RISK & HAZARD MANAGEMENT MANUAL

Mount Lofty Golf Estate Pty Ltd

September 2022

MOUNT LOFTY
Golf Estate

Mount Lofty Golf Estate Pty Ltd
35 Golflinks Rd, Stirling SA 5152
P: 08 8339 1788
W: mountloftygolfestate.com.au
ABN: 67 625 359 837

CONTENTS

Disclaimer

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the relevant legislation.

This review represents an assessment of risk at a point in time. MLGE must conduct its activities in a changing environment due to the dynamics of both the strategic and organisational environments.

The information in this Guide is intended to provide golf course and groundskeeping employers and workers with an overview of the occupational health and safety requirements.

PART A: HAZARD MANAGEMENT & WHS ARRANGEMENTS

1. PURPOSE

The purpose of this Plan is to establish and maintain an effective health and safety management system.

The Mt Lofty Golf Estate (MLGE) is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance.

This plan will assist MLGE in meeting its obligations in accordance with work health and safety legislation.

This plan applies to all officers and workers and to other persons at risk from work carried out at MLGE workplaces.

Please note, an operator for the Hotel has not been agreed. The Risk Hazard Management Plan will be revisited upon the appointment of an operator.

2. WORK HEALTH AND SAFETY (WHS) POLICY

The OHS Policy is a statement that defines the employer's commitment to a healthy and safe workplace. It determines the level of health and safety in the workplace in the same way that commitment to quality determines the quality of the end product or service. It must be communicated to all workers and updated every year for true impact.

The Statement of Commitment and the Implementation of Policy Commitment provide the overarching direction MLGE will follow in pursuit of workplace health and safety outcomes. These commitments are:

2.1. Statement Of Commitment

MLGE is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Work Health and Safety Act 2011 (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

This Hazard Management/ WHS Management Plan and MLGE's WHS Policies and Procedures set out the safety arrangements and principles which are to be observed by MLGE and its workers to ensure compliance with the WHS Act and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

2.2. Implementation Of Policy Commitment

MLGE is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors, labour hire workers, outworkers, apprentices, students or volunteers) while they are at work, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations. This will be achieved by:

- providing and maintaining a healthy and safe work environment through the

implementation of safe work practices, safe systems of work and the provision of safe plant and equipment;

- ensuring that workplaces under the control of MLGE are safe, without risk to health, and have safe means of access and egress;
- routinely consulting in order to maintain effective and co-operative relationships between
- and its workers, and with other duty holders, on health and safety matters in the
- workplace; and
- reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

MLGE's commitment to providing safe and healthy working environments for its workers includes:

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

2.3. Health & Safety Program

An OHS Program is an organised, written action plan to identify and control hazards, define safety responsibilities, and respond to emergencies. The objective of a program is t integrate safety and health into all work practices and conditions.

Here are the components of an OHS program required for workplaces:

- Training and supervision
- Written work procedures
- Hazard identification system
- Workplace inspections
- Investigations of incidents and injuries
- Keeping records and monitoring effectiveness

3. DEFINITIONS

Terminology	Definition
Person Conducting a Business or Undertaking (PCBU)	A PCBU has the primary duty of care to ensure, so far as is reasonably practicable: • The health and safety of its workers while they are at work, and • That the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU. MLGE is a PCBU

Officer	It is an officer's duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act. • The Members of the Board for MLGE will usually be Officers under the WHS Act. • The General Manager may be an Officer under the WHS Act Note: A person is an Officer under the WHS Act only if they "make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation's financial standing". Whether a person is an Officer or not under the WHS Act will depend on the facts of the particular situation.
Worker	Previously known as 'employee'. The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.
Health and Safety Representative (HSR)	A worker elected by members of their work group to represent them in health and safety matters.
Other persons	Includes any visitors

4. RESPONSIBILITIES

As the duty holder, MLGE, being the PCBU, must:

- ensure the health and safety of its workers and others in our workplace
- ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- provide and maintain a work environment that is without risks to health and safety
- provide and maintain safe plant and structures
- provide and maintain safe systems of work
- ensure the safe use, handling and storage of plant, structures and substances
- provide adequate facilities for the welfare of workers
- provide information, training, instruction and supervision
- monitor the health of workers and the conditions of our workplaces. Specific duties as a PCBU also include:
- record and notify Work safe authorities. of any notifiable incidents arising out of the conduct of the business or undertaking
- ensure authorisations are in place for any high risk work or plant
- consult so far as reasonably practicable with other PCBUs or persons who have a duty in regard to a work health and safety matter
- consult so far as reasonably practicable with workers, their representatives and Health and Safety Representatives on work health and safety matters.

4.1. The Chairperson and members of the Board

The Chairperson and members of the Board, as officers, are responsible for ensuring that complies with any duty or obligation under the WHS Act. This is achieved by these officers exercising due diligence, which means they:

- acquire and keep an up to date knowledge of work health and safety matters
- gain an understanding of MLGE's operations and the hazards and risks involved
- ensure that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way
- ensure that MLGE has, and implements, processes for complying with its WHS duties and obligations
- verify the provision and use of the resources and processes listed above.

This may include:

- having work health and safety as a standing agenda item for each Board meeting
- integrating WHS laws into everyday business through consultation with Managers and all workers
- developing a work health and safety management system framework, which will be reviewed on a regular basis by the Chairperson and Board members
- ensuring that WHS risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:
- development and maintenance of a WHS risk register
- development and maintenance of WHS policies and procedures
- ensuring an effective injury/incident reporting procedure
- ensuring appropriate processes are in place for WHS issues relating to contractor management
- ensuring that the procurement of any equipment takes into account WHS matters
- ensuring that regular hazard inspections of the MLGE workplaces occur
- ensuring that WHS is a standing agenda item at all staff meetings
- incorporating WHS updates and information into regular reporting provided to the Board by General Managers
- ensuring that WHS issues are part of all training provided for staff, including induction
- ensuring that contractors and visitors to MLGE are provided with appropriate and reasonable WHS information at site entry, and
- ensuring that the work environment is a safe environment.

4.2. General Manager

The General Manager, (if an officer), is responsible for ensuring that WHS policies and procedures are implemented in the workplace and/or systems of work under their control. As an integral part of their normal duties, the General Manager will:

- consult with their workers on measures to protect their health and safety
- actively follow agreed safety practices and model positive attitudes towards health and safety matters
- arrange for their workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures
- notify the Chairperson and/or other members of the Board of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers
- ensure that all workers are informed of this policy

- undertake consultation with all managers and workers on change that may affect their health and safety
- ensure that WHS is a standing agenda item at all staff meetings
- communicate WHS matters to the Chairperson of the Board.

4.3. Managers and Leaders

Managers and leaders are responsible for providing a workplace that is, as far as reasonably practicable, safe and healthy workplace for workers and visitors, in particular in the areas of their control. This includes:

- modelling health and safety leadership
- demonstrating a commitment to good health and safety performance, by:
- talking about safety at regular meetings
- ensuring safe work procedures are followed
- reporting incidents, hazards and safety concerns promptly
- assessing task risk and not allowing an activity to continue until it can be controlled adequately
- fostering a strong work health and safety culture where worker input is valued
- promoting and implementing the MLGE Work Health and Safety Management System
- actively support the identification of hazards and risks and the management of these
- understand and monitor safety performance objectives
- proactively manage other duty holders (e.g. contractors), when required.

4.4. Workers

Workers must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by the General Manager, as well as co-operating with any reasonable policy or procedure which relates to workplace health and safety. On a day to day basis, this includes:

- to the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely
- making sure that the work area safe when leaving it
- make proper use of all appropriate safeguards, safety devices and personal protective equipment
- follow agreed safe working practices and rules
- report all known hazards, accidents and incidents as soon as possible.

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

4.5. Contractors

Contractors, sub-contractors and self-employed persons are defined as "workers" under the WHS Act if they carry out work in any capacity for MLGE. They are required to:

- comply with the requirements of the WHS legislation
- have in place any work health and safety policies and programs required under State or Territory safety legislation
- consult with MLGE about safety matters and comply with MLGE policies
- work safely and to include the safety of MLGE staff and visitors in their safety plans.

If any staff member believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.

4.6. Visitors

Visitors and other persons to MLGE also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- take reasonable care for their own health and safety and for the health and safety of other persons
- comply with, so far as they are reasonably able, all reasonable safety directions provided by MLGE staff
- report all safety related incidents to MLGE staff
- ensure the adequate supervision of any accompanying children
- not enter any restricted area without authorisation or escort
- not bring or consume alcohol or illegal drugs at MLGE workplaces
- not willfully or recklessly interfere with MLGE property.

Every individual in a workplace has a direct responsibility for creating a healthy and safe workplace. The responsibility is shared, from owners/ operators through a management team and to all workers.

Below is a sample of OHS responsibilities for quick reference, and states the duties of employees, workers, and other persons:

POSITION	OHS RESPONSIBILITIES
Owner/ Operator and Senior Manager	• Provide policy direction and planning • Review control information • Delegate responsibility and authority • Allocate budget • Cooperate with safety committees and representatives • Hold line managers accountable for safe production • Make sure line managers have adequate resources and support • Assist the health and safety committee or representative
Supervisors	• Train operators and others • Supervise workers to ensure safe work procedures are followed correctly • Communicate hazard information and control procedures • Consult with workers on matters of health and safety • Provide feedback to senior executive • Hold accountable those managers, supervisors, and workers reporting to them
All Workers	• Comply with company rules and procedures

	• Wear personal protective equipment as required • Use machinery, equipment, and materials only as authorised • Follow job procedures • Report hazards, unsafe conditions, or actions to your supervisor • Report incidents • Report all injuries for first aid, no matter how minor
Health & Safety Representatives	• Make recommendations on health and safety issues • Take worker health and safety concerns to management

The OHS responsibilities should be clearly stated to and understood by everyone to which they apply, and they must be set out in an OHS policy where a policy is required.

5. CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open communication between workers and managers is important to ensuring a safe workplace. Therefore, workers are encouraged to:

- ask questions relating to WHS
- bring up safety concerns
- make recommendations regarding WHS
- give regular feedback
- become involved in evaluation of safety issues
- participate in any WHS related problem solving process.
- It is important that workers help shape decisions about WHS particularly when:
- identifying hazards and assessing risks
- making decisions about ways to eliminate or minimise those hazards or risks
- proposing business changes that may affect the health and safety of workers
- purchasing of new equipment or substances
- developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their manager and/or Health and Safety Representative. If the issue identified remains unresolved, it should be raised directly with the General Manager.

5.1. Health and Safety Representatives (HSR)

HSRs are elected by members of a work group in order to represent the interests of that work group in matters relating to work health and safety. HSRs must undertake approved training to exercise their powers, and may:

- consult with workers on a regular basis
- inspect a work area as required
- participate in workplace accident and incident investigations as required
- participate in any change management discussions that may affect the health and safety of workers
- provide advice to managers on the welfare of workers in their work group.

HSRs cannot exercise their powers under the Act unless they are trained. HSRs are not liable for acts or omissions that are undertaken in good faith. HSRs are not entitled to personal or

medical information about a worker without their consent unless that information is of a general form that does not identify workers specifically.

5.2. Health and Safety Committee

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety in the workplace. At the Health and Safety Committee will meet quarterly and:

- facilitate co-operation between the PCBU and workers in the instigation, development and implementation of WHS policies and procedures
- assist in developing standards, rules and procedures relating to health and safety
- consult with workers regarding their WHS concerns
- consult with management regarding worker WHS concerns including change that may influence WHS more broadly
- ensure the conduct of regular workplace inspections.
- ensure that the minutes of the latest Health and Safety Committee meeting will be made available for all workers to review.

6. TRAINING

The General Manager will conduct a training needs analysis and arrange for appropriate WHS training to be undertaken by workers as required.

Where required, MLGE workers are to demonstrate their competencies to perform required tasks safely. In tasks with a high potential for injury, a separate documented assessment of a person's competency may be undertaken.

As a guide, competency assessments should be signed and dated by the assessor/assessed and contain the following elements:

- task or equipment description
- information on licenses held (or other relevant qualifications)
- a checklist containing the essential competencies that were demonstrated, and
- comments or confirmation that the competency was met.

MLGE is committed to developing a suite of competencies to deal with all safety sensitive work tasks.

7. WHS RISK ASSESSMENT

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- elimination (removal of the hazard)
- substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one within is not hazardous)
- isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- engineering (e.g. guarding on machinery)

- administrative (e.g. provision of training, policies and procedures, signage)
- personal protective equipment (e.g. use of hearing , eye protection, high visibility vests).

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments will ensure that MLGE achieves the goal of eliminating or minimising the risk workers may be exposed to.

8. RIGHT OF ENTRY

A WHS permit entry holder must also hold a current Fair Work Act 2009 entry permit. Their WHS entry permit and photographic identification must be available at all times for inspection. Where there is a suspected workplace WHS contravention, a permit holder is not required to give prior notice. However, as soon as reasonably practicable they must give notice of their entry and the suspected contravention to MLGE or the person with management or control of the workplace.
The permit holder may, in relation to the suspected contravention, inspect any work system, plant substance or structure; consult with MLGE and its workers; be allowed to inspect and make copies of relevant documents (unless to do so would contravene a State or Commonwealth law); and warn any person of a serious risk to health and safety if immediate or imminent.

Otherwise a permit holder is required to give at least 24 hours' notice (and no more than 14 days) to the MLGE before entering a workplace to consult on WHS matters or provide advice on those matters to relevant workers.

MLGE must not, without reasonable excuse, refuse or unduly delay a permit holder's entry into a MLGE workplace or obstruct them from exercising their rights under the WHS Act.

The permit holder must not intentionally and unreasonably delay, hinder or obstruct any person or disrupt any work at a workplace or otherwise act in an improper manner.

9. WHS ISSUE RESOLUTION

Wherever possible, any WHS concerns will be resolved through consultation between workers, their representatives and/or their manager. If the concern cannot be resolved, then it can be referred to the General Manager for resolution. Ultimately any issue remaining unresolved may be referred to the Board. Where the issue remains unresolved the default procedure for issue resolution set out in the WHS Regulations must be followed.

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask Work safe authorities to appoint an inspector to assist in resolving the matter.

PART B: GENERAL WHS INFORMATION

1. EMERGENCY PROCEDURES

An emergency evacuation plan has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:

- office/ reception
- common areas
- workshops
- sheds
- male toilets
- female toilets

The Emergency Contacts List is at *Attachment 1*. All fire emergency equipment, such as horns, sirens, and fire extinguishers, will be tested by an approved provider every 12 months.

2. HAZARD/INJURY/ INCIDENT REPORTING

How to Report a Hazard or Injury or Incident:
All managers and workers including contractors are required to complete an incident form if a hazard/ injury/ incident occurs, and:

- Advise the Department Manager of the incident or injury or hazard
- For recording purposes complete a Hazard/ Injury/ Incident Report Form
- Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
- All hard copy forms should be signed by the relevant parties
- The Department Manager or their delegate must record all injuries on the injury register

The Hazard/ Injury/ Incident Report form is at ***Attachment 2***.

3. REPORTING OF NOTIFIABLE INCIDENTS

Any serious incidents or illness must be notified immediately to your Department Manager. After becoming aware that any such incident has occurred, it is the Department Manager's responsibility to report 'notifiable incidents' to the GM and ensure work safety authorities are notified. If you want to claim work compensation you must lodge a claim for work related injury or stress. By law, the club can't refuse your claim and can't dismiss you for making a claim.

Definition of "notifiable incident": 'Notifiable incidents' include the following:

- the death of a person
- a serious injury or illness of a person

Serious injury or illness includes immediate treatment as an in-patient in a hospital; immediate treatment for certain serious injuries; or medical treatment within 48 hours of exposure to a substance

- a dangerous incident

A 'dangerous incident' means any 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 caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled

escape of gas or steam.

HAZARD/INCIDENT/INJURY REPORTING—SUMMARY FOR THE DEPARTMENT MANAGER

- Ensure that the manager or worker has completed a hazard/incident/injury form.
- Review the incident with the manager or worker to determine if any actions need to be taken to eliminate or minimise the risk of the incident or hazard recurring.
- Complete the injury register.
- If the incident results in a death, serious injury or illness or a dangerous incident, notify Work Safety authorities immediately.
- Maintain records of all the above.

4. FIRST AID

Definitions:

- 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.
- First aid officer is 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.

MLGE has in place the following first aid procedures, as required by First Aid in the Workplace Code of Practice

- The appointment and training of First Aid Officers (FAO)
- The provision of first aid kits within the workplace
- Clear signage with the name of the FAO and the location of the first aid kits
- The provision of a suitable first aid kit in all MLGE vehicles. It is the FAO's responsibility to ensure that the contents of all first aid kits are maintained

First Aid Officer Training:

- The minimum level of training for a FAO is the Senior First Aid Certificate (or equivalent)
- Refresher training should be undertaken every three years.

First Aid Officer Responsibilities:

- The FAO is approved to render first aid assistance in the workplace.
- The FAO should ensure that they do not administer first aid services beyond their level of training.

> A record of any first aid treatment given should be kept by the FAO and reported to the Department Manager on a regular basis to assist with reviewing first aid arrangements.

Contact details for MLGE FAOs are displayed on all noticeboards.

FIRST AID—SUMMARY FOR THE DEPARTMENT MANAGER

- Ensure that a First Aid Officer (FAO) has been appointed and trained.
- Keep a copy of the FAO's qualifications.
- Ensure that a first aid kit is provided and maintained by the FAO.
- Advise all managers and workers of the name of the FAO and the location of the kit.
- Place a sign on the wall where the kit is located.

- First Aid in the Workplace Code of Practice [link here] available on the Work safe authorities. website.

5. WHS TRAINING AND INDUCTION

5.1. Training

MLGE is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for MLGE to achieve a safe workplace. The WHS training needs for MLGE will be determined in consultation with managers and workers, as well as through review of the WHS Risk Register, however it can be generally categorised into three kinds:

- Generic WHS Training—skills and knowledge which is commonly required, e.g. induction training, WHS risk management training, evacuation procedures.
- Risk Specific WHS Training—training required for those persons conducting activities with a specific risk to health and safety or a verification activity, e.g. first aid training, hazardous substances training, manual handling training, confined spaces training, working from heights.
- Task Specific WHS Training—skills and licensing which are required depending on the specific hazards and risk, e.g. any farm equipment operation, high risk work licenses such as for driving forklifts, cranes.

5.2. Documentation for Training

Training records shall be maintained as evidence of training delivery and assessment of competence.

5.3. WHS Induction

All new managers and workers are required to be provided with WHS information regarding the workplace as part of their overall induction and introduction to MLGE. A thorough WHS induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely.

The WHS Induction Checklist at ***Attachment 3*** should be used in conjunction with the general induction training program for land workers to ensure that all new workers are aware of the WHS systems, policies and procedures in place within MLGE.

5.4. Procedure

The Department Manager must ensure a WHS induction is provided on the new team leader or worker's first day. If the Department Manager is not available, he or she should organise for a replacement to conduct the induction. The Department Manager must:

- use the attached WHS Induction Checklist (Attachment 3) to ensure that all WHS issues are covered
- on completion of the induction, sign the checklist and ensure that the new worker also signs
- file a copy of the induction checklist on the worker's file
- provide the new worker with access to this WHS Management Plan and the WHS Policies and Procedures Manual. A new Department Manager will be inducted by the outgoing Manager or a Board Member.

5.5. WHS Induction for Contractors/ Visitors

All contractors/ visitors should be provided with a Safety Briefing prior to entering the MLGE premises.

All contractors/ visitors must sign in and be provided with a copy of the MLGE Safety Briefing Handout to read, and to then sign, acknowledging that they have read and understood the information. These documents are included at ***Attachment 4***.

5.6. Detailed WHS Induction for Contractors

For contractors (e.g., trade persons) the requirements for induction will depend on the work to the undertaken and the duration of their stay at the workplace. At a minimum, contractors should be advised of emergency procedures and location of facilities. Refer to Attachment 5. All WHS training provided to managers, workers and contractors should be recorded in the WHS Training Register (Attachment 6). Alternatively, this training register can be incorporated into the overall Staff Development and Training Register which details all professional development and training undertaken by MLGE managers and workers.

6. RISK MANAGEMENT AND THE RISK REGISTER

WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers, workers, visitors and contractors at MLGE.

As required by the WHS Act, MLGE has adopted a risk management approach to underpin its WHS Management System. This approach involves all managers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by MLGE include:

- regular hazard inspections of the MLGE environment
- a comprehensive risk register detailing all WHS risks associated with the operation and activities of the
- documented WHS policies and procedures
- risk assessments of newly purchased equipment
- risk assessments for any change to work processes
- hazard, injury, incident reporting procedures
- incident investigations (at the direction of the Department Manager)

Definitions:

- WHS Hazard: Anything which has the potential to cause injury or illness.
- WHS Risk: A WHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.
- WHS Risk Control: WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

6.1. The Risk Management Process

WHS risk management should be undertaken for all activities where there is the potential for harm including:

- before activities commence;
- before the introduction of new equipment, procedures or processes;
- when equipment, procedures or processes are modified.

Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people, and lifting/moving items.

Step 2: Assess the Risk

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how often is the task undertaken
- how frequently are people near the hazard
- how many people are near the hazard at a particular time
- has an incident happened before
- have there been any 'near misses'

Use the table below to determine how significant the risk is.

Where a manager, worker, contractor, or visitor to the workplace identifies a hazard, MLGE requires that it is eliminated or reduced in consultation with the relevant stakeholders.

- Step 1: identify the Consequences—or how severely could it hurt someone
- Step 2: identify the Likelihood—or how likely is it for an injury to occur
- Step 3 & 4: identify the Risk Priority Score—to prioritise your actions
- Step 5: apply the hierarchy of hazard control
- Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed

Step 1—CONSEQUENCES How severely could it hurt someone? or How ill could it make someone?— Circle it		Step 2—LIKELIHOOD How likely is it for an injury to occur?—Circle it			
		Very likely, could happen frequently	Likely, could happen occasionally	Unlikely, could happen, but rare	Very unlikely, could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very high risk (1)	Very high risk (1)	High Risk (2)	Substantial Risk (3)

Long term illness or serious injury	C2	Very high risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First Aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

Step 3: Risk Priority Score Identifies the Necessary Action and Response

Step 3—RISK PRIORITY SCORE	Step 4—ACTION AND RESPONSE
1 = Very High Risk	Stop the activity—immediate action is required to ensure safety—safety measures applied must be cleared by the Department Manager before any activity recommences. Proceed with caution—immediate reporting of emerging or ongoing risk exposure at this level to the Department Manager for decision is mandatory.
2 = High Risk	
3 = Substantial Risk	Be aware—action required as soon as possible to prevent injury or illness. Report these risks to the responsible Manager during the current shift or before the next shift.
4 = Moderate Risk	
5 = Acceptable Risk	Do something when possible. Manage by routine procedures.
6 = Low Risk	These risks should be recorded, monitored and controlled by the responsible Manager.

Step 4: Control The Hazards

Control the hazards—the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):

- eliminate the hazard; remove the equipment from use, dispose of unwanted chemicals
- substitute; use a non-hazardous chemical, use a different machine that can do the same task
- isolation; contain noisy machinery within a booth
- engineering controls; design equipment differently, providing lifting devices to minimise manual handling
- administrative processes; task variation, job rotation, training
- personal protective equipment; gloves, hearing protection, eye protection

Step 5: Review the Process

Continuously review to monitor and improve control measures and find safer ways of doing things.

6.2. Documentation for Risk Assessment

The documentation required for a WHS risk assessment will depend on the operation or activity being assessed. The appropriate WHS Risk Assessment Form must be used when undertaking a risk assessment of the various activities of the MLGE. The WHS Risk Assessment Proforma and procedure for conducting an assessment is at ***Attachment 7***.

6.3. The Risk Register

The risk assessment data collected from identifying, assessing and controlling risks should be documented on a centralised risk register for MLGE. The risk register holds a list of MLGE key risks that need to be monitored and managed. The risk register is to be managed by the Department Manager who should be notified if new hazards are identified and controls implemented so that the risk register can be amended.

The General Manager is responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

7. WORKPLACE HAZARD INSPECTIONS

MLGE is required by WHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthy workplace, the Department Manager and/or nominated manager/s accompanied by Health and Safety Representatives (HSRs) should undertake WHS hazard inspections of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of WHS risk management and using the attached information and checklists (***Attachments 8 and 9***).

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised.

In addition to these regular inspections, all managers should also conduct weekly hazard inspections of their work sites in conjunction with HSRs. Any hazards noted during these inspections should immediately be reported to the Department Manager and appropriate remedial action taken.

All hazard inspection documentation should be filed by the Department Manager.

8. PURCHASING

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

9. RECORD KEEPING

The General Manager should see the retention of all WHS and workers compensation documents. These documents are required to be filed for 30 years in safe storage accessible only to authorised personnel in accordance with the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth).

10. DOCUMENTS TO BE DISPLAYED

- Emergency contacts page (Attachment 1)
- Emergency Evacuation Plan
- Return to Work Policy
- Work Health and Safety Policy
- Accident/Incident Notification details
- Compensation and Return to Work information

11. IMPORTANT CONTACT NUMBERS

Contact details to be provided upon the appointment of an operator.

PART C: SPECIFIC WHS REQUIREMENTS

1. ASBESTOS

It is highly likely that the premises to be occupied by MLGE were built before 31 December 2003 and therefore, there is a requirement for MLGE To comply with these measures outlined including an asbestos management plan and asbestos register. Do not repair or conduct work on any building without first checking the asbestos register. A sample register is included at ***Attachment 10***.

2. INAPPROPRIATE BEHAVIOUR

Bullying, harassment, discrimination and violence of any form will not be tolerated at MLGE.

MLGE undertakes to investigate all complaints formally made and will take action to resolve the complaint. If the complaint is found to be valid, action may include any combination of the following:

- Asking for an apology
- Creating an agreement with the offender that will stop the behaviour of concern
- Conciliation/ mediation conducted by an independent/ impartial third party to seek a mutually acceptable solution
- Disciplinary action in the form of verbal, written or final warning or dismissal
- All violence will be reported to the police.

In determining the action to be taken, the following factors will be considered:

- Severity and frequency of the behaviour
- Whether there have been previous incidents or prior warnings.

3. CONTRACTORS

MLGE is committed to ensuring that all workers under its control, including contractors and sub-contractors have a safe and healthy environment in which to perform their duties.

Contractors are likely to be workers employed by MLGE to undertake a specific task; the delivery/ pickup of goods, tradespeople undertaking repair or maintenance work within the MLGE workplace. In order to achieve this objective, it is recognised that contractors need to be:

- suitably experienced to perform the tasks
- in possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations
- notified of any potential hazards associated with the location or use of the area where the works are to be carried out
- made aware of MLGE emergency procedures

If reasonable, and if the work will involve high risk tasks, have completed the Detailed WHS Induction Checklist for Contractors (***Attachment 5***).

All contractors must abide by WHS requirements which will be advised to them before engagement.

4. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All chemicals will be included in the hazardous substances register and have their current Safety Data Sheet (SDS) present for each chemical on the register. All workers shall have access to information about the chemicals in the event of a spillage or exposure, even where MLGE workers would not normally use the chemicals directly. Quantities of hazardous substances stored for use shall be kept to a minimum.

A hazardous substances register will be developed to record any substances purchased or used by the MLGE (see ***Attachment 11***). This will be reviewed on a regular basis.

5. ELECTRICAL SAFETY

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met. The WHS legislation requires that electrical equipment is inspected and tested in accordance with Australian Standard 3760: 2010 In-service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

5.1. Testing Frequency

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment from 3 months (for equipment that is high use, high risk, or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc). In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
- before return to service from a second-hand sale, to ensure equipment is safe.

Generally, the following should be followed:

- tools and leads: every 12 months (low use)
- Safety Switches: monthly
- Offices: every 3 to 5 years

5.2. Residual Current Devices

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When RCD detects this current leakage, it turns the power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

5.3. Unsafe Equipment

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

The MLGE Electrical Safety Policy provides further information in relation to this workplace hazard and its management. This Policy is included in the WHS Policies and Procedures Manual.

6. CONFINED SPACES

All confined spaces are placarded with access strictly controlled. Entry requires the issue of a confined spaces permit on each occasion. No employee or contractor will be issued a permit to work in any confined space on the property unless they are trained and supervised. When working in a confined space a trained bystander must be present at all times. A register of identified confined spaces and entry permits is maintained at the office.

7. FALLS FROM HEIGHT

There is a risk of serious injury from falling when working above ground height. No worker will work at height without ensuring that ladders, steps and handrails are secure or fall prevention/arrest harnesses are in place. These structures include, but are not limited to:

- Overhead fuel, water tanks and windmills
- Buildings and roofs
- High machinery; cherry pickers, trucks and trailers.

MLGE will ensure that:

- Workers working at height are made aware of the hazards and risk management procedures
- Fall arrest or fall prevention harnesses are provided and used
- Workers are instructed in the correct use of fall prevention or fall arrest harnesses. Contractors will ensure that they:
- Observe and apply risk management procedures when working at heights
- Use the required personal protective equipment (PPE) where indicated.

8. MANUAL HANDLING

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal. Manual tasks include tasks that have repetitive actions, sustained postures and may involve exposure to vibration. The types of injuries related to manual handling include repetitive strain injuries, muscle injuries, tendon and ligament injuries, bone injuries and injuries from falling objects.

Manual handling hazards are managed at MLGE by a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks.

The process involves conducting a risk assessment on manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate solutions, and following up to check that the solutions work.

Examples of manual handling tasks in the MLGE environment include:

- lifting and moving equipment
- general repairs

Preventing Manual Handling injuries

- decide what changes can be made to reduce the risks of injury. If possible, select permanent changes (such as workplace layout, tools and equipment)
- avoid double handling of items
- provide mechanical aids (hoists)
- redesign the task (such as rotating workers)
- identify changes that are possible immediately, and those that may take time to implement
- document your risk control decisions for each task assessed, and set timelines for changes
- trial the changes in consultation with workers before making them permanent
- provide training if new equipment is introduced.

When loading/unloading vehicles

- use lift equipment wherever practicable, otherwise
- prepare by stretching and warming up, especially after prolonged sitting in the vehicle
- slide the item as close as possible to you before lifting
- keep you back straight and bend your knees when lifting
- put loads down in the same manner in which they were picked up
- where possible store frequently used items at a suitable height; between waist and shoulder height, which reduces the need for forward bending when lifting, and
- whenever possible use trolleys for moving larger and heavy items

9. PLANT AND EQUIPMENT

The definition of plant encompasses hand tools either powered or non-powered (electric drills, hammers) and extends to farm machinery, office furniture and any other equipment used for work purposes.

9.1. Risk Management

A risk management process is a systematic method for making plant as safe as possible and can also be incorporated into other workplace risk management systems. This risk management approach should be undertaken before purchasing of, or alterations to plant, changing the way it is used, relocating it, or if additional health and safety information becomes available.

9.2. Maintenance and repair

Plant must be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect

and repair damaged plant.
Unsafe and/or malfunctioning plant and equipment can be identified by any manager, worker or contractor by a number of methods such as:

- equipment inspections;
- verbal reporting of equipment malfunction to the appropriate manager
- hazard and incident reporting.

Once identified, the unsafe or malfunctioning plant/equipment should be reported to the appropriate manager in order for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not be used. If possible the plant/equipment should be moved to a location where it is not accessible.

9.3. Record Keeping

Records of inspection, testing and monitoring are required to be maintained by . As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant.

10. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) may be required to protect managers and workers during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resort to protect workers. The types of PPE used at MLGE might include:

- respirators and masks
- foot protection (safety shoes and boots)
- body protection (high visibility clothing, long sleeves, wide brimmed hats, gloves)
- helmets
- any substance used to protect health, for example, sunscreen.

If required, workers are obliged to use PPE when required and when reasonably practicable. Other requirements include:

- workers should be fully trained in the safe use, storage and maintenance of PPE
- PPE must be checked before use for the correct type, fit and undamaged
- do not reuse disposable, contaminated or damaged PPE
- store PPE correctly.

11. SLIPS, TRIPS AND FALLS

Slips, trips and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways and workshops.

11.1. Prevention

Reduce the risk of injury by following these guidelines:

- avoid walking on slippery floors
- keep floors free of water and grease

- clean floors regularly
- post warning signs around spills or wet floors
- install non-slip tiling or other non-slip floor products
- use rubber mats in areas where the floors are constantly wet
- use non-slip footwear
- clean up spills immediately
- install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on the existing floor surface.
- use floor cleaning products to remove oil and grease.
- agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
- use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits.

12. DRUGS AND ALCOHOL

maintains the right to refuse work to any worker or contractor who, in the opinion of MLGE management, is in an unfit state to perform their work in a safe manner. To assist in these requirements, workers, contractors and visitors shall observe that:

- No alcohol may be consumed or permitted on property at any time unless expressly authorised by management and only when work is completed for the day
- No illegal drugs shall be consumed or permitted on property at any time or under any circumstance
- If, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home
- Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.
- MLGE encourages all employees not to smoke. Please do not smoke in any vehicle, tractor or building.

13. UV RADIATION

Ultraviolet radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF 30 sunblock will be provided as PPE and are required to be worn for outdoor tasks.

14. VEHICLES

14.1. Alcohol and Drugs

MLGE managers and workers must not drive a personal or MLGE vehicle on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

14.2. Licenses

MLGE managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's license of the appropriate class and notify the Department Manager if the license is suspended or revoked. A copy of the current driver's license must be provided to the Department Manager or their delegate to be retained on file.

14.3. Mobile Phones

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. MLGE managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorised equipment at a MLGE workplace.

14.4. Seat Belts

It is a legal and MLGE requirement that seat belts are worn at all times in a moving vehicle. The driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion on a public road or at an MLGE workplace.

14.5. Smoking

Smoking in any MLGE vehicle by either drivers or passengers is prohibited.

14.6. Load Restraint in Vehicles

- All equipment in vehicles must be restrained firmly in order to avoid the risk of the items becoming airborne and causing missile injuries in the case of a vehicle collision
- The tension in the load restraining straps should be checked regularly during the journey
- Distribute the load evenly within the vehicle
- Ensure no loose items are within the passenger area as they may become projectiles in the event of an accident. Do not exceed load/ weight capacity of the vehicle.

15. WORKING ALONE

The risk of injury or harm for people who work alone may be increased because of difficulty contacting emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water.

The consequences of an incident arising when working alone may be very serious so MLGE managers and workers shall implement the following for each alone work task:

- a telephone call to home base on arrival and departure at a remote work site
- development and approval of trip itineraries for extended trips and adherence to the itinerary
- pre-trip agreement on departure and arrival times and accommodation arrangements
- for travel in remote areas an emergency location beacon should be carried in the vehicle
- pre-arranged mobile/ satellite phone calls at scheduled times
- appropriate first aid kit
- sufficient water for emergency purposes.

16. HAZARDOUS SUBSTANCES

Golf course and groundskeeping workers can be exposed to a wide range of hazardous substances in the course of their work, including:

- Fuel, oil, and grease
- Pesticides, fertilizers
- Cleaning materials and disinfectants

- Paint and wood preservatives
- Dust and vapors, including fumes, from engine exhausts, battery charging and welding
- Contact with dead animals or animal waste
- Contact with poisonous plants

These substances may have an adverse effect on health, rather than affect general safety. Some of those effects include skin irritation, asthma, loss of consciousness, cancer, and infection.

To protect workers from these hazardous substances, the employer must:

- Make workers aware of these types of hazards as they exist in the workplace
- Eliminate the hazard if possible
- Instruct workers on how to best protect themselves if the hazard cannot be eliminated, including the appropriate personal protective equipment (PPE)

16.1. First Aid

To save precious seconds in an injury emergency, adequate first aid supplies and trained workers should be readily available. Ensure that your workplace meets the first aid requirements to help treat workers in the event of minor or major injuries on the job.

16.2. Keeping records

Record keeping may not be foremost in the mind of an employer or worker during an emergency, but it is important. Here are some items to consider recording:

- ☐ Date and time the injury/ illness occurred and when it was reported
- ☐ Where the injury occurred
- ☐ The cause of the injury/ illness
- ☐ The worker's full name, age, and position
- ☐ A brief description of the injury/ illness and first aid rendered (if any)
- ☐ Transportation arrangements made (if any) to treat the worker
- ☐ Names of any witnesses
- ☐ Name and signature of the first aid attendant

16.3. First Aid - Communication

It is critical that workers know where to go for first aid in case they suffer an injury or illness. Signs showing the location of first aid supplies and services must be posted in conspicuous areas of the workplace.

Ensure your workers are aware of the:

- Location of first aid kits (and first aid rooms, if any)
- Names and locations of certified first aid attendants
- Emergency procedures
- Emergency phone numbers

Post this information in a conspicuous area such as break room, cafeteria, or restrooms, and follow up with verbal communication as often as is necessary.

16.4. In summary

1. Ensure that the appropriate number of workers hold valid emergency, standard, or advanced first aid certificates from recognised training agencies.
2. Keep a record of all injuries - even minor and note any first aid care that was given.
3. Ensure that First Aid service is accessible to all workers during all working hours.
4. Ensure that transportation is always available to transport an injured worker.
5. Ensure workers understand the need for first aid kits; that the kit is adequate for the number of workers and located in the current work area.

17. EQUIPMENT

Golf course and groundskeeper workers may use a wide range of equipment in the course of work, including:

- Golf cars
- Commercial mowing equipment, push mowers
- Leaf blowers, edgers, trimmers
- Chainsaws
- Aeration and irrigation equipment
- Powered and non-powered tools

Powered machinery and equipment are often designed to move fast and be powerful enough to cut, crush and alter many kinds of materials. Naturally, the human body is no match for this type of machinery and equipment. Workers need to know the hazards and be trained to recognize and avoid the dangers for each piece of equipment and machinery.

17.1. Employers need to ask the following questions:

- Are workers aware of hazards of all equipment and machinery they are using?
- Is all equipment and machinery maintained in safe working condition, and are all safety features working properly?
- Do workers inspect the tools, equipment, or machinery before each use?
- Do I have safe work procedures in place and are they being followed an enforced?
- Are workers trained in the safe operation of the equipment and machinery and can they demonstrate their knowledge?
- Do workers report any concerns regarding defective or unsafe tools, equipment, or machinery?

17.2. What about ROPS?

ROPS (Roll Over Protective Structure) is a cab or frame that provides a safe environment for the driver of a vehicle or other powered mobile equipment (i.e., Tractor) in the event of a rollover. ROPS must pass a series of crush tests and meet standards*. Having a homemade bar attached to the vehicle's axle, or simple sunshades, is not adequate to protect the operator if the vehicle overturns.

ROPS are required for the following equipment:

Agricultural, construction, earthmoving, forestry, and industrial machines including:

- Crawler tractors, loaders, tree harvesters, skidders, and forwarders;
- Wheeled dozers, loaders, skidders, and forwarders;
- Motor graders, tandem rollers, and compactors;

- Self-propelled wheeled scrapers;
- Agricultural and industrial tractors; and
- Off-highway equipment;
- Any other equipment designated by the Director of OHS as requiring ROPS.

17.3. Seatbelts

Additionally, any vehicles or equipment in your workplace that is required to have ROPS must also be equipped with seatbelts for operators and passengers that meet relevant standards.

However, it is not enough to simply equip the vehicles – seatbelts must be worn! This further ensures that operators and passengers are fully protected in the event of a rollover.

17.4. Cages

When workers are exposed to the danger of being struck by airborne golf balls, the employer is required to provide appropriate protective equipment. Oftentimes, the most appropriate protective equipment is a caged barrier around the operator of equipment that is being used on the fairway. The cage must be designed so that a speeding golf ball will not pass through, yet without affecting the operator's visibility.

17.5. Mechanical Safety

Unintended contact with moving machinery continues to cause terrible injuries in the workplace. Do not underestimate the power behind a machine or equipment such as mowing equipment, a chainsaw, or trimmer. Section 30 of the Occupational Health & Safety General Regulations outlines requirements with respect to mechanical safety in the workplace, including:

- Safeguarding the moving parts of machinery, properly and always. Do not tamper with the safeguards!
- Ensuring the operator is competent in operating the machinery or equipment.
- Ensuring workers do not wear loose-fitting clothing or jewelry which can become entangled in moving equipment.

Always know and follow the **manufacturer's specifications** of any tool, equipment, or machine, with respect to proper use, training, PPE, and service and maintenance requirements. Be able to provide evidence of training for individual workers and produce a copy of the operator's manual if asked by an OHS Officer.

17.6. Personal Protective Equipment (PPE)

When it is impossible to eliminate a hazard entirely (this is always the desired course of action), an employer needs to ensure workers are well protected with appropriate Personal Protective Equipment (PPE). It is the responsibility of the employer to assess each task to determine the correct PPE to be worn by workers. It is then the worker's responsibility to follow the employer's directive and wear the required PPE. Examples of PPE include:

- Hearing protection
- Eye/ face protection
- Head protection
- Hand and foot protection
- Respiratory protection

Workers using PPE must be given pre-job instruction by the employer to understand its use,

limitations, and its maintenance requirements. Always refer to the operator's manual for equipment and machinery to be sure. Workers wearing or using PPE need to test/ inspect the equipment before each use and must not wear it if it is defective.

Here are some general guidelines to follow (refer to the OH&S Act & Regulations for specific requirements):

- Properly fitting, long- or short-sleeved shirts and long pants are best to prevent injury from the sun as well as scratches and bites.
- High-top, lace-up shoes and boots with traction soles and steel-reinforced toes provide support and protection to the workers' toes, feet, and ankles.
- Face shields or goggles protect eyes from dust and flying particles when using chainsaws or brush cutters.
- Wraparound sunglasses with UVA and UVB protection to reduce the risk of cataracts from sun exposure.
- Appropriate hearing protection devices (earmuffs, ear plugs) provide protection from noise produced by equipment.
- Proper respiratory protection may be necessary in extremely dusty conditions or when working with or around chemicals.
- Appropriate head protection is indicated when working under low branches or where there may be a hazard from falling objects (e.g., Cages around mowing equipment to protect from airborne golf balls)
- Gloves should be selected based upon the task to be performed. Various glove styles provide hand protection from hazards such as cuts, scrapes, chemical/ thermal burns, and vibrating equipment.

18. HEARING CONSERVATION

According to the World Health Organization, noise-induced hearing impairment is the most common irreversible (and preventable) occupational hazard world-wide. Additionally, Noise creates other safety concerns. It interferes with communication, can mask the sound of alarms (e.g., back-up alarms, smoke alarms), and can increase fatigue and decrease mental alertness especially during prolonged exposure.

The Occupational Health and Safety General Regulations require employers to implement a noise conservation program where its workers are exposed to excessive noise levels*. If the employer cannot eliminate the noise hazard entirely, efforts must first be made to reduce the noise hazards as much as possible, and finally to provide CSA-approved hearing protection to exposed workers. Be sure to train workers on proper use and care of PPE and appropriately supervise workers to ensure PPE is being properly used.

- The hearing conservation program must consider:
    - how noise levels will be measured
    - how workers will be educated and trained in the program and safe work procedures
    - what types of engineering control are considered and/or used
    - what areas in the workplace are at risk and therefore require warning signs
    - annual hearing tests for workers at risk; how administered and by whom
    - an annual review of the program for changes/ updates.

19. ENVIRONMENTAL CONDITIONS

Working outdoors may expose a worker to serious hazards that are not normally considered in an indoor work area.

19.1. Hot weather work – Heat stress and sun safety

Heat stress - Although the human body is very resilient and adaptable, working in a hot work environment can be dangerous. Heat, humidity, and physical exertion are factors that, when combined, can create a hazard to workers. Heat cramps, heat exhaustion, and heat stroke can result.

Sun safety - Workers need to protect themselves from sunburn and possible skin cancer by covering up with lightweight clothing and using sunscreen. Also wearing sunglasses with UVA/ UVB protection is important.

19.2. Bites and stings

Working outdoors in the summer months means having to fend off bees, wasps, stinging ants, mosquitoes, and other pests on occasion. While most of these creatures can be simply a nuisance, a few can deliver painful and even fatal stings or bites. Wearing protective clothing or insect repellent will help prevent stings and bites from insects. Take every precaution possible if a worker is especially sensitive to stings and bites, and ensure that all incidents get reported, no matter the severity of a worker's reaction.

Additionally, there are biological hazards that exist for workers who come in contact with animals. Animal bites or attacks can cause injury and transfer bacteria from the animal to a worker. If a worker is required to remove a dead animal or bird from the workplace, the employer must ensure that safe and non-hazardous removal procedures are in place and that they are properly followed.

19.3. Lightning

Severe weather can be a safety risk to workers who work outdoors. When you see lightning, or think a thunderstorm is on the way, get indoors. If you can't get inside a building quickly enough, find a low spot and crouch down. Never take shelter under a tall tree.

Victims struck by lightning get a bad electrical shock and maybe burns, but they carry no electrical charge and can be moved safely. A person struck by lightning can often be revived by prompt administration of CPR (Cardiopulmonary Resuscitation) and oxygen. Employers must ensure their workers receive lightning safety training.

PART D: FORMS AND CHECKLISTS

ATTACHMENT 1 - Emergency Contacts List

(To be displayed in appropriate location/s)

CONTACTS		PHONE
POLICE (local Department)		
EMERGENCY SERVICES (police, fire and RFDS)		000 Using Land Line 112 Using Mobile UHF Band
UTILITIES - Electrical		
UTILITIES - Gas		
UTILITIES – Sewerage and stormwater		
Doctor's surgery address:		
Physical site address:		
Adjacent Occupants Contacts:		
First Aid Officer/s: (TBA)		

ATTACHMENT 2 - Hazard/ Injury/ Incident Report Form

Notifiable incidents must be reported to Work Safe Authorities

PART A: HAZARD/ INJURY/ INCIDENT REPORT (to be completed by the involved worker or manager)		
Is this a ☐Hazard report ☐Injury report ☐Incident (i.e. near miss) report?		
Is this a Notifiable Incident? ☐No ☐Yes Date Reported to Work safe authorities.:		
Workplace Location:		
Date of Incident:	Date Reported:	Time of Incident: am
Name of person reporting the incident/ hazard/ near miss (print name):		
Name of person injured (if applicable):		
Nature of injury (if applicable):		
Part of body injured (if applicable):		
Treatment Outcome (If applicable): ☐Nil Required ☐First Aid ☐Medical treatment from GP ☐Hospital		
Location of the hazard/ injury/ incident:		
Description of hazard/ injury/ incident:		
How did the hazard/ injury/ incident occur (contributing factors)?		

PART B: CORRECTIVE ACTIONS (to be completed by the Department Manager)		
What needs to happen? *(to ensure that similar incidents do not occur in the future or to minimise the risk from the hazard)*	By when?	Person Responsible

PART C: SIGN OFF	
Person Reporting (print name):	Department Manager (print name):
Signature:	Signature:
Date:	Date:
Contact Phone Number:	Contact Phone Number:

ATTACHMENT 3 - WHS Induction Checklist For New Workers

Worker's Name		Position/ Job Title	
Start Date		Supervisor Name	

Introduction		Date completed
	Introduce other staff and the supervisor	
	Introduce the first aid officer and show location of first aid supplies	
	Explain and demonstrate emergency procedures	
	Show location of exits and equipment	
	Show the work area, toilet, drinking water and eating facilities	
	Show how to safely use, store and maintain equipment (tools etc) and hazardous substances (if applicable)	
Work Health and Safety		
	WHS Induction Training Program for Land Workers (complete copy)	
On completion of Safety Induction Training Program confirm the following:		
	Roles and responsibilities of people in the workplace regarding WHS	
	Hazards in the workplace and how they are controlled	
	How to report hazards	
	How to report an injury and the importance of immediate reporting of serious injuries.	
	Consultation about WHS—how they will be kept informed about health and safety issues	
	Injury and Return to Work Procedures	

WHS Induction conducted by:

Person providing the induction (print name):	
Signature:	Date:
Worker's Signature:	Date:

ATTACHMENT 4 - Induction For Contractors/ Visitors

Welcome to Mount Lofty Golf Estate Safety Briefing for Contractors and Visitors

Mount Lofty Golf Estate (MLGE) is committed to ensuring the health and safety of our managers, workers, contractors and all other visitors.

For your safety and the safety of others, it is a condition of entry to this Worksite that you take a few minutes to read this briefing.

General Safety Information

- All visitors are required to report to the main office on arrival.
- Observe any posted speed and parking restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated.
- Smoking, alcohol and illegal drugs are not permitted on MLGE premises.
- Weapons, including knives, are not permitted on MLGE premises.
- Visitors and contractors intending to bring dangerous goods and/or hazardous substances onto the worksite must declare these at the main office prior to entering the site.
- All hazards, incidents and injuries must be reported to the main office. Injuries will be recorded in the Register of Injuries.
- First Aid treatment is available on site.

Emergency Procedures

In a life threatening emergency DIAL 000 for Fire, Police and Ambulance. In all cases advise a MLGE staff member. Follow directions of MLGE staff in the event of an evacuation.

Evacuation Procedures

When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified on the site map.
- Remain in the assembly area until advised otherwise.

Contractors

All contractors are to report to the main office to:

- Indicate the location and duration of the job
- Sign in/ out of MLGE Visitor Register
- Advise of the status of the job before leaving the site
- Remove all job and personal rubbish

Additionally, the contractor may be required to:

- Produce a copy of their Safety Management Plan, including use of personal protective equipment and controls for site specific hazards, including signage and removal of job and personal rubbish.
- Produce Public Liability Insurance documentation before work is commenced.
- Complete a Prohibited Employment Declaration concerning tasks requiring specific training or licenses.

CONTRACTORS/ VISITORS/ SIGN IN SHEET

IN			CONTRACTOR/ VISITOR DETAILS						OUT	
DATE	TIME		NAME	ADDRESS/ ORGANISATION	PERSON VISITED (or purpose of visit if Supplier or Contractor)	Safety Briefing Information provided	Signature of Contractor/ Visitor/ acknowledging Safety Briefing	INSERT SHORT ORG NAME HERE representative signature	TIME	
		am/pm								am/pm
		am/pm								am/pm
		am/pm								am/pm
		am/pm								am/pm
		am/pm								am/pm
		am/pm								am/pm
		am/pm								am/pm
		am/pm								am/pm
		am/pm								am/pm

CONTRACTORS/ VISITORS SIGN IN INSTRUCTIONS

All contractors and visitors must be provided with a Safety Briefing prior to coming onto the worksite. Upon arrival to the front office, ensure that:

- a laminated copy of the MLGE Safety Briefing is given to any contractors or visitors who will be coming onto the site.
- verbal advice is given regarding evacuation procedures.
- an extra map of the worksite is provided to the contractor/ visitor, showing the facilities (e.g., toilets), evacuation routes and assembly points.
- the contractor/ visitor is advised to report any hazards, incidents, or injuries to the front office immediately.
- the contractor/ visitor is advised where they can seek first aid treatment, if required.

The contractor/ visitor is required to sign the Sign In sheet acknowledging that they have read and understood the MLGE Safety Briefing.

ATTACHMENT 5 - Detailed Whs Induction Checklist For Contractors

1. Contract Details

Contract Name:
Contract Duration Dates: to
Contractor Name:
Contact:
Contractor Representative:
Work area to be Inducted:

2. Information Checklist

Contractor qualification/ license:	
Contractor qualification/ license and public liability/workers compensation cover provided	Yes
Safe Work Method Statement (SWMS):	
Safe Work Method Statement (SWMS) document/s with risk assessment and detailed controls (may be detailed in an attachment) sighted and discussed with the Department Manager	Yes (work will not commence until sighted)
Site Induction:	
Provided with MLGE contact numbers: Emergencies	Yes
First aid requirements discussed	Yes
Accident/ incident & hazard reporting procedures for MLGE discussed	Yes
Emergency procedures at MLGE discussed	Yes
Discuss building access requirements/ hours of work	Yes
Identification of restricted access areas	Yes
Discuss vehicle access to work site	Yes
Advised of MLGE Alcohol/ Drugs and Smoking policies	Yes
Consultation - discussion and agreement reached with contractor regarding:	
Asbestos management plan viewed	Yes
Location of any barricades to be erected	Yes
Access to electricity/ use of extension leads	Yes
Contractors tools tested & tagged	Yes
Delivery/ Storage/ Removal of building waste	Yes
Storage of building material	Yes
Excavation sites	Yes
Lock out procedures for plant and equipment	Yes
Disconnection of utilities	Yes
Impact on fire alarm/smoke detection systems	Yes
Noise control measures	Yes
Chemicals (If Applicable)	
Will chemicals be used on the job?	Yes
Safety Data Sheets for the chemicals being used are provided?	Yes
Hot Work (If applicable) A hot works permit is required for welding, soldering, or other related heat or spark producing operations.	
Is the fire alarm system isolated or turned off?	Yes
Is a hot work permit required and supplied to the worksite?	Yes
Will additional firefighting equipment be located next to the work site?	Yes

Working at heights (if applicable)	
Has a contractor completed a working at height safety training?	Yes
Are procedures detailed in the safe work method statement?	Yes
Working in a confined space (if applicable)	
Has the contractor completed confined space safety training?	Yes
Are procedure detailed in the safe work method statement	Yes

3. Sign-Off

By signing this form I, the undersigned, agree that:

- I have participated in and understood the WHS Induction.
- I agree to abide by the safety policies and procedures identified above whilst working for MLGE

Responsible MLGE staff member		Date	
Contractor Representative		Date	

ATTACHMENT 6 - WHS Training Register

Publication: August 2022
Revision: September 2022

This training register records the work health and safety (WHS) training undertaken by managers and workers, as required by the WHS Act 2011. Training can take place by a supervisor on-the-job, or by an instructor outside of the workplace. WHS training will provide workers with the information and skills they need to perform their duties without risk to their health and safety.

Recognises that WHS training may be required when:

- a new person starts work—induction, on the job training
- new machinery/ equipment or hazardous chemicals, products or other things are introduced to the workplace
- a worker's job change
- there are new work health and safety regulations that affect our industry
- there has been an incident/ near miss or injury at work.

To ensure the training was successful, MLGE will annually review WHS training to ensure that our managers and workers:

- understand what is required of them
- have the knowledge and skills needed to work safely and without risk to their health and safety
- are actually working as they have been trained.

Additionally, MLGE will use this register as part of regular overall reviews of the WHS management system with the goal of determining if:

- there has been any improvement in health and safety performance
- the feedback from people who have been trained
- further information and/or training needed
- whether the most suitable training method was used
- improvements that can be made.

Training records will be monitored so that refresher training can be given when needed.

WHS TRAINING REGISTER

Who was trained/ job title	Reason for training	Duration of training	Who provided training	Method of training e.g. on the job, theory, practical	Location of training	Scheduled date	Date completed

ATTACHMENT 7 - WHS Risk Assessment Proforma

Workplace location:	
Name and position of person/s conducting assessment:	
Date:	

Serial	Hazard Identification		Risk Assessment		Risk Control			Review	
	What is the Hazard?	What injury, illness or consequence could occur?	List any Control Measures already implemented	Risk Level	Describe what can be done to reduce the harm further	Whom Responsible	When By	Are the Controls Effective? (Revised Risk Score*)	Date Finalised

Conducting A Risk Assessment

Step 1: Identify the Consequences - or how severely could it hurt someone
Step 2: Identify the Likelihood - or how likely is it for an injury to occur
Steps 3 & 4: Identify the Risk Priority Score - to prioritise your actions
Step 5: Apply the hierarchy of hazard control
Step 6: Identify who, how and when the effectiveness of controls will be checked and reviewed

Step 1 - CONSEQUENCES How severely could it hurt someone?		Step 2 - LIKELIHOOD			
		Very likely, could happen frequently	Likely, could happen occasionally	Unlikely, could happen, but rare	Very unlikely, could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very high risk (1)	Very high risk (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very high risk (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First Aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Low Risk (6)

Step 3 - RISK PRIORITY SCORE	Step 4 - ACTION AND RESPONSE
1 = Very High Risk 2 = High Risk	Stop the activity - immediate action is required to ensure safety—safety measures applied must be cleared by the Department Manager before any activity recommences. Proceed with caution - immediate reporting of emerging or ongoing risk exposure at this level to the Department Manager for decision is mandatory.
3 = Substantial Risk 4 = Moderate Risk	Be aware - action required as soon as possible to prevent injury or illness. Report these risks to the responsible Manager during the current shift or before the next shift.
5 = Acceptable Risk	Do something when possible. Manage by routine procedures.
6 = Low Risk	These risks should be recorded, monitored and controlled by the responsible Manager.

CONTROLLING THE RISKS—THE HIERARCHY OF CONTROL

Once the risk assessment process has been completed, those hazards identified as being a VERY HIGH RISK or HIGH RISK should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls helps to ensure that the most effective controls are implemented.

Risk Control Hierarchy
Elimination: this is the best control measure. e.g. remove a trip hazard.
Substitution: e.g. substitute a hazardous chemical with a less hazardous substance.
Isolation: e.g. barricade off the area where the hazard is present.
Engineering: e.g. re-design of tools and equipment, provision of load shifting equipment (trolleys etc.).
Administrative: e.g. written procedures, training, warning signs.
Personal Protective Equipment (PPE): Introduce PPE only when other control measures cannot be implemented or as a supplement.

ATTACHMENT 8 - WHS Hazard Inspection Procedure

Identify hazards in MLGE workplaces by:

- Conducting regular systematic inspections of the workplace
- Observe what hazards exist in the workplace and ask "what if?"
- Listen to feedback from people working with the task
- Maintain records of processes used to identify hazards

Frequency

Location	Frequency	By whom?
Buildings	Ongoing	The relevant manager, HSR or worker
	Formally - annually	The relevant manager accompanied by a HSR
Workshops and Yards	Ongoing	The relevant manager, HSR or worker
	Formally – quarterly - location or task based	The relevant manager accompanied by a HSR
	Formally – annually - complete	The relevant manager accompanied by a HSR

Check

- Air quality - extraction systems and ventilation
- Amenities - ventilation, slip/ trip hazards, cleaning and hygiene
- Asbestos - register, management plan, condition
- Chemicals/ dangerous goods - storage, labeling, spills, safety data sheets, PPE
- Electrical - leads, loading, testing and tagging
- Fire/ emergency/ first aid - communication, fire extinguishers, first aid kits
- Office/ buildings - cleanliness, equipment serviceability, space, ergonomics
- Workshops - walkways, waste, storage, tools
- Lighting - adequacy, glare, cleanliness, repair
- Storage - adequacy, compatible materials, design, repair
- Machinery - guarding, maintenance, calibration
- Manual or mechanical handling - loads, equipment, training
- Noise - noise levels, designated zones, use of PPE
- PPE - availability, purpose, repair
- Premises security - adequacy, lighting
- Miscellaneous issues

At the end of the inspection a report should be drafted detailing all of the safety hazards identified. The report should provide a description of the risk assessment undertaken for each of these items and the risk rating allocated to each. This is done by considering the following:

- The frequency of persons exposed to the hazard - days per week, times per day.
- What the consequences might be - personal injury, environmental damage, associated costs or losses to replace or repair - how severe the outcome.
- What systems are currently in place, how effective are they or what other information is required.

ATTACHMENT 9 - WHS Hazard Inspection Quick Checklist

Work Health and Safety Hazard Inspection Summary							
Location details:					Date of Inspection:		
Inspection undertaken by:			Accompanying Manager: Accompanying HSR:				
Reference Number	Identified Hazard/ Issue	Location	Recommended Control Measure	Priority	To be endorsed by Department Manager		
					To be actioned by:	Completion Date:	Review Date:

Quick Hazard Inspection Checklist	
Area Assessed:	
Date:	
ITEM	COMMENTS
Are the following safe and fit for purpose? Answering "No" will require corrective action stated in Comments	
1. Buildings > air-conditioning > ventilation > adequate lighting > glare problems > ergonomics > amenities clean > amenities serviceable > slip/trip hazards > electrical testing/tagging > smoke alarms > fire extinguishers > safety signage/ information	
2. Chemicals > appropriately stored > excess quantities beyond immediate use > decanted materials labelled > Safety Data Sheets available > spills procedure > first aid > PPE	
3. All Electrical > leads, plugs, switches in good condition > leads safely positioned; any temp leads; tagged > tagging current > RCD testing	
4. Fire & Emergencies > fire extinguishers/hoses checked and serviceable > exit signage > exits clear > signage of HSRs, FAOs, Fire Wardens > designated assembly areas	
5. First Aid > first aid kits adequately stocked > first aid kits clearly located > first aid room adequately stocked > FAO appointed and trained	
6. Workshops > machine guarding in place > safety lockout procedures observed > walkways clear > waste disposal > housekeeping > storage > maintenance	

Quick Hazard Inspection Checklist	
Area Assessed:	
Date:	
ITEM	COMMENTS
Are the following safe and fit for purpose? Answering "No" will require corrective action stated in Comments	
> electrical > battery recharging area > designated noise zones > PPE	
7. Walkways, stairs & landings > surface in good condition > no clutter, trip hazards > rails stable	
8. Storage & manual handling > adequate for needs; items appropriately stored > safe work method statements for hazardous tasks > loads configured to reduce risk > lift equipment provided and serviceable > training in manual tasks	
9. Specific wok	
10. Noise PPE available for designated noise zones	
11. Security > visitor procedures > signage > lighting	
12. Miscellaneous (list)	

ATTACHMENT 10 - Suggested Asbestos Register

Site			Competent Person	
Identification Date	Type of Asbestos	Condition of Asbestos	Location (specific)	Is this an inaccessible area?

ATTACHMENT 11 - Hazardous Substances Register

Name of Substance	Supplier	Location of Substance	Is it Hazardous? Yes/ No	Current SDS i.e. less than 5-yrs old/ date of issue	Risk Assessment Yes/ No	Uses

WORKPLACE HAZARDS AND THEIR CONTROL

UNSAFE ACTS

Unsafe Acts occur when employees do not conform or depart from an established standard, rules or policy. These often happen when an employee has improper attitude, physical limitations or lacks knowledge or skills. Examples include improper posture when lifting, not using appropriate gloves when handling chemicals or reporting to work under the influence of liquor or drugs.

UNSAFE CONDITIONS

Unsafe Conditions are the physical or chemical properties of a material, machine or the environment which could possibly cause injury to people, damage to property, disrupt operations or other forms of losses. These conditions could be guarded or prevented. For example, the lack of safety guards on machinery or the presence of slippery and wet floors.

Accidents and diseases in the workplace can be prevented by identifying the risks and then taking the appropriate preventive measures. Employers are required to conduct risk assessments to evaluate how work is organized and performed and to identify potential hazards. After identifying potential hazards:

- Assess the risks to workers
- Eliminate or minimize the risks
- Educate and train workers in safe work practices and procedures.

The common workplace hazards in hotels and the preventive measures possible are described in this section.

	HAZARD	CONTROL
1	**Cuts** Cuts are among the major risks in the hotel industry. They may occur from the use of knives and machinery in kitchens, laundry shops and engineering workshops. You may be injured while using or cleaning machinery/ equipment as a result of coming into contact or being trapped between moving parts. Cuts may also arise from handling broken glass or porcelain by room attendants. Machinery used in the kitchens and laundries like mincers, food mixers, meat slicers and ironing machines should be properly guarded. Where this is not feasible, sensors or two-hand controls can be used. A guard that is provided but not put in position would not serve its intended purpose. Regular maintenance would also reduce accidents that result from faulty machinery. Staff should be encouraged to maintain good housekeeping at the workplace.	**Use Machinery with care** • Do not wear loose or frayed clothing or jewellery that could get caught between moving parts. • Ensure that safety guards are in place before operating any machinery. • Follow the operating instructions from the manufacturer or supplier. • Do not try to reach into any moving parts of the machinery with your fingers. Use a pusher/tool to avoid contact. • Make sure equipment is switched off prior to cleaning. **Use Knives with care** • Use the right knife for the job. • Always use a proper cutting board. • Make sure the knife is sharp. • Store knives in proper racks with the blade pointing down in a visible place. • Cut away from your body when cutting, trimming or de-boning. • Use protective gear such as mesh gloves.

		• Wash and clean sharp tools separately from other utensils.
2	**Struck by Objects** Injuries can occur when persons are hit by hard, heavy or sharp objects. When materials are not properly stacked they may collapse, causing injuries to persons nearby. Narrow and cluttered passageways can contribute to the risk of such accidents. When trolleys and carts are not handled with care, accidents may also arise.	**Prevent being Struck** • Ensure goods and materials are stacked properly. • Make use of the appropriate personal protective equipment. • Do not rush through swing doors, especially with trolleys.
3	**Burns & Scalds** The use of ovens and deep fryers without due care can cause burns and scalds. A blast of heat or steam can be released when opening hot oven doors, saucepan lids, etc. Staff should know the possible hazards and the preventive measures when handling such appliances or hot liquids.	**Handle Hot Items with Care** • Organize your work area to prevent contact with flames and hot objects. Don't reach across hot surfaces. • Keep the floors clear. • Use gloves for handling hot objects. • Ensure safe temperature levels for hot liquid like oil or boiling water. • Ensure that the handles of pots and pans do not stick out from the counter or stove. • Do not open cookers and steam ovens that are still pressurized. • Open lids towards the direction away from you. • Open hot water and hot liquid faucets slowly to avoid splashes
4	**Slips, Trips & Falls** Many workplace injuries also result from workers slipprery floors, tripping over physical obstructions or falling from height. This could be due to insufficient lighting, poor housekeeping, wet and slippery floors, and lack of handrails on platforms or staircases, unsafe use of ladders or carelessness.	**Preventing Slips, Trips and Falls** • Avoid creating obstacles in work areas and floors. • Keep floors and stairs dry and clean. • Wear footwear appropriate to the type of floor surface like non-slip working shoes or make use of anti-slip flooring. • Ensure carpets and rugs are free of holes and loose edges. • Create and maintain proper lighting. • Hang power cords over aisles or work areas to prevent tripping accidents. • Ensure elevated platforms are guarded against the fall of persons. Provide alternatives like safety harnesses where physical guards are not feasible. **Safe use of ladders** • Inspect the ladder before and after each use.

		• Do not use defective ladders e.g. broken or missing rungs: loose hinges, or missing screws or bolts • Set ladders on a stable and level surface using slip-resistant heels or have someone hold the ladder. • Maintain three points of contact when using ladders. "Three points of contact" means two feet and one hand or two hands and one foot are always in contact with the ladder. • Face the ladder when standing on it and when climbing up or down, gripping two sides with both hands to maintain a three-point contact. • Stay within the side rails. Do not stretch the body to reach spots on either side of the ladder. Move the ladder to the preferred position instead. • Use barricades and warning signs to keep vehicle and foot traffic away from ladders.
5	Noise Hazard The hotel environment is generally quiet but there are certain areas where staff may be exposed to a noise hazard (i.e. engineering workshops, boiler rooms and disco). Hearing loss may result from long-term exposure to hazardous noise levels. According to the Occupational Safety and Health Standards of the Department of Labor and Employment, a person should not be exposed to noise levels exceeding 90dBA for 8 hours a day to prevent hearing loss. Where the permissible noise exposure level is exceeded, measures should be taken to lessen the noise exposure.	Some Noise Control solutions • Replace noisy machinery. • Keep sources of noise away from hard walls or corners. • Isolate or enclose sources of noise. • Construct suitable noise barriers. • Line interior surfaces with sound absorbing materials. • Maintain machinery and equipment at regular intervals. • Wear PPEs such as ear plugs or ear muffs.
6	Extreme Temperature Kitchen, boiler room and laundry staff may be subjected to heat stress from the machinery or equipment used in their workplace. This can cause headaches, fatigue and discomfort. It may also result in heat related illnesses such as prickly heat, heat exhaustion (fainting) or heat stroke. Staff can also be exposed to cold temperatures while retrieving or storing items in cold storage rooms. Freezing of the	Avoid suffering a Heat Related illness • Wear appropriate clothing. • Drink water and rest in a cool area. • Improve the ventilation in the workplace. • Be aware of emergency / first aid procedures associated with heat related illnesses.

	tissues results in frost nip or frost bite. They should wear warm clothing while working in such cold environments.	
7	**Electrocution** Electrocution occurs when the human body becomes part of an electric circuit through which current passes. Electrical hazards include electrical shock, burns sustained at the point of contact, and injuries due to muscle spasm causing, for example, a fall from a ladder. Electrical equipment and appliances should be regularly inspected by a qualified electrician to ensure good working condition.	**Handle Electrical Appliances with Care** • Report any damaged plugs, wires, electrical equipment. • Ensure faulty equipment is taken out of use until repaired (label as faulty or remove the plug to prevent use). • Keep power cords away from heat, water and oil. • Do not clean electrical equipment with flammable or toxic solvents. • Do not overload electrical points. • Pull the electrical plug, not the cord. • Establish a set of lockout-tagout procedures for the repair and maintenance of electrical equipment.
8	**Fire & Explosion** Workplaces which use flammable substances (i.e. LPG) or high-pressure applications, like kitchens, laundries and boiler rooms are at risk for fire and explosion. The main hazards are gas leakage followed by ignition (when mixed with air it is highly flammable and potentially explosive). Improper usage or faulty electrical installations could also result in fires. Some hotels use pressure vessels like steam boilers for supplying their laundries and guests with steam and hot water. These steam boilers are usually located in specially designated boiler rooms. Air receivers are also used in the tool rooms and workshops. These pressure vessels should be inspected regularly as required by law. Regular maintenance should also be carried out by the boiler attendants. Staff, especially those working in the kitchens, should be taught on how to detect gas leakage.	**LPG/Gas Safety** • Know where the gas shut off valve is and how to use it. It should be located in a safe area (away from cookers and heat) with proper signage. • Store all cylinders (full or empty) in an upright position externally in a secure well ventilated area. Do not store below ground level, or adjacent to openings of buildings or drains. • Keep storage areas clear of combustible materials and ignition sources and clearly mark with warning such as no smoking and fire procedure signs. • Provide and maintain suitable fire fighting equipment, e.g. dry powder extinguishers, and ensure it is readily accessible • In rooms where LPG appliances are used, ensure plenty of high and low level ventilation and provide a readily accessible isolation point to switch off the supply quickly in case of an emergency. • Turn off cylinder valves at the end of each working day. **In Case of Fire** • Do not panic. Be calm, but act quickly. • Know the types of fire extinguishers and how to use them.

		• Take note of the location of the fire extinguishers and alarms. • If the fire is small and localized, put it out with a fire extinguisher. If the fire is large, don't risk your safety. Don't attempt to fight it with a fire extinguisher. • Sound the alarm to inform other staff and customers. Make sure that people are leaving the building. Do not allow anyone to go back into the building. • Don't use elevators. Use the stairs. Fire Extinguishers - Types & Usage • Fire extinguishers are designed to put out small fires, not large ones. • Extinguishers are labeled A, B, C, or D or a combination of these letters to indicate what type of fire it can be used on. A - use for fires from burning paper, wood, drapes, or upholstery . B - use for fires from burning gasoline, solvents, cooking shortening, or grease. C - use for fires from burning wiring, fuse boxes, or electrical sources. • Fire extinguishers must be recharged/refilled professionally after any use. A partially used one is as good as an empty one. • Fire extinguishers are to be serviced and checked semi-annually by an authorized agent. • Extinguishers should be installed away from potential fire hazards and near an escape route.
9	Chemical Hazard Some chemicals are hazardous and may be flammable, toxic, corrosive or carcinogenic. The most common risks are through contact with the skin or eyes, breathing in or swallowing. Many cleaning chemicals are hazardous because they are corrosive and can cause burns or rashes from allergy or irritation from direct skin contact. Volatile chemicals such as solvents can be inhaled. Chemical spills and splashes may harm the eyes. High concentrations of vapor or gas can accumulate particularly in poorly ventilated	Safe work practices when working with Hazardous Chemicals • Make sure every chemical has a Material Safety Data Sheet and all containers are properly labeled. • Always instructions and information in the use of cleaning chemicals. • When handling substances, especially concentrates (if unavoidable), always wear PPE, e.g. rubber gloves. If there is any danger of splashing, wear eye protection suitable for splash risks, e.g. goggles or visors.

	and confined areas. It is therefore important that employees who work with chemicals are aware of the hazards.	• Ensure that rubber gloves are free from holes, tears or thin patches. If any of these faults are present ask for replacements immediately. • Never mix cleaning chemicals. • When diluting always add the concentrated liquid to water, not the water to the concentrate. • If cleaning chemicals are accidentally splashed onto your skin or eyes, flush the infected area with running water. Seek medical advice if irritation persists and tell your employer. • If you are dispensing powders, always use a scoop; never use your hand. • Open windows or air vents for proper ventilation. A suitable fume mask and goggles may also be required depending on manufacturer's instructions. • Always store chemicals as manufacturers advise, for example away from heat, sunlight, foodstuffs and humans, especially children. • Check chemical containers regularly for damage or leakage. • Ensure chemicals are disposed of properly by following the instructions given in the safety data sheet.
10	Biological Hazards Staff can be exposed to blood and other body fluids through needlestick and other sharps injuries. They may accidentally get in contact with used needles between bedsheets, under beds, in garbage containers, and hidden in washrooms. These items could be contaminated with blood and body fluids infected with micro-organisms that can cause diseases. These are known as bloodborne pathogens. The bloodborne pathogens of most concern are the human immunodeficiency virus (HIV) and the hepatitis B and C viruses. These viruses cause diseases that can lead to death.	Preventing exposure to HIV/AIDS, and Hepatitis B and C • Wash your hands frequently. • Never handle broken glass with your bare hands. Use tongs or pliers or a broom and dustpan to pick up the glass. Place the broken glass in a separate and secure container. • Don't compress garbage or reach into garbage containers with your bare hands. Remove the contents by lifting out the bag or liner. • Hold garbage bags away from the body. • Sheets, bedspreads, towels or linens contaminated with blood or other body fluids should be handled with care. • Contaminated laundry should be appropriately identified. • Always wear rubber or latex gloves when handling used linen or cleaning the bathroom. For protection from

		blood spatters or splashes into the eyes or mouth eye and face protection should be worn. • Always discard the gloves after use or after a contamination incident. Remove gloves in a way that prevents your unprotected skin from contacting the outside, or contaminated portion of the gloves. After removing the gloves, wash your hands with an anti-bacterial soap. • If the mucous membranes of the eyes, nose, or mouth are affected, flush with lots of clean water at a sink or eyewash station. • If there is a wound, allow it to bleed freely. Then wash the area thoroughly with non-abrasive soap and water. • If an area of non-intact skin is affected, wash the area thoroughly with non-abrasive soap and water.
11	Workplace Violence Workplace violence is a situation in which a a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes threatening behavior, verbal or written threats, harassment, verbal abuse and physical attacks.	Dealing with Irate Customers • Avoid escalating the situation. Remain calm and polite, and try to calm the other person. • Once you think the customer has remained his calm, you can ask polite questions to gather more information on the incident. This will help you resolve the problem better and effectively. • If you cannot calm the person, ask for help. • Work towards the best potential solution to the customer's problem. If resolving the problem is not in your scope of powers, escalate the issue to the appropriate colleague who can handle it.
12	Ergonomic Stresses Musculoskeletal injuries are injuries and disorders that affect the human body's movement or musculoskeletal system (i.e. muscles, tendons, ligaments, nerves, etc.). It could be due to a single incident such as lifting a very heavy load or slipping and falling. However, it is more often due to gradual wear and tear from frequent and repetitive activities.	•

	The chance of sprains and strains increases with the effort and frequency of lifts, and with the awkwardness of postures required to access and move these materials. Slips and falls can also cause serious strains and sprains. Risks for slips and falls include uneven or slippery floor surfaces, the presence of spilled materials, and excessively worn footwear soles.	
13	Awkward Postures Working with the body in a neutral position reduces stress and strain on the muscles, tendons, and skeletal system. Awkward postures are deviations of body parts from their neutral position. Awkward body posture leads to exhaustion, discomfort and increased risk of injury. Poor workstation design fosters an awkward body posture. Awkward body posture hinders breathing and blood circulation and contributes to musculoskeletal injuries. Examples of awkward postures include bending the back during bed making, reaching overhead during cleaning and improper posture while sitting.	Preventing disorders from Awkward Postures • Use tools that will allow you to work in neutral postures.Don't overstretch yourself. Reach only as high as is comfortable for you. • Use height-adjustable workbenches and chairs. • Avoid bending over by using lift devices to hold items at waist-height. • Use step stools or ladders to avoid reaching overhead. • Use long-handled tools to decrease reaching and stooping. • Store heavier or frequently used items at a height between workers' hips and chest to reduce awkward postures when handling these items. • Perform work at the proper heights :Above the elbows with elbow support for precision work such as cleaning or sorting. • At the elbows for light work such as peeling and cutting vegetables. • Between the waist and elbows for heavy work demanding downward forces such as cutting or slicing meat. • When awkward postures cannot be avoided: Take regular breaks • Perform a variety of jobs to change postures • Complete forceful actions closer to neutral posture Avoid Awkward Sitting Positions • Avoid bending forward and to the sides. • Do not slouch. • Make sure the height of your chair is just right. Avoid chairs that are too high or too low.

		• Ensure proper height for your work table. Do not work with shoulders and arms raised to prevent neck and shoulder pain.
14	**Manual Handling** Strains and sprains to the lower back and even the neck and limbs, may occur among hotel staff involved in manual materials handling activities. Improper lifting may cause painful back injuries and muscle strain. Manual Handling involves moving or supporting objects by one or more employees. It includes lifting, putting down, pushing, pulling, carrying objects.	**Preventing injuries from Manual Handling** • Assess the weight. Make sure you can lift the load without over-exertion. • Do not lift objects beyond your physical strength. Get help. • Use mechanical aids such as trolleys, pushcarts, hoists or conveyors if available. • Push rather than pull. • Prepare for the lift by warming up the muscles. • Use the muscle power of the legs, not the back when lifting. Stand over the object and bend your knees. • Use a wide stance to gain balance. • Keep the load as close to the body as possible. Keep your back comfortably straight. • Hold the object securely and check for slipping. • Make sure you can see over the object while carrying it. • Avoid sudden movements or jerking. • Avoid twisting and bending to the side while lifting. • Do not bend over when setting a load down. • Small steps are best when walking with a load. • Don't store heavy items in small, confined areas where the worker may not be able to use proper lifting techniques. • Wear proper gloves or other personal protective equipment when handling objects with sharp edges, or objects that are very hot or cold. • Wear safety shoes to protect your feet.
15	**Prolonged Standing** Most jobs in the hotel involve standing work for many hours. Standing for a long period of time can contribute to aches and pain in the lower limb.	**Preventing disorders from Prolonged Standing** • Use foot rails or footrests to be able to shift body weight from one leg to the other to reduce stress on your back and legs. • Change working positions frequently.

		• Controls and tools should be positioned so the worker can reach them easily without twisting or bending. Avoid overreaching. • Wear shoes with well-cushioned insteps and soles to relieve the stress on your knees and back • Wear shoes that allow your toes to move freely. • DO NOT wear shoes with heels higher than 5 cm (2 inches).
16	Repetitive Movement Repetitive use of the hands and upper limb may cause pain in wrist, elbow and shoulder. Persons at risk include room attendants, laundry operators and kitchen staff.	Preventing disorders from Repetitive Movements • Position hand and wrist comfortably. • Reduce repetition as much as possible by pacing your work at a comfortable rate. Vary your tasks and take a few minutes to do something that uses different muscles. • Use ergonomically designed tools. • Maintain tools in good working condition to avoid the need to exert excessive force. • Take “micro pauses”. Let muscles rest by pausing for 5 to 10 seconds. • Once in a while, return to an upright posture and let your arms hang loosely by your sides.
17	Handling Luggage Particularly when loading and unloading from vehicles, carts, and hotel rooms, can cause fatigue, discomfort, and risk of injury. Awkward body postures increase the stress on ligaments and joints. This can lead to strain and injury to the back, shoulders and hands if the load or frequency is excessive or if incorrect lifting methods are used. Proper equipment and training in the proper lifting and carrying techniques should be provided to prevent back strain and injury.	• Use ramps rather than stairs. • • Use a trolley for heavy luggage or when carrying over long distance. • Push rather than pull trolleys. • Ensure trolleys are properly maintained. eg tyres are fully inflated and wheels aligned. • Wear proper shoes. • Plan your lift before doing it. • Use the muscle power of the legs, not the back when lifting. Don’t twist or bend your body to the side. Move your feet to face the load. • When lifting bags from a car trunk, face the trunk squarely with both feet firmly on the ground. Use a wide stance to gain balance. • Keep the load as close to the body as possible. Pull luggage that are in the back of the trunk close to you first before lifting.

		• Bend your knees, not your back. • Do not bend over when setting a load down.
18	Front Desk Staff Front desk staff spend many hours standing to serve customers at the reception counter. They work with visual display units, answer phone calls and handle payment. This may involve repetitive work, awkward postures and prolonged standing. Excessive bending of the neck and back during writing, keyboard work or using the calculator when the height of the desk is too low can cause neck and back aches. The monitor height may be also too low for the standing position and there may also be glare problems if not positioned properly. Prolonged standing with high heel shoes may contribute to aches and pain in the legs and feet and the back. Sprains and strains can be prevented by proper workstation design and placement of equipment and adopting proper work postures.	• Do not overstretch yourself. Avoid bending and twisting to reach the telephone or keyboard. • Avoid bending your back. Make sure the computer monitor is neither too low nor too high. • Hold the telephone receiver while writing or typing. Don't clip it between your ear and shoulder. • Put one foot on a step or rail to reduce stress on your back and legs when standing for long periods. From time to time, alternate the foot you have on the rail. • Wear shoes with enough cushioning to relieve the stress on your knees and back when standing for long periods. • Vary your working position often.
19	Room Attendants Room attendants are prone to strains from bending, pushing, repeated lifting and reaching when making beds, cleaning bathrooms, vacuuming carpets, wiping furniture and pushing carts. Awkward postures, repetitive forceful movements and manual materials handling can lead to strains and injuries to the back, shoulder, arm and hand. Strains and injuries can be prevented by working correctly. Room attendants should be given appropriate equipment and training in proper work methods and postures to reduce the risk of strains and injuries.	Housekeeping • Bend your knees when changing pillow covers or duvet covers. Avoid bending your back. • Use a tool with long handles or use a step ladder to reach high furniture or lighting. • Kneel when cleaning low furniture. • Use light-and easy to use vacuum cleaners. • Kneel when vacuuming under furniture to avoid bending the back. • Carts should not be overloaded and obstruct the vision. They should be stable and easy to move. • Push carts rather than pull. • Maintain good working condition of the carts. Wheels should be aligned and turn smoothly. • Kneel next to the bath tub to avoid excessive back bending and arm reaching when cleaning the tub. • Use tools with long handles for cleaning hard to reach areas.

20	**Chefs and other kitchen staff** Chefs and other kitchen staff are involved in food preparation (cutting, grinding, mixing, arranging), baking or cooking, food transfer and dishwashing. Working in the kitchen involves prolonged standing, awkward postures, manual handling and repetitive hand motions. These can increase the risk of sprains and injuries involving the hands, shoulders, back and neck.	• Use trolleys whenever possible for heavy items. • Provide tables, counters and trolleys of the same height to enable items to be slid across. • Use a work surface that is waist level for forceful tasks (e.g. chopping). • Use a work surface that is elbow height for finely detailed work (e.g. creaming cakes). • Stand close and use the front of the work surface to avoid over-reaching. • Position frequently used items close to your work area and at a convenient height • Select utensils designed to reduce awkward postures and force (eg good grip). • Avoid twisting or bending back. • Hold the rinse nozzle at mid-body height. • Use a platform to reduce depth of deep sink to reduce bending.
21	**Waiters and Servers** Waiters and servers often carry trays of dishes or glasses; bend and reach to clear, wipe, set tables and serve customers at tables. They also carry heavy tables, chairs and other equipment when setting up function rooms. Repetitive heavy lifting and awkward postures can put a lot of strain on the neck, back, shoulder, arms and hands. Training in proper lifting, use of appropriate equipment such as trolleys and proper work practices are important	• Balance the load and keep the tray dry and clean. • Place heavy items close to the center of the tray. • Carry most of the load over the shoulder. • Keep the shoulder, elbow and wrist in neutral posture whenever possible. • Carry reasonable number of plates at a time. • Carry the tray as close to your body as possible. • Balance the tray on both your arm and hand when carrying small trays of drinks. • Use both hands for support and balance when carrying large trays. • When pouring, move the glass or cups as close to you as possible to avoid over-reaching. • Move around the table to serve guests. • Use trolleys when carrying tables and chairs whenever possible. • Ensure a good grip when carrying. • Avoid bending or twisting the back.

		• Limit the number of chairs stacked together when lifting. • Have two or more people carry heavy or bulky items.
22	Laundry Operations Laundry Operations in a hotel include sorting, washing, drying, folding of linens as well as washing, drying and ironing of uniforms and guests' laundry. Handling laundry requires force and some tasks may be repetitive and involve awkward postures and prolonged standing which can be stressful on the hands, wrists, back, shoulders and lower limbs. Proper work design and automation of certain processes as well as training in proper work methods and postures can help to reduce the risk of strains and injuries. Job rotation and scheduled rest b	• Reduce manual handling of laundry through design of work flow or automation. • Reduce bending to retrieve laundry from the bottom of the bins by using bins with a self-elevating base. • Reduce pulling and pushing forces by using lighter bins with wheels designed for hard floors. • Make sure the bins are serviced regularly with particular attention to the wheels. • Use a foot bar to be able to switch the weight of the body from one foot to the other. • Use anti-fatigue mats and shoes with good insoles to reduce discomfort due to prolonged standing. • Practice job rotation or vary job tasks during the shift. • Hangers should be at a lower position (i.e. shoulder level) to reduce excessive reaching and working overhead. • Take regular breaks and perform stretching exercises.
23	Golf Training – Students Injury to student/s including • Cuts & Abrasions • Bruising • Asthma • Broken Limbs	Warm up / Cool down • Explanation & Modelling of correct golf techniques. • Question & Answer session on golf skills, techniques & ettiquette • • Student dress, including footwear, must comply with the requirements of the • golf club or facility being used • Students are encouraged to have their own set of golf clubs, sufficient golf • balls & tees; teachers are to ensure that equipment used is in good • condition; clubs with smooth grips, loose heads & shaft irregularities must be • repaired or replaced • Individual programs based on age & sequential development

		• Supervision of students whilst undertaking task • Staff with knowledge of first aid and /or first aid qualifications • A well-equipped medical kit with Epipen available
24	Biological material •Bodily fluids (e.g. blood, sweat, saliva)	• Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious. • •Have sufficient and suitable containment material (bandages, etc) available • •Ensure that personal items are not shared.
25	Animal bites/ diseases •Insects •Dangerous/ poisonous organisms	• Check area for ant nests if conducted outside • •Activity is conducted in an area free from poisonous plants and vegetation • •Constant assessment for snakes if conducted outside
26	Environmental conditions •Weather •Surfaces •Surrounds •Temperatures	Ensure students wear appropriate clothing & sun protection • •Assess weather conditions before and during activity (e.g. temperature, storms) • •Check and assess surrounds for loose items, debris and hazards and suitability for participants. • •Consider hazards associated with types of fencing material, gates and other infrastructure for windy conditions • •In poor weather conditions, Golf activity will be conducted either inside or in a suitable undercover area outside
27	Physical Injury •Spinal •Falls •Slips & trips	• Ensure trip hazards are not present in the activity area • •Communicate and demonstrate 'safe areas' 'hitting areas' and danger areas for activities

		• •Communicate and demonstrate correct technique to minimise risk of injury • •Warmup stretching/games conducted prior to Golf activity • •Closed in footwear to be worn at all times
28	Physical exertion •Strains and sprains •Cramps •Exhaustion and fatigue	• Ensure the suitability and competency of students participating in the activity • •Ensure regular consumption of water appropriate to the activity intensity and duration •Constantly monitor students for fatigue and exhaustion •Follow a programme of graded development in Basic physical fitness & Skills of the activity
29	Students •Special needs •High risk behaviours •Medical conditions •Student numbers	Obtain relevant medical information • •When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin, Epipen etc…) • •Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers • •Ensure there is adequate adult supervision • •Ensure all students adhere to safe areas and danger areas at all times • •Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place the dissuade or protect (e.g. tape) the wearing of jewellery accordingly.
30	Being struck by a ball hit offline by a player on another part of the golf course/ Personal injury to other course users, spectators and equipment	All players must remain alert at all times. • Players who have played an offline shot must immediately shout “FORE” to alert all surrounding players. • Staff are provided with appropriate PPE in the form of a hard hat and safety visor, work boots, gloves, overalls and waterproof clothing. Safety glasses and ear defenders are available on site too. • Staff must be aware of golfers on the course and move to allow play to pass

		them safely before returning to work task.
31	Being struck by the swinging club of a playing partner.	• Players must stand at least 2 metres away from the arc of the swinging club.
32	Tripping on uneven, sloping, or slippery ground.	• Tripping hazards should be removed by & Green keeping staff. • Course inspection routinely and closed when weather is poor
33	Slipping when entering or exiting a tee block	• Trolleys & motorised buggies are not to be taken on to these slopes in dry or wet conditions
34	Slipping on an undulated wet part of ground.	• All golfers should ensure they have golf shoes which are adequate & suitable for the ground/weather conditions on the day of play.