GTA SAFETY GUIDELINES

Workplace health and safety (WHS) principles

An employer is required by law to provide every employee with a workplace that is, as far as reasonably practicable, free from risk to the employee's health and safety.

The laws also require that employees:

- take steps to protect their own health and safety by following safety instructions and by using safety equipment; and
- are also obliged to speak up if they feel they are being asked to do something they are not comfortable with.

Workplace health and safety laws have been written to get people to review and talk with each other about the risks that exist at work. The laws seek to get people to find ways to remove risks before anyone gets hurt.

Every business in the grain industry is different and, even though there are similarities in work practices and risks, every business needs its own risk control solution to achieve the best safety outcome.

Members are reminded that each business has an obligation to develop a Safety Management System (SMS) designed around the particular needs and operations of that business. These Guidelines are intended to be a guide only, for consideration by Members when formulating their own particular SMS and are not intended to replace or substitute a business' individual SMS.

Specific Principles:

- All injuries are preventable;
- Everybody is responsible for safety in the workplace;
- All employees are personally responsible for their own safety and others in the workplace;
- Management will lead on safety and is also personally responsible for a safe working environment;
- Nothing is that important if it creates risk that cannot be controlled;
- Speaking out about safety and risk is welcomed and supported.

Making work safer in grain logistics, warehousing and transport

There are many tools and guides that can be used to assess and control the specific risks in your workplace.

1. **Consultation**

One key step is to engage and consult with your employees on health and safety issues as this can result in a safer workplace. That's why consultation is an important part of risk management. In certain situations, employers should consult about health and safety issues with employees and health and safety representatives (HSRs) if they have them.

2. **Risk management process**

Each workplace must employ a risk management process

- Find the hazards in your workplace.
- Assess the risks associated with those hazards.
- Control the risks.
- Monitor and review your risk controls. Revise the controls if they are not working.

Occupational health and safety – your legal duties

An employer has responsibilities under the Occupational Health and Safety Act 2004.

Employer health and safety duties:

- For your employees, you should provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable. As part of this you must, so far as is reasonably practicable:
    - Provide and maintain safe plant (machinery and equipment).
    - Provide and maintain safe systems of work - for example, controlling entry to high-risk areas and providing systems to prevent falls from heights.
    - Ensure the safe use, handling, storage or transport of plant or substances.
    - Keep workplaces that you manage and control in a safe condition, free of risks to health (for example, ensure fire exits aren't blocked, and the worksite is generally tidy).
    - Provide suitable facilities for welfare at any workplace you manage and control.
    - Give your employees the necessary information, instruction, training or supervision to enable them to do their work in a way that is safe and without risks to health.

How do you know what's reasonably practicable?

The law requires employers to eliminate risks so far as is reasonably practicable. To decide what is reasonably practicable, you should consider:

- the likelihood of the hazard or risk occurring;
- the harm that would result from the hazard or risk;
- what a person knows (or should know) about the hazard or risk, and ways to eliminate or reduce it;
- availability and suitability of ways to eliminate or
- reduce the hazard or risk; and
- cost of eliminating or reducing the hazard or risk.

COMMON INDUSTRY HAZARDS AND BASIC RISK CONTROLS

The following is a list of some of the common industry hazards associated with grain handling and steps that can be taken to minimise risk for employees.

Common Industry Hazards	Risk Controls
- Strain from repetitive movements, like shovelling or loading and unloading;	- Be wary of the dangers of repetitive work.
- injuries from lifting, pushing and pulling heavy loads;	- Consider the weight prior to lifting - Always use an efficient lifting posture.
- Fixed and mobile Plant	- Ensure all moving parts are guarded - Exclusion zones should be employed around areas of risk and established safe pathways should be considered. - All equipment is to be maintained and in working order.
- machinery and vehicle noise;	- Wear ear protection whenever there is excessive noise.

• electricity;	• Do not work on or enter any plant and equipment which has not been isolated from all sources of energy unless specifically permitted by an approved procedure for testing, commissioning or hygiene purposes.
• slips and trips;	• Ensure all walkways are clear of trip hazards and that adequate signage is in place where slippery surfaces and or trip hazards do exist.
• falls from height, such as when loading a road truck or rail wagon;	• Do not work outside a walkway or platform without an approved fall prevention system in place.
• being hit by forklifts and trucks;	• Ensure there is an exclusion zone to separate people from mobile equipment.
• exposure to dust particles and the risk of dust explosions;	• Be aware of the risk associated with flammable grain dust and ensure all employees have appropriate filtration masks when working in high grain dust concentrations.
• damage to eyes from grit and dust particles;	• Provide and ensure all employees wear eye protection.
• exposure to chemicals and fumigants;	• Do not enter areas under fumigation or where high concentrations of chemicals are likely.
• working alone;	• The person working alone must be able to manage events that are likely to occur and to follow procedures to: • establish regular contact with a nominated person; and • be able to obtain emergency assistance.
• working in confined spaces.	• Ensure all confined spaces are identified and are clearly marked. • Do not enter a confined space without an established risk management plan.

SAFETY CHECKLIST

All workplaces should consider performing regular safety checks to ensure workplace dangers are removed. The following are examples of steps that should be considered:

✓	Do you have an induction process for employees, contractors and visitors?
✓	Do you have a workplace health and safety policy, and do you have procedures that are followed for all tasks?

✅	Do you have a consultation/communication system with employees? Is there an emergency response plan for the business?
✅	Do you have a documented process for hazard, accident and incident reporting? Are there adequate amenities for people in the workplace?
✅	Do workers possess licences and/or certificates of competency for the plant they operate and tasks they undertake? (e.g. forklift licence, driver's licence, chemical user's certificate)
✅	Does all plant and equipment used in the workplace comply with regulations? (includes guarding, noise, design, maintenance and use)
✅	Do you have a process for managing work environment hazards including noise, dust, hot and cold conditions and sun exposure?
✅	Have you addressed child safety in the workplace?
✅	Are chemicals managed correctly – records, storage, personal protective equipment, usage, safety data sheets, signage?
✅	Have you displayed adequate signage in the workplace? (e.g. visitor directions, traffic movement, specific hazards, use of personal protective equipment, general warnings, confined spaces)
✅	Does personal protective equipment meet legal requirements – quality, comfort, storage, maintenance, usage?
✅	Do you have a policy/procedure which enables people working in remote and isolated locations to receive assistance in emergency situations?

COMPARING POOR AND EXCELLENT SAFETY PRCTICES

The following Table is provided to assist with understanding what is considered good practice in workplace safety.

STEPS	POOR PRACTICE	EXCELLENT PRACTICE
Management Practices	✓ No clear understanding of safety principles and safety practices	✓ Management and workers are aware of and apply all safety procedures
	✓ No time or money allocated to safety	✓ Adequate time and money provided for safety responsibilities
	✓ Safety is not a priority in the business and is not promoted by management	✓ Management promote safety as a high priority and lead by example.
Employee engagement and participation	✓ No safety consultation processes are employed	✓ Agreed consultation processes are used to discuss safety issues and are working effectively
	✓ Workers are not involved in safety	✓ Workers actively develop policy and procedures and are fully involved in safety
	✓ Feedback from employees is discouraged	✓ Feedback from employees is actively encouraged
Safe Work Procedures	✓ Business safety risk not identified, or controls developed	✓ Business safety risks are identified, and appropriate risk controls are employed
	✓ There are no safe work procedures	✓ Safe work procedures are developed, implemented and reviewed for all these tasks
Supervision and Training	✓ Business does not induct new employees	✓ All new employees and contractors are inducted and supported as they are onboarded
	✓ No safety training is provided, and employees / contractors are not made aware of safety issues / risks	✓ Workers are trained in safe work procedures before starting tasks and are made aware of any safety issues / risks
	✓ There is no safety supervision and assessment	✓ Employees are supervised and are always constantly asked to demonstrate that they can do their tasks safely

	that employees are capable of doing tasks safely	
Maintaining a Safe Environment	✓ The workplace is not scanned to identify hazards	✓ Regular workplace scans are carried out to detect risk
	✓ Work areas and tools and equipment are not maintained	✓ Workplace tools and equipment are maintained to a safe standard
	✓ Employees are provided training and information to allow them to do their job safely	✓ Workers are provided with easy to understand information and training on how to do their job safely
	✓ There is no formal process to record accidents and near misses that occur	✓ A well structured and known process exists to capture and record accidents and near misses.
	✓ There are no plans for emergency situations	✓ Employees have access and are aware of plans when an emergency occurs
Recording Events	✓ There is no capture of accidents and near misses	✓ All accidents and near misses are captured and followed up on
	✓ Following an incidence there is no follow up or review of safety	✓ Following an incidence there is a review of procedures and training
	✓ Induction and training is not recorded	✓ Detailed records are kept of all induction ad training