 of this manual.

Selection and Use:

A SWMS (Form SMS001-2) will be completed for all Class 1 and Class 2 risks.

For Class 3, risks will be minimised but not recorded on a SWMS.

6 RISK MANAGEMENT (cont)

	Consequence				
	Disaster	Very Serious	Serious	Substantial	Minor
Almost certain	1	1	1	2	2
Likely	1	1	2	2	2
Possible	1	2	2	2	3
Remotely Possible	2	2	2	3	3
Practically impossible	2	3	3	3	3

	Consequence	Risk Class
L i k e l i h o o d	This Risk Class 1 hazard has the potential to: <ul style="list-style-type: none"> permanently disable or kill cause major damage to the structure have significant impact on the surrounding population and environment 	1
	This Risk Class 2 hazard has the potential to: <ul style="list-style-type: none"> temporarily disable or seriously injure cause minor damage to the structure breach the workplace boundary and pollute local environment 	2
	This Risk Class 3 hazard has the potential to: <ul style="list-style-type: none"> cause minor injury be contained within the workplace boundary 	3

7 SAFE WORK METHOD STATEMENT (SWMS)

A Safe Work Method Statement (SWMS) means a statement that

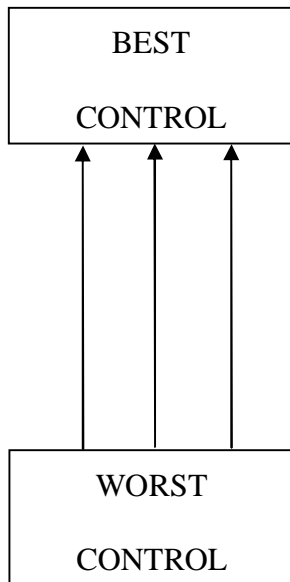
- describes how work is to be carried out
- identifies the work activities assessed as having safety risks
- identifies the safety risks
- describes the control measures that will be applied to the work activities,

and includes a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the personnel doing the work and the training required to do the work.

Using Form SMS001-2, a SWMS will be created for Class 1 and Class 2 risks and show:

- The signature of a management representative and the date signed.
- A description of the work to be undertaken
- The step-by-step sequence involved in doing the work
- The potential hazards associated with each step of the work
- The safety controls that will be in place to minimise these hazards
- The precautions to be taken to protect health and safety
- All health and safety instructions to be given to persons involved with the work
- The name of the person responsible for the Safe Work Method Statement

Safety Controls should be as high as practical in the “Best to Worst” guide shown below, and can be a combination of the 5 levels.



i. Remove the hazard completely

eg. remove risk of electrocution by using compressed air driven tools.

ii. Separate people from the hazard

eg. guards on power tools,
eg. use effective barriers and edge protection,

iii. Use an engineered control

eg. use Earth leakage device on electrical power source.

eg. use scaffolding rather than ladders to reduce risk of falls.

iv. Change work practices

eg. training in lifting techniques.
eg. tagging procedures.

v. Provide personal protection (PPE)

eg. hearing protection, eye protection etc.

NOTE: PPE should be the last barrier to protect people when all else fails.

7 SAFE WORK METHOD STATEMENT (cont)

Selection and Use:

A SWMS (Form SMS001-2) will be completed and signed by an appropriately qualified person/s representing TCS who is competent in the work activity to be undertaken for Class 1 and Class 2 risks.

Employees will review, in consultation, the SWMS and sign where required on SWMS that they understand and are willing to implement the controls required to carry out the work safely.

Work will not proceed until the above two criteria are achieved.

Once the initial SWMS is completed, TCS will revisit the risk assessment process to ensure controls are as high as possible and the risk as low as possible. The SWMS will be reviewed regularly.

8 INDUCTION / SKILLS AND EXPERIENCE

TCS will not allow an employee to start work at a place of work unless the employee has completed appropriate induction training with respect to occupational health and safety.

Procedure:

TCS will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Selection and Use:

The Induction / Skills & Experience Register SMS002 will be made available to customers upon request.

Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.

Where workers are unskilled in the required task appropriate training will be provided prior to commencement of the work and recorded on Induction / Skills & Experience Register SMS002.

Procedure:

TCS will ensure that persons carrying out the nominated work have relevant training including Occupational Health and Safety (OHS) Induction Training. Workers will not carry out any works until they have received the minimum requirements for OHS induction training:

Level 1 General induction

- OHS responsibilities at the workplace
- outline of responsibilities of supervisors
- consultation at the workplace
- health and safety information at the workplace
- identifying safety signs
- the function of work method statements
- principles of risk management (identification, assessment and control)
- reporting mechanisms for unsafe conditions and accidents/incidents
- emergencies and first-aid requirements
- workers compensation and injury management
- overview of common industry hazards including manual handling, hazardous substances, noise, operation of plant, UV radiation, HIV and blood born infection, electrical work, working near traffic, working at heights, hazards associated with drugs and alcohol.
- personal protective equipment.

8 INDUCTION / SKILLS AND EXPERIENCE (cont)

Level 2 Work activity OHS induction

- common hazards, risks and control measures involved in carrying out the work activity
- participation in the hazard identification, risk assessment and control process
- relevant OHS legislative responsibilities, codes of practice and their application to the work activity
- work methods to be used including control measures being implemented to prevent injury
- correct use, handling, storage and transport of plant (including tools, equipment and personal protective equipment) in accordance with the manufacturer's recommendations
- correct use, handling, storage and transport of materials and hazardous substances, including the provision and use of Material Safety Data Sheets
- electrical safety

Level 3 Workplace Specific OHS Induction

- All employees and subcontractors of TCS will attend workplace specific induction as required prior to commencing any works.

Records of induction will be maintained in accordance with current Legislation.

Note that it is understood that work activity induction can occur more than once at a workplace, where workplace circumstances have changed.

9 WORKERS COMPENSATION & REHABILITATION / RETURN TO WORK

Procedure:

TCS will provide Workers Compensation insurance for all employees and other persons deemed to be employees under relevant Workers Compensation legislation. The trade and occupation of each employee at the workplace and their salaries will be recorded.

A record of the insurance will be provided to customers on request with an attached current copy of the policy details issued by the insurer. See form SMS003.

Where TCS introduces a specialist sub-contractor to the project, TCS will ensure that the sub-contractor's insurances etc are current.

Injured persons will be encouraged to return to work as soon as they are able.

Assessment:

Where contractors are engaged to carry out work their ability to be considered an "employee/s" under Workers Compensation Legislation will be assessed.

10 HAZARD REPORTING

Procedure:

TCS will encourage all employees to report hazards immediately. Our staff will investigate all reported hazards and document corrective actions. The OHS representative will consult with employees before deciding on the corrective action that will be taken. Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on the next page. The site supervisor will complete a Hazard Report (see form SMS004) where hazards cannot be corrected immediately.

TCS will maintain completed Hazard Report (SMS004) forms at the workplace and provide copies to customers on request.

Hazards identified which are beyond the scope or control of TCS staff will be reported to the company or persons concerned.

Assessment:

When a hazard is identified in the workplace a Risk Score will be assessed immediately using the categories outlined in the Risk Management section of this document. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers – i.e. immediate, within 24 hours, within 48 hours and so on.

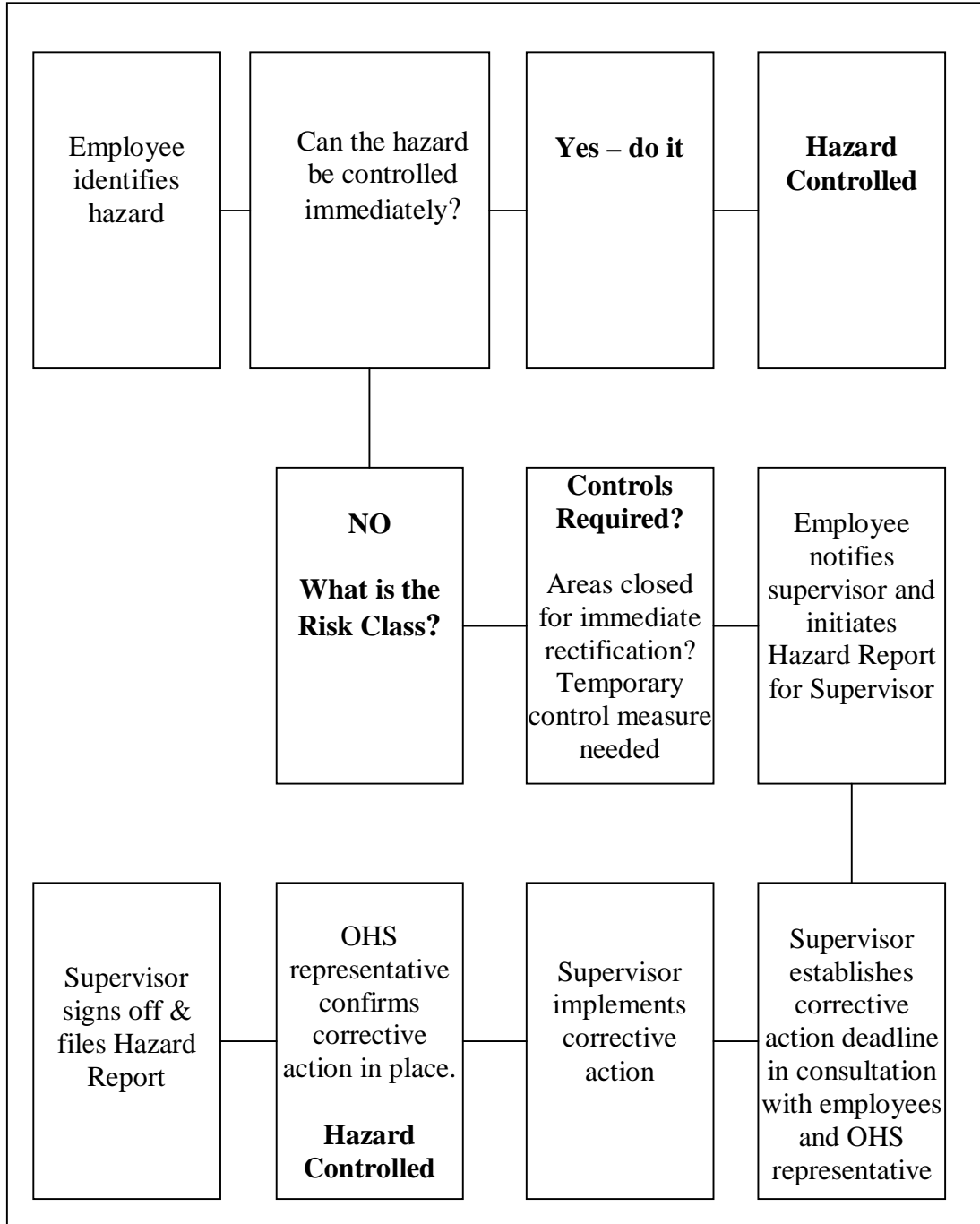
Corrective Actions:

The Hazard Report will be signed by the site supervisor and presented to the OHS representative.

The above-mentioned supervisor shall sign off the report when satisfied that all items on the report have been satisfactorily actioned. Copies of the signed off reports will be recorded in this Safety Management System.

10 HAZARD REPORTING (cont)

Hazard Reporting Procedure & Responsibility



11 ELECTRICAL

Procedure:

TCS will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the applicable Code of Practice or Australian Standard. Where a more specific provision is not made in the Code of Practice conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules.

All electrical equipment to be brought to the workplace will be listed in the Electrical Equipment Register SMS005. The register will be completed prior to commencement of the work and maintained.

Inspection & Tagging:

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person and labelled with a tag of current date before being used in the workplace. A record of the currency of all electrical equipment will be recorded on form SMS005.

Selection and Use:

- Whilst at the workplace any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
- Where an electrical item is located without a current inspection and test tag, proof of the electrical items currency of inspection and test will be provided or the item removed from the workplace immediately.
- When used for building or construction work all electrical equipment will be protected by an Earth Leakage protection device at all times.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands.
- Extension leads will not be joined together.
- All plugs and sockets will be non-rewireable (moulded) or transparent.
- Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose, e.g. pump.
- Where electrical equipment is hired, e.g. portable generators, work lights and extension leads, TCS will ensure that the same requirements for Occupational Health and Safety as those required in the workplace are specified to the Hire Company as a condition of the Hire Agreement.

12 HAZARDOUS SUBSTANCES

Procedure:

TCS will maintain copies of MSDS for hazardous substances that will be used at the workplace and enter this information into the register of hazardous substances. This information will be provided to customers on request.

A Materials Safety Data Sheet tells you:

- the ingredients of a product
- the health effects of the product and first aid instructions
- precautions to follow when you use the product, and
- safe handling and storage information.

No substances will be brought to the workplace without a current MSDS. All substances to be brought to the workplace will be listed in form SMS006.

Selection:

TCS will consider the following when selecting hazardous substances:

- Flammability and explosivity;
- Carcinogenic classification if relevant;
- Corrosive properties;
- Environmental hazards;
- Toxicity (short and long term);
- Chemical action & instability;
- Extent of PPE required;
- Storage requirements.

Storage:

- All storage and use of hazardous substances will be in accordance with the MSDS.
- All hazardous substances will be stored in their original containers with the label intact at all times.
- Hazardous substances of any quantity will not be stored in crib rooms, container sheds or offices.

Use:

- Where practical the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- TCS will refer to WorkCover and WorkSafe Publications for advice as required.
- Advice on a substance will be obtained from a chemical database, (e.g. Chemwatch) as required.
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task. A “sign off” on the appropriate Record of Toolbox Talk SMS012 or the training recorded on form SMS002 will provide confirmation of this training.

13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Procedure:

Where other means of protection are not practicable TCS will supply clothing or equipment designed to protect parts, or all, of the body. This equipment may include: Steel cap boots, hard hats, gloves, hearing protection, high visibility garments, breathing apparatus, thermal wear, eye protection, sun cream, safety belts and harnesses. A Company register of issued PPE will be made available to customers on request.

Assessment:

During the development of control measures for SWMS the “Best” to “Worst” guide to controls outlined in the SWMS section of this Safety Management System will be used to help minimise reliance on PPE.

Selection and Use:

- TCS will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Australian Standard. Proof of Australian Standard compliance will be provided, e.g. labelling.
- All issues of PPE to each individual will be recorded on form SMS010.
- Each employee will be instructed and or trained in the correct use of each PPE item prior to use.

14 FIRE PROTECTION

Procedure:

TCS will ensure there is an appropriate level of fire extinguishers available for the activity they are engaged in.

A list and current service history of all fire fighting equipment to be brought to the workplace will be maintained on form SMS011.

TCS will ensure that all service vehicles are fitted with an appropriate fire extinguisher.

Inspection:

TCS will check the “charge level” of all of our fire extinguishers at the workplace at regular intervals. All fire extinguishers will be serviced and maintained by competent persons and a record completed and maintained in accordance with Australian Standard AS-1851.

Combustible materials will not be allowed to accumulate in work areas to prevent a fire risk.

Selection and Use:

A record of the training provided will be recorded in Form SMS002 of this Safety Management System.

All personnel will be made aware of the site-specific emergency procedure and emergency service phone numbers shall be clearly displayed at a central phone location.

15 TRAINING AND CONSULTATION

Procedure:

Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk. To assist in hazard identification and the development of controls TCS employees will attend a Tool Box Talk conducted at required intervals by

1. Road Traffic Manager
2. General Manager

All Tool Box Talks will be recorded on Record of Training & Consultation SMS012 and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

TCS employees will also attend third party training or induction courses from time to time and records of this training will also be recorded on Record of Training & Consultation SMS012 and signed off by participants.

Participation:

TCS recognises that consultation with workers is essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Tool Box Talks will be used to help TCS manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the course of works. Where required, specific safety issues will be raised, accidents reviewed, SWMS' developed and presented for evaluation and familiarisation or safety alerts discussed.

Tool Box Talks will be used to induct workers into and "sign off" their understanding of the controls provided in SWMS for the specific work in which they will be involved.

16 FIRST AID & ACCIDENT INVESTIGATION

Procedure:

TCS Instruments will provide a first aid kit for every vehicle (staff member). Replenishment of this first aid kit is reliant on the individual as items are used. The first aid kits will be checked annually by the OHS representative.

First aid kits will also be located in each of TCS Instruments offices.

The General Manager shall be responsible for ensuring that first aid equipment is complete and keep a register of staff formally trained in first aid. Where no staff member is formally trained, consideration will be given to sending selected members of staff for training.

In the event of an injury, the event shall be managed by a formally trained first aid staff member or the most senior member of staff. If the injury is serious, implement the Emergency Plan (see Section 17 of the manual).

Reporting:

All injuries will be reported to the appropriate staff member and OHS representative and customer personnel at the workplace if applicable. Injuries will be recorded in the First aid report / Register of Injuries book (proformas of these are available from your insurer). Copies of workplace injury incident reports will be made available to customers upon request.

TCS will keep Records in accordance with statutory requirements.

The statutory reporting function is where the injured person is unfit for work or not able to perform their normal duties for 7 days in ACT/NSW, 48hrs in VIC, and 24 hrs in QLD/SA. The employee can be back at work on alternate duties for 7 continuous days and it still needs to be reported to WorkCover.

Investigation:

TCS will investigate all accidents as soon as practical within a maximum of 24 hours. Investigation will be recorded on Accident Investigation form SMS013 or its equivalent. Accidents will be recorded, investigated and reported by the site supervisor, General Manager and OHS representative.

17 EMERGENCY PLAN

Actions:

If an emergency occurs:

- Call 000 and request attendance by emergency services. DO NOT assume others will do this.
- Check on your work mates and others in the vicinity after checking for your own safety.
- Call a work emergency contact.
- You may be advised to evacuate the immediate area.
- Seek medical attention if you or anyone around you is injured - apply the basic first aid until professional medical assistance arrives.

In the event of fire at the premises:

- Stay low to the floor, as the smoke, poisonous gases and heat will rise to the ceiling.
- Cover your nose and mouth with a wet cloth and protect any exposed skin.
- Vacate the building as quickly and safely as possible and proceed to the agreed assembly area.
- Do not go through closed doors that are hot. There may be fire on the other side.
- If you cannot escape, hang a light coloured sheet out the window to alert rescuers to your presence.

Emergency services:

Organisation	Responsibility	Phone
Police	Emergency incidents where required	000
Fire Brigade	Emergency incidents where required	000
Ambulance	Emergency incidents where required	000
State Emergency Service	Emergency incidents where required	132 500
RTA Transport Management Centre	Transport incident, road closures	8396 1686

17 EMERGENCY PLAN (cont)

Emergency contacts

Position	Name	Phone
General Manager	Harald Kolodziej	0416 258 563
Executive Manager	Darryl Pearce	0418 422 305
Executive Manager	Antonio Fantasia	0418 423 735
Road Traffic Manager	Sam White	0411 054 932

Resources:

Fire extinguishers are located:

- In each vehicle
- Adjacent to the front door
- At the top of the stairs adjacent to the meeting room

First aid kits are located:

- In each vehicle
- Adjacent to the kitchen sink

Hazardous materials:

TCS does not have stores of hazardous materials or chemicals.

18 SAFETY MANAGEMENT SYSTEM FORMS

Safe Work Method Statement / Job Safety Analysis	SMS001
Induction / Skills & Experience Register	SMS002
Workers Compensation	SMS003
Hazard Report	SMS004
Electrical Equipment Register	SMS005
Hazardous Substances Register & Risk Assessment	SMS006
Personal Protection Equipment Register	SMS010
Fire Protection Register	SMS011
Record of Tool Box Talk	SMS012
Incident & Accident Investigation	SMS013