BRADY WORKPLACE SAFETY COMPLIANCE SOLUTIONS

Brady Workplace Safety Compliance Solutions (WSCS) is dedicated to helping you reduce injuries in your workplace and meet specific regulatory and compliance requirements.

A continued focus on workplace safety allows companies to experience improvements in operational efficiencies, reduce lost-time injuries, manage risk and enhance customer satisfaction.

WSCS builds on Brady Australia's 30 years of experience as an industrial supplier of quality safety and identification products. We appreciate that your specific workplace has unique operational requirements and we have a broad range of workplace safety and compliance products and solutions available.

At Brady, our specialty is ensuring your compliance obligations are fulfilled. WSCS will deliver the latest information on relevant workplace safety issues along with injury prevention guidance. More specifically these deliverables include:

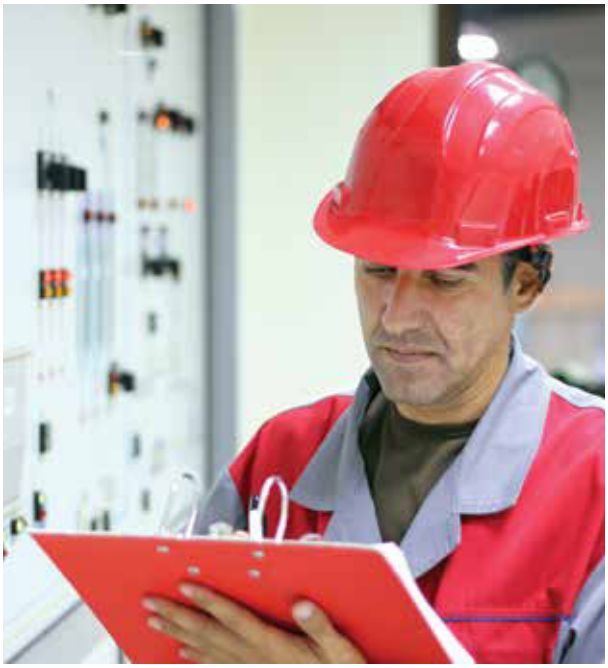
- Current knowledge of relevant Standards, Legislation and Regulations along with Codes of Practice
- Onsite Workplace Surveys to minimise hazardous concerns
- Training Tools and Resources focused on safety awareness and protection of workers

WORKPLACE SAFETY CHECKLIST

Good work practices start with the completion of a pre-activity inspection to help identify hazards and assess potential risks. Then corrective actions can be applied to unsafe situations and improvement areas can be focused on.

Brady has developed a safety checklist that can be used when a walkthrough of the areas is completed. We also recommend that the checklist be used following any changes in the work environment.

1. Identify the Tasks to be Performed.
2. Check Availability of Workers to perform the Tasks (with appropriate skill sets acquired through training).
3. Is Adequate Protection Available for Workers? (PPE, lifting devices, machine guarding, first aid, instructive aids).
4. Inspect Tools and Equipment to ensure Safe Working Order.
5. Identify Hazards in the Work Area (poor housekeeping, equipment vibration and heavy lifting are typical hazards).
6. Assess Risks and determine Severity (high, moderate, low).
7. Activate and Review Risk Controls (elimination, substitution and reduction methods to protect workers).
8. Check Consultation and Representation Arrangements (workplace health and safety matter related).
9. Ensure that Contractors have completed a Site Induction.
10. Confirm Validity of appropriate Licenses and Permits (operational readiness).



HAZARDOUS ENERGY

Each year a number of workers are killed or injured due to the unintentional release of Hazardous Energy sources. Numerous incidents could have been prevented with a clearly documented Hazardous Energy control program. Lockout/Tagout procedures are commonly used to reduce exposure to Hazardous Energy.

Sources of Hazardous Energy include: electrical, hydraulic, gas, steam, pneumatic, mechanical or any other sources within machinery or plant equipment that can be hazardous to workers.

The purpose of a Lockout/Tagout procedure is to prevent the unintended release of stored energy. Lockout/Tagout procedures are frequently used whenever a worker performing service or maintenance tasks may be exposed to Hazardous Energy.

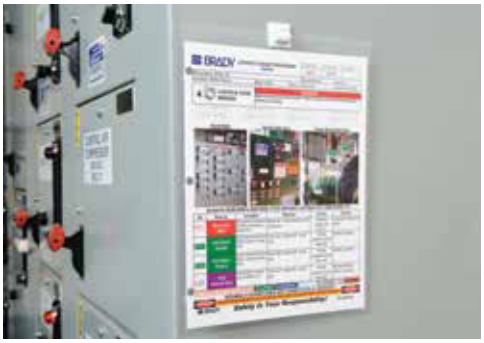
Lockout/Tagout industry user groups include: Mining, Food & Beverage, Utilities, Healthcare, Processing and Manufacturing.

An effective Hazardous Energy control program can dramatically increase business productivity. Your program should serve as a checklist that allows workers to quickly move through the steps without confusion or mistakes, reducing equipment downtime and damage.

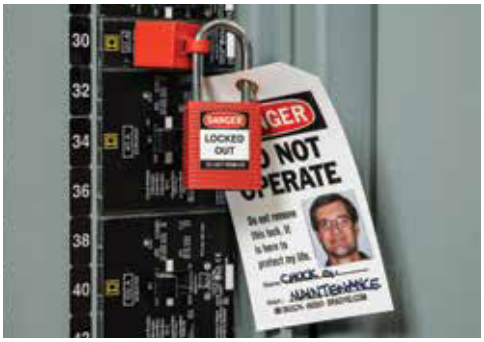
EMPLOYEE TRAINING = PROGRAM SUCCESS

Employees are an essential component of any Hazardous Energy control program. All employees should be trained in accordance with their specific roles and responsibilities. As a guideline Authorised Employees who perform service or maintenance work and undertake the actual Lockout must be able to:

- Identify hazardous energy sources
- Understand the types and extent of energy
- Know method/s for isolating and controlling Hazardous Energy
- Know method/s for the safe application, use and removal of devices



The **Australian Work Health and Safety Regulations 2011** outline specific requirements pertaining to General Electrical Safety in Workplaces and Energised Electrical Work. The regulation specifies that a person conducting a business or undertaking (PCBU) must ensure that electrical work is not carried out on electrical equipment while the equipment is energised. The PCBU must also ensure that electrical equipment that has been de-energised to allow work to be completed on is not accidentally re-energised while the work is being carried out.



ARC FLASH INJURIES

Arc flash is a short circuit through air that flashes over from one exposed live conductor to another conductor or to ground. Electrical equipment should be marked with arc flash warnings to prevent fatal injuries.

Arc flash has the potential to cause substantial damage, fire or injury. Clearly visible and legible warning labels should be positioned in the arc flash hazard zone to prevent injuries. Other prevention measures include appropriate usage of arc flash personal protective equipment (PPE), remote equipment operation or reconfiguration of electrical equipment.

Brady printers can be used to produce your own arc flash labels giving employees enhanced, equipment-specific information to help minimise risk in your workplace.

HAZARDOUS CHEMICALS

According to the **Work Health and Safety Regulations 2011** hazardous chemicals used, handled or stored at the workplace must be correctly labelled. This is the responsibility of the person conducting a business or undertaking at a workplace. This requirement also extends to chemicals manufactured at the workplace and chemicals transferred/decanted from its original container at the workplace. Hazardous chemicals are required to be correctly classified prior to supply. Correct classification and identification also helps to reduce a potential risk caused by incompatible hazardous chemicals.

SAFETY DATA SHEETS

A Safety Data Sheet (SDS, previously MSDS) is a document that includes information on hazardous chemical properties, how they affect workplace health and safety along with chemical handling and management details. These documents should be prepared in accordance with the necessary Regulations by the manufacturer, importer or supplier of the hazardous chemical. The Safety Data Sheet must be reviewed at least once every 5 years and the manufacturer or importer must amend the document to ensure the content is correct and current. SDS documents must be provided when a person is likely to be affected by the chemical or when requested.

HAZARDOUS CHEMICAL IDENTIFICATION

Under the **WHS Regulations 2011** a label is required for any substance, mixture or article classified as a hazardous chemical for which the PCBU is responsible. A hazardous chemical is correctly labelled when the selection and use of label elements is in accordance with the **Globally Harmonised System of Classification and Labelling of Chemicals** (GHS). The GHS is a single internationally agreed system of classification and labelling of chemicals.

GHS Label Elements include:

- Hazard Pictograms to identify chemical classification
- Signal Words – Danger or Warning
- Hazard and Precautionary Statements that correspond to risk and safety phases

The capacity of Hazardous Chemicals used, stored or handled in the workplace will also determine the label size (and style) required.

The current transitional requirements allow businesses to have until January 2017 to comply with the new system.

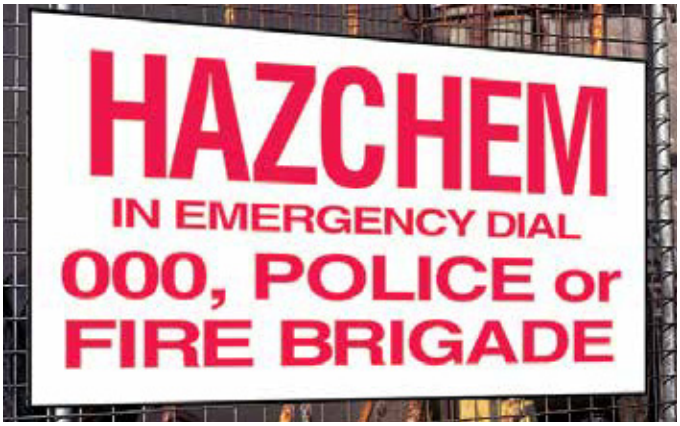
A manifest of hazardous chemicals is also required when the quantity of hazardous chemicals used, handled or stored at the workplace exceeds the manifest quantity of Schedule 11 within the WHS Regulations.

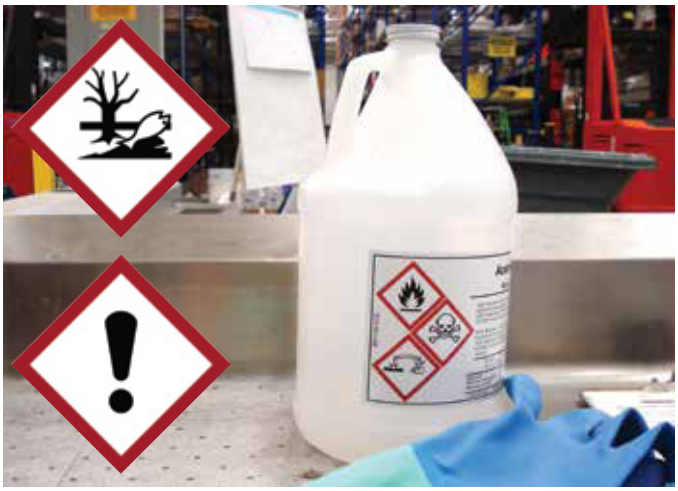
The Australian Dangerous Goods (ADG) Code outlines the identification requirements for chemicals classified as Dangerous Goods that are transported by road or rail. GHS is recognised as an appropriate labelling system for inner packages of dangerous goods during transportation.

Brady offers a range of Dangerous Goods products to suit the individual requirements of your workplace.

Ask

Our experts can assist with your Workplace Safety concerns. Email your question to **wscs@bradycorp.com**

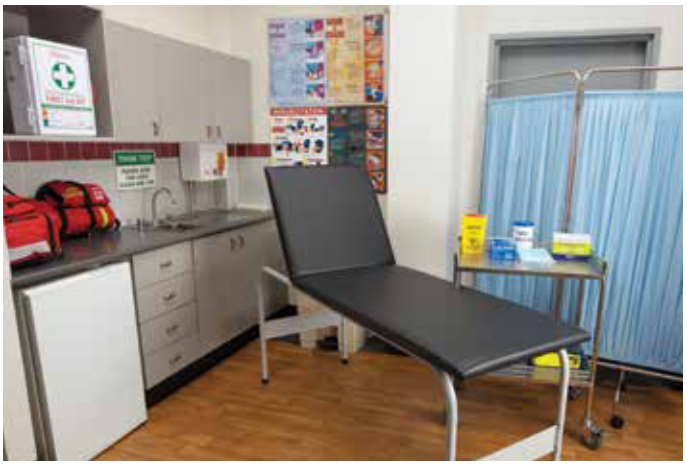




FIRST AID

First Aid can be described as the initial care provided in response to an illness or injury. Care is typically provided by trained personnel until precise medical treatment is available. Appropriate First Aid treatment can potentially reduce the severity of an illness or injury.

WORK HEALTH AND SAFETY FIRST AID REQUIREMENTS



According to the **Work Health and Safety Regulations 2011** a person conducting a business or undertaking (PCBU) must ensure that first aid is provided in the workplace and each worker has access to equipment and facilities for the administration of first aid. The PCBU must also ensure that an adequate number of workers are trained to administer first aid in the workplace and that workers have access to an adequate number of other persons trained in first aid.

Specifically for the purpose of the WHS Regulation the PCBU must also be familiar with:

- The type of work being completed at the workplace
- The hazards that exist at the workplace
- The size and location of the workplace
- The number and mix of workers and other persons at the workplace

WORKPLACE FIRST AID SITE ASSESSMENT

A periodic assessment schedule of your workplace first aid equipment will allow you to identify hazards and determine typical injuries or illness that may require rapid treatment. First aid should always be easily accessible and available within minutes of the injury location.

SLIPS, TRIPS & FALLS

In Australia common workplace injuries are caused by Slips, Trips and Falls. A Slip is when a loss of grip between the shoe and the floor occurs. Trips happen when a person's foot hits a low obstacle in the person's path, causing a loss of balance leading to a Fall.

RISK MINIMISATION IN YOUR WORKPLACE

We know that your specific workplace has unique operational requirements. These suggestions can help to reduce risks and prevent injuries in your workplace.

- **Identify Hazards**
  Complete a workplace safety inspection to identify and document hazards. Poor housekeeping, ineffective workspace design and lack of safe working systems are common injury causes.
- **Assess the Risk**
  A number of contributing factors may exist in the work environment and affect the risk severity. Determine if the risk is High, Moderate or Low.
- **Risk Elimination or Control**
  Provide traction on slippery surfaces, install lighting and signage, warn of temporary hazards, remove trip dangers, apply coloured floor marking for surface changes and modify working systems to eliminate or control risks.
- **Maintain and Review Controls**
  Regular inspections of work areas and review of controls will ensure they remain effective and exposure to risks is reduced.

WORK HEALTH & SAFETY REGULATIONS - AUSTRALIA

The **Work Health and Safety Act 2011** is a legislative document relating to work health and safety. The main objective is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces.

The **Work Health and Safety (WHS) Regulations 2011** is a legislative instrument that varies according to time, place or circumstance. The regulations outline work health and safety requirements by environment, operation and duty / task being carried out. In particular, the Regulations outline a number of areas including:

- Representation and Participation
- General Risk and Workplace Management
- Hazardous Work (falls, noise, confined space, manual tasks)
- Plants and Structures (control of risk, guarding, emergency stop, scaffolds)
- Construction Work
- Hazardous Chemicals
- Asbestos
- Major Hazard Facilities

The Commonwealth, States and Territories are responsible for regulating and enforcing work health and safety laws in their jurisdictions. Refer to our Workplace Safety Directory for more details.

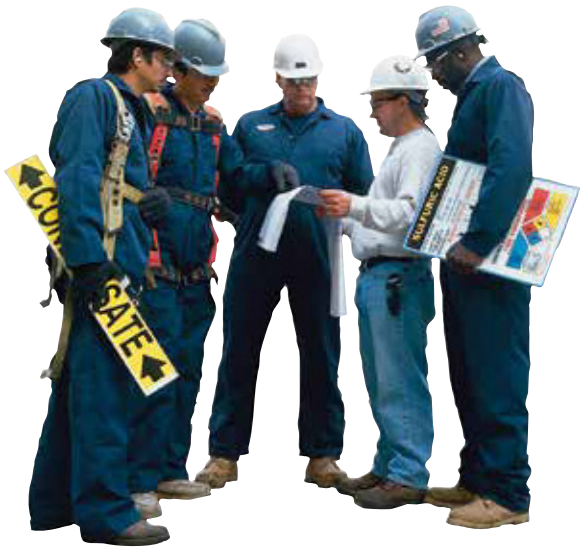
Throughout Australia various Work Health and Safety requirements across a number of industries are constantly being refined to ensure our national workforce is protected in the work environment. For precise jurisdictional requirements we recommend that you contact your local regulatory authority.

SAFETY MANAGEMENT SYSTEMS

A Safety Management System (SMS) can be described as a business framework that is designed to support all facets of safety in the workplace. An effective SMS should identify hazards and reduce risks and ensure that controls remain operational.

SAFETY MANAGEMENT SYSTEM ELEMENTS

- Policy Definition and Documentation (including stakeholder commitment and targets)
- Organisational Structure to Manage Risk
- Sufficient Consultative Arrangements
- Risk Identification and Controls
- Action and Review Plan
- Licence and Permit Requirements
- Issue Resolution
- Incident Notification and Investigation
- Communication and Continuous Improvement Processes



Benefits of an effective Safety Management System include: reduced lost-time injuries, a continual focus on risk-minimisation, personnel skill building and workplace compliance.

A well-designed Safety Management System should meet the compliance requirements of your local regulatory authority, and be easy to use for business stakeholders. The framework should attract attention and prompt action.

WORKPLACE SAFETY DIRECTORY

WorkCover Authority of NSW
Web: www.workcover.nsw.gov.au
Phone: 13 10 50

Workplace Health and Safety Queensland
Web: www.whs.qld.gov.au
Phone: 1300 369 915

WorkSafe ACT
Web: www.worksafe.act.gov.au
Phone: (02) 6207 3000
Email: worksafe@act.gov.au

NT WorkSafe
Web: www.worksafe.nt.gov.au
Phone: 1800 019 115
Email: ntworksafe@nt.gov.au

WorkSafe Tasmania
Web: www.worksafe.tas.gov.au
Phone: 1300 366 322
(or 03 6233 7657 outside Tasmania)
Email: wstinfo@justice.tas.gov.au

WorkSafe Victoria
Web: www.worksafe.vic.gov.au
Phone: (03) 9641 1444 or
1800 136 089 (toll free)
Email: info@worksafe.vic.gov.au

WorkSafe WA
Web: www.worksafe.wa.gov.au
Phone: 1300 307 877

SafeWork SA
Web: www.safework.sa.gov.au
Phone: 1300 365 255
Email: help@safework.sa.gov.au

Safe Work Australia
Web: www.safeworkaustralia.gov.au
Phone: (02) 6121 5317
Email: info@safeworkaustralia.gov.au

Standards Australia
Web: www.standards.org.au
Phone: 1800 035 822
(or +61 2 9237 6171 outside Australia)
Email: mail@standards.org.au

Department of Labour Health & Safety – New Zealand
Web: www.osh.govt.nz
Phone: 0800 20 90 20

Standards New Zealand
Web: www.standards.co.nz
Phone: 0800 782 632
(or +64 4 498 5990 outside New Zealand)
Email: enquiries@standards.co.nz