

Memorandum of Understanding and Working Protocols

between

Workplace Standards Tasmania

and

WorkCover Tasmania



MEMORANDUM OF UNDERSTANDING AND WORKING PROTOCOLS BETWEEN WORKPLACE STANDARDS TASMANIA AND WORKCOVER TASMANIA

Workplace Standards Tasmania and WorkCover Tasmania often provide services to the same clients. The work of both organisations needs to be co-operatively linked (where appropriate), and undertaken with a clear understanding and agreement about the roles and responsibilities each has when providing services to Tasmanian workplaces.

This is a working agreement to be implemented at all levels in both organisations. It covers:

- *roles and responsibilities of the WorkCover Advisory Services and the Workplace Standards Inspectorate*
- *communication between the two organisations*
- *protocols for Advisory Services and Inspectorate program development*
- *organisational policy and legislative obligations*
- *training*
- *dispute resolution*
- *review process*
- *joint management*
- *sharing of information.*

MEMORANDUM OF UNDERSTANDING (MOU) AND WORKING PROTOCOLS BETWEEN WORKPLACE STANDARDS TASMANIA AND WORKCOVER TASMANIA

Parties

The Department of Justice: the agency responsible for administering the *Workplace Health and Safety Act 1995* and the *Workers Rehabilitation and Compensation Act 1988*.

WorkCover Tasmania: the organisation responsible for performing functions under the *Workplace Health and Safety Act 1995* and the *Workers Rehabilitation and Compensation Act 1988*.

Workplace Standards Tasmania is a Division of the Department of Justice. It operates within a regulatory framework. Inspectors in its Inspectorate facilitate workplace compliance with legislation using a range of compliance and enforcement options. Inspectors also perform an important advisory and education function focused on compliance.

WorkCover Tasmania is responsible for managing and administering the Tasmanian workers compensation scheme. Advisors in its Advisory Services deliver OHS services, educate and counsel workplaces, but do not enforce the legislation. WorkCover Tasmania also promotes OHS messages and provides advice on OHS issues through promotional activities and programs.

Both organisations are responsible to the same Minister, and both have a mandate to improve OHS in Tasmanian workplaces.

Workplace Standards Tasmania and WorkCover Tasmania agree to, as far as possible:

- *abide by the procedures and principles set out in this MOU*
- *take whatever measures are necessary to ensure that their staff, at all levels, are aware of this MOU, and abide by it.*

This MOU has no legally binding effect.

Aim

The aim of this MOU is to facilitate a collaborative relationship between the Workplace Standards Tasmania and WorkCover Tasmania OHS programs (including promotional campaigns and activities), to ensure that common issues and any overlap or gaps in delivering these programs can be dealt with effectively, and therefore enhance the service provided to Tasmanian workplaces.

This is a working agreement to be adopted by staff at all levels of Workplace Standards Tasmania and WorkCover Tasmania.

Objective

The objective of this MOU will record how the parties intend (in good faith and a spirit of partnership) to co-operate to the fullest possible extent when developing and delivering OHS programs and regulating OHS in Tasmania.

This objective includes:

- *recognising each other's expertise and responsibility for promoting OHS*
- *recognising each other's role and responsibilities for developing and delivering OHS programs*
- *establishing and promoting the key current and emerging OHS issues in Tasmanian workplaces and national and international issues, to promote an understanding of these issues and to prevent occurrence or re-occurrence of workplace injury and illness*
- *sharing information, data and reports; and undertaking regular discussions and consultation (wherever this does not compromise any established confidentiality issues)*
- *developing and implementing programs containing measures to improve OHS in Tasmanian workplaces.*

In fulfilling this objective, neither party will be required to act in a way that restricts its obligations or responsibilities under legislation or organisational policy.

Key principles to collaboration

The parties acknowledge the following principles will guide their collaboration:

- *individual and integrated service delivery will be industry and outcome focused*
- *both parties will demonstrate (through their actions) a willingness to make the collaboration succeed*
- *both parties already share a common vision, values, and understanding of the scope of their individual obligations*
- *independent and integrated initiatives will be delivered with acceptable levels of privacy and confidentiality protection.*

BACKGROUND

Both parties have a shared commitment to OHS and a desire to co-operate to avoid competition between the parties and duplication of services and activities.

Each party can develop independent or complementary programs to achieve the common goal of improved OHS in Tasmanian workplaces.

Each party has an identity that will enable employers and workers understand their respective roles, responsibilities and range of services.

Tasmania's small and medium-sized businesses have the opportunity to access advice and information on OHS from the provider of their choice. This decision may be based on their needs, circumstances, comfort, or confidence that they will receive the type of assistance that suits their requirements.

Legislative obligations of parties

Under the *Workplace Health and Safety Act 1995*, the Secretary of the Department of Justice has the following functions:

- *to ensure (so far as is practicable) that the duties and obligations imposed on any person by or under this Act are complied with*
- *to formulate and implement policies and strategies relating to OHS in industry*
- *to advise the Minister on the operation and administration of this Act, and on the making of regulations and the approval of codes of practice under this Act*
- *to consult with WorkCover Tasmania on formulating and implementing policies relating to OHS in industry; and on the making of regulations and the approval of codes of practice under this Act*
- *to collect, interpret and report information relating to OHS in industry.*

Under the *Workplace Health and Safety Act 1995* and the *Workers Rehabilitation and Compensation Act 1988*, WorkCover Tasmania has the following functions:

- *to promote the prevention of injuries and disease at workplaces and the development of healthy and safe workplaces*
- *to enquire into and report to the Minister on any matter relating to these Acts referred to it by the Minister*
- *to make recommendations to the Secretary on any matter relating to these Acts referred to it by the Secretary*
- *to make recommendations to the Minister or the Secretary on any matter it considers necessary for the purposes of these Acts.*

ROLES AND RESPONSIBILITIES OF PARTIES

Workplace Standards Tasmania — Inspectorate Program

Program development

Workplace Standards Tasmania's OHS General Inspectorate joint programs will operate within an approved framework that achieves strategic co-operation between Workplace Standards Tasmania and WorkCover Tasmania (see *Working Protocols*).

Inspectors: primary role

The Inspector's primary role is to effectively implement and enforce a compliance program that stresses its primary role as a regulator, and facilitates the combined use of a range of tools and options to facilitate compliance and enforcement, depending upon which Act is being administered.

Inspectors have a range of powers to enforce compliance with the legislation. They are empowered to act under legislation including the:

- *Dangerous Goods Act 1988*
- *Industrial Relations Act 1984*
- *Workplace Health and Safety Act 1995*
- *Workers Rehabilitation and Compensation Act 1988*
- *Long Service Leave Act 1976.*

Inspectors: workplace visits

Inspectors visit workplaces primarily to:

- *investigate workplace incidents, accidents, and breaches of legislation*
- *respond to OHS complaints*
- *give advice and information to management, committees, unions, workers and others on the provisions of the legislation*
- *carry out compliance inspections relating to workplace and industry hazards*
- *target hazards in industry sectors as part of specific injury prevention projects and campaigns*
- *provide advice on improvements to work practices to minimise risk of injury*
- *resolve OHS disputes.*

Inspectors: enforcement role

Inspectors have the power to:

- *issue improvement and prohibition notices that require employers to stop work or fix unsafe working conditions or hazards*
- *attend court, provide evidence and prepare comprehensive reports*
- *seize and retain anything that could be evidence of an alleged offence*

- *issue notices requiring employers to provide proof of current workers compensation insurance*
- *issue on-the-spot (infringement) fines for breaches of the OHS legislation*
- *issue formal cautions for a range of legislation*
- *investigate incidents and accidents, collect evidence, and initiate prosecutions where necessary.*

Inspectors: information role

Inspectors will:

- *promote the legislative framework and current compliance campaigns, and provide advice on legislative requirements*
- *provide information on codes of practice and guidance notes*
- *issue guidelines on the OHS legislation and how it applies in various circumstances*
- *ensure that duty of care provisions and consultative duties are understood*
- *provide a compliance, advisory and education role.*

Tasmanian workplaces will continue to rely on the Inspectorate's compliance and prosecution mechanisms. These mechanisms include:

- *maintaining expert knowledge*
- *being a source of expert advice*
- *conducting investigations and compliance audits*
- *conducting workplace inspections*
- *conducting prosecutions or issuing on the spot fines*
- *making enforceable undertakings*
- *making OHS recommendation notices*
- *recording oral evidence*
- *using other compliance verification strategies (to be determined).*

WorkCover Tasmania — Advisory Services Program

Program development

WorkCover Tasmania's Advisory Services programs will be developed and implemented within an approved framework that achieves strategic co-operation between Workplace Standards and WorkCover Tasmania (see *Working Protocols*).

Advisors: primary role

The Advisors' primary role will be to effectively implement an advisory program approved by WorkCover Tasmania. This program will promote the Advisors' primary role of advisor and educator but not enforcer; and independent of the regulator, with no involvement in enforcement or prosecution.

Advisors will help identified small and medium-sized businesses understand how to systematically manage OHS, through a program of workplace visits.

Advisors will:

- *raise awareness of OHS and promote prevention of workplace injury and disease as an integral part of good management practices*
- *develop consultative and collaborative relationships with employers, business owners and operators, industry associations, business networks, unions, the Workplace Standards Inspectorate and other key stakeholders*
- *identify opportunities for improvement along with relevant solutions that may support workplaces to address OHS issues systematically and to continuously improve their workplace OHS practices*
- *encourage participation of everyone at the workplace in OHS*
- *support OHS representatives in carrying out their functions*
- *incorporate follow-up strategies to gauge the progress of workplace improvement programs.*

Advisors: workplace visits

Advisors will direct resources to high-risk occupations in small and medium-sized businesses and also work with unions and industry associations.

Advisors will help businesses understand how to achieve a safer workplace, and identify ways to address OHS issues. They will do this by:

- *promoting a systematic approach to managing OHS in the target industries*
- *developing a process of targeted workplace assistance, and identifying and promoting low-cost solutions that are relevant to the business*
- *raising awareness of OHS among target groups through Workplace Issues magazine, targeted mail-outs, group education sessions, advertorials and editorials in targeted press*
- *developing a small business starter kit to promote, educate and guide small business in systematically managing OHS (which can be adapted to suit the target industry)*
- *developing publications, hazard information checklists, CDs and other tools to help the target industry*
- *developing information products that highlight key hazards and causes of injury within the target industry*
- *identifying and promoting internet initiatives such as self-paced learning programs*
- *delivering face-to-face advice*
- *working with the Workplace Standards Tasmania Helpline to ensure it is able to provide relevant information to clients about the Advisory Service*
- *engaging with the Australian Government's small business OHS program*
- *holding information sessions and running education programs.*

Advisors: other activities

Advisors will also support existing WorkCover Tasmania initiatives and services such as providing OHS publications, developing and managing media campaigns, and co-ordinating the delivery of events and activities with other partners, including:

- *Workplace Safe Week*
- *Workplace Safe Awards*
- *WorkCover's 'New and Young Workers' program*
- *Agfest*
- *industry-led events and programs, particularly those in target industries*
- *events and activities being run by other government agencies.*

Advisors: enforcement role

None — Advisors; are not part of the Workplace Standards Inspectorate, are not inspectors and have none of the powers Inspectors are granted under the Acts they administer.

CONDUCTING OHS PROGRAMS

Formulating and implementing policies, programs and strategies relating to OHS in Tasmanian workplaces

WorkCover Tasmania recognises that the Secretary of the Department of Justice has wide powers under the *Workplace Health and Safety Act 1995* to formulate policies and strategies relating to OHS in Tasmania.

Conversely, the Secretary of the Department of Justice recognises that WorkCover Tasmania has wide powers under the *Workplace Health and Safety Act 1995* and the *Workers Rehabilitation and Compensation Act 1988* to promote the prevention of injury and disease at workplaces and the development of healthy and safe workplaces.

Both parties acknowledge the differences in their roles and responsibilities and the method and scope of providing OHS advice to workplaces.

In developing or implementing OHS programs, both parties agree to observe and comply with any protocols that have been established between the parties (see *Working Protocols*).

CONSULTATION ABOUT PROPOSED PROCEEDINGS

Regulatory/organisational policy functions — general

Nothing in this MOU shall restrict either party meeting their respective obligations or responsibilities under legislation or organisational policy.

As far as possible, the approach of the parties to those obligations shall be one of utmost co-operation.

Therefore, the parties shall:

- *regularly confer about the most efficient and effective means of the carrying out of such functions*
- *jointly prepare any protocols and guidelines dealing with all aspects of conducting program functions*
- *ensure that copies of this MOU (and any protocols and guidelines) are communicated to their staff to ensure they are aware of the MOU, and abide by it*
- *prepare a schedule of people who can be contacted or notified about any matters arising under this MOU. The schedule will contain telephone numbers and any other relevant information, be updated regularly, and be annexed to and form part of this MOU*
- *provide each other with a copy of any relevant information and data to the fullest extent possible.*

Training

Each party shall provide the other with adequate written notice of any training session it intends to conduct, and which may be relevant to the other party, in relation to complying with this MOU.

Reviewing the MOU

Twelve months after the MOU is implemented, representatives of the parties shall meet to evaluate its operation and effectiveness.

They will agree on different policies or procedures that may be necessary to ensure the purpose of the MOU is fulfilled.

Each party shall advise the other of any perceived difficulty in abiding by the MOU due to any change in legislation or organisational policy.

Each party will ensure that any revised procedures that are necessary (due to any change in legislation or organisational policy) will conform (as much as possible) with the intent and spirit of this MOU.

This MOU may be amended by a further document executed by both parties.

Duration

This MOU shall remain in force for three years from the date of its implementation.

The parties may agree on a longer term.

Either party may cancel this MOU, giving the other party at least three months written notice.

This MOU shall lapse if either party indicates an intention to no longer abide by it.

Dispute resolution

If there is a dispute between the parties arising from or related to this MOU, the parties agree to follow any procedure set out in any protocol to resolve the dispute.

If there is no procedure set out in any protocol to resolve a particular dispute, the parties agree to use their best endeavours and act in good faith to resolve the dispute.

If the parties still cannot resolve the dispute within seven days, they will refer the matter to members of the Program Liaison Committee (see *Working Protocols*) for resolution.

WORKING PROTOCOLS

Rationale

Co-ordination between Workplace Standards Tasmania and WorkCover Tasmania's OHS programs and services is necessary — to improve the quality of service provided, and to maximise outcomes for Tasmanian workplaces.

The parties have a common client group. This includes Tasmanian employers and employees who have a shared responsibility for OHS.

The parties also have a common client group when it comes to delivering OHS programs. It is acknowledged that each OHS program will often stand alone, and be implemented by a specific business unit.

A collaborative relationship between the Workplace Standards Tasmania and WorkCover Tasmania will ensure that common issues and any overlap or gaps in delivering OHS programs can be dealt with effectively, and therefore enhance the service provided to Tasmanian workplaces.

Commitment to effective collaboration and co-ordination is important at all levels, including:

- *strategic policy and planning*
- *program planning and management*
- *service delivery.*

These working protocols address co-ordination at the first two levels listed above.

They set a foundation for developing operational protocols between the parties at the service delivery level. They provide a context for staff (as providers of OHS programs) to deliver complimentary services to Tasmanian workplaces.

The parties have agreed to these protocols.

Aim

The aim of these working protocols is to enable the Inspectorate and Advisory Services to co-operatively deliver OHS programs, effectively and efficiently.

They are a working agreement to be adopted by staff at all levels of Workplace Standards Tasmania and WorkCover Tasmania.

They may be amended by a further document executed by both parties.

IMPLEMENTING THE WORKING PROTOCOLS

Strategies for implementing the working protocols include:

- *a formal launch involving Department of Justice and WorkCover Tasmania*
- *a senior manager from each party nominated to be responsible for implementing, promoting and monitoring the working protocols within their party*
- *relevant Workplace Standards Tasmania and WorkCover Tasmania program managers meeting to discuss specific arrangements, in order to meet the commitments made in the working protocols*
- *local forums held within three months of the launch of the working protocols in order to promote the new arrangements*
- *a copy of the MOU and working protocols being made available to help promote the new arrangements*
- *relevant training about the implementation of the working protocols (if required).*

Duration

These working protocols shall remain in force for three years from the date of its implementation.

The parties may agree on a longer term.

Either party may cancel these working protocols, giving the other party at least three months' written notice.

These working protocols shall lapse if either party indicates an intention to no longer abide by them.

Dispute resolution

If there is a dispute between the parties arising from or related to this MOU, the parties agree to follow any procedure set out in any protocol to resolve the dispute.

If there is no procedure set out in any protocol to resolve a particular dispute, the parties agree to use their best endeavours and act in good faith to resolve the dispute

If the parties still cannot resolve the dispute within seven days, they will refer the matter to members of the Program Liaison Committee (see *Working Protocols*) for resolution.

COMMUNICATION BETWEEN ORGANISATIONS

The Program Liaison Committee will support ongoing liaison between the parties.

This committee will comprise:

- *Neale Buchanan — member WorkCover Tasmania Board and Scheme Improvement Advisory Committee*
- *Simon Cocker — member, WorkCover Tasmania Board and Scheme Improvement Advisory Committee*
- *Roy Ormerod — General Manager, Workplace Standards Tasmania*
- *Ray Pickett — Manager, WorkCover Tasmania - Scheme Improvement Section; member - Scheme Improvement Advisory Committee*
- *Don Schofield — Chief Inspector of Industry, Workplace Standards Tasmania*

This committee will:

- *report to the Secretary of the Department of Justice and the WorkCover Tasmania Board (the Board)*
- *monitor the implementation of the protocols, and provide ongoing evaluation of the protocols*
- *enable coordinated recommendations to the Secretary and the Board*
- *ensure delivery of appropriate training modules for both parties*
- *initiate ad hoc working groups as appropriate*
- *consult with staff, stakeholders and others as appropriate*
- *circulate Minutes to the Secretary, the Board and others as appropriate.*

PROTOCOL 1: ADVISORY PROGRAM DEVELOPMENT

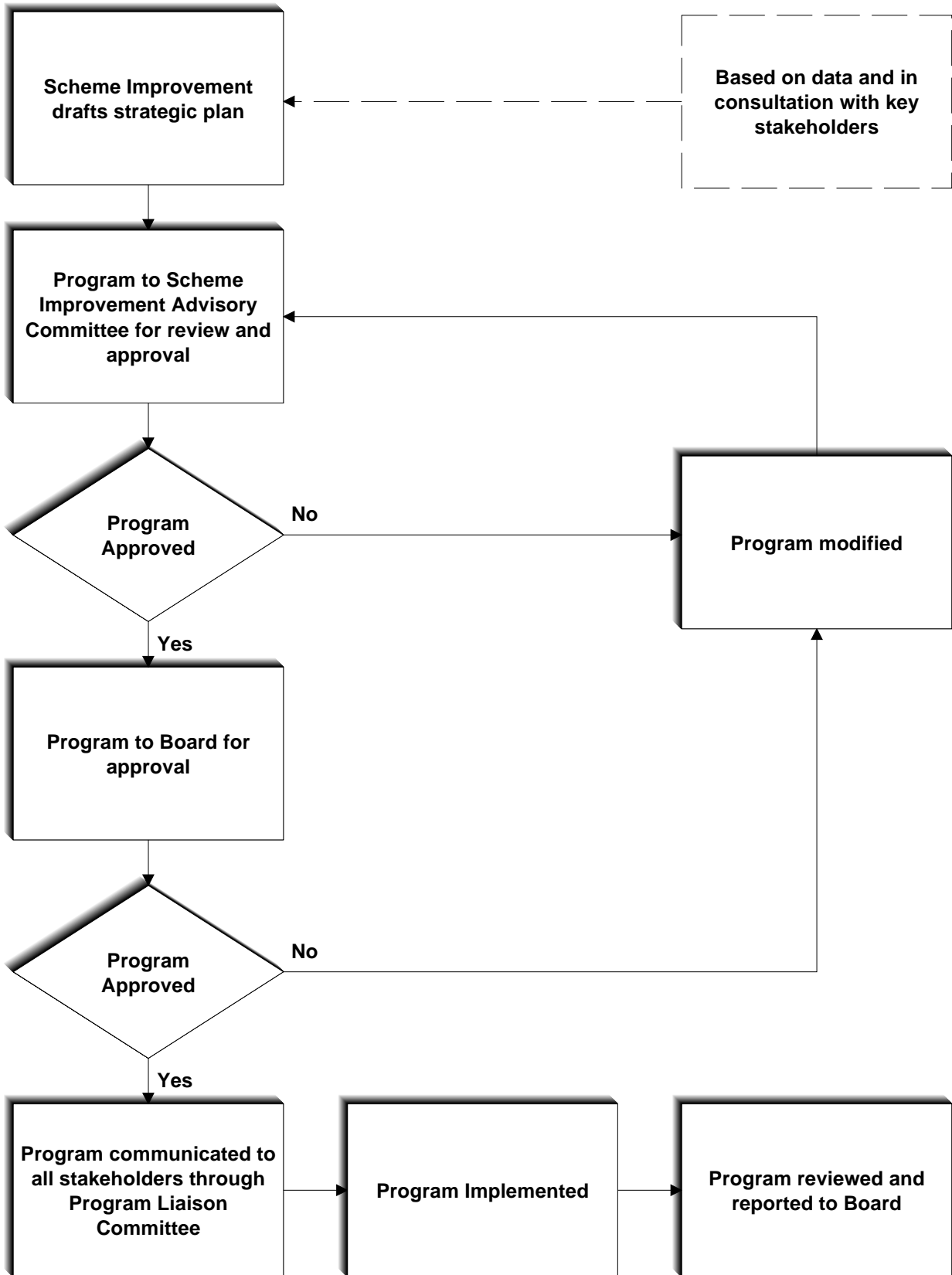
The WorkCover Advisory Services program is developed to cover a range of generic strategies for reaching small and medium-sized businesses.

A detailed program (including specific target groups and specific strategies) is developed by the Scheme Improvement Section. This is forwarded to the Scheme Improvement Advisory Committee for sign off, before being submitted to the Board for approval.

The following model for developing Advisory Services programs will ensure:

- *a high level alignment between Workplace Standards Tasmania and WorkCover Tasmania programs*
- *approval of advisory programs by the Secretary of the Department of Justice and the Board*
- *agreement on targets*
- *the best use of available information to help develop strategies.*

WorkCover Advisory Program Development Protocol



PROTOCOL 2: PROTOCOL FOR JOINT INSPECTORATE AND ADVISORY SERVICES PROGRAMS

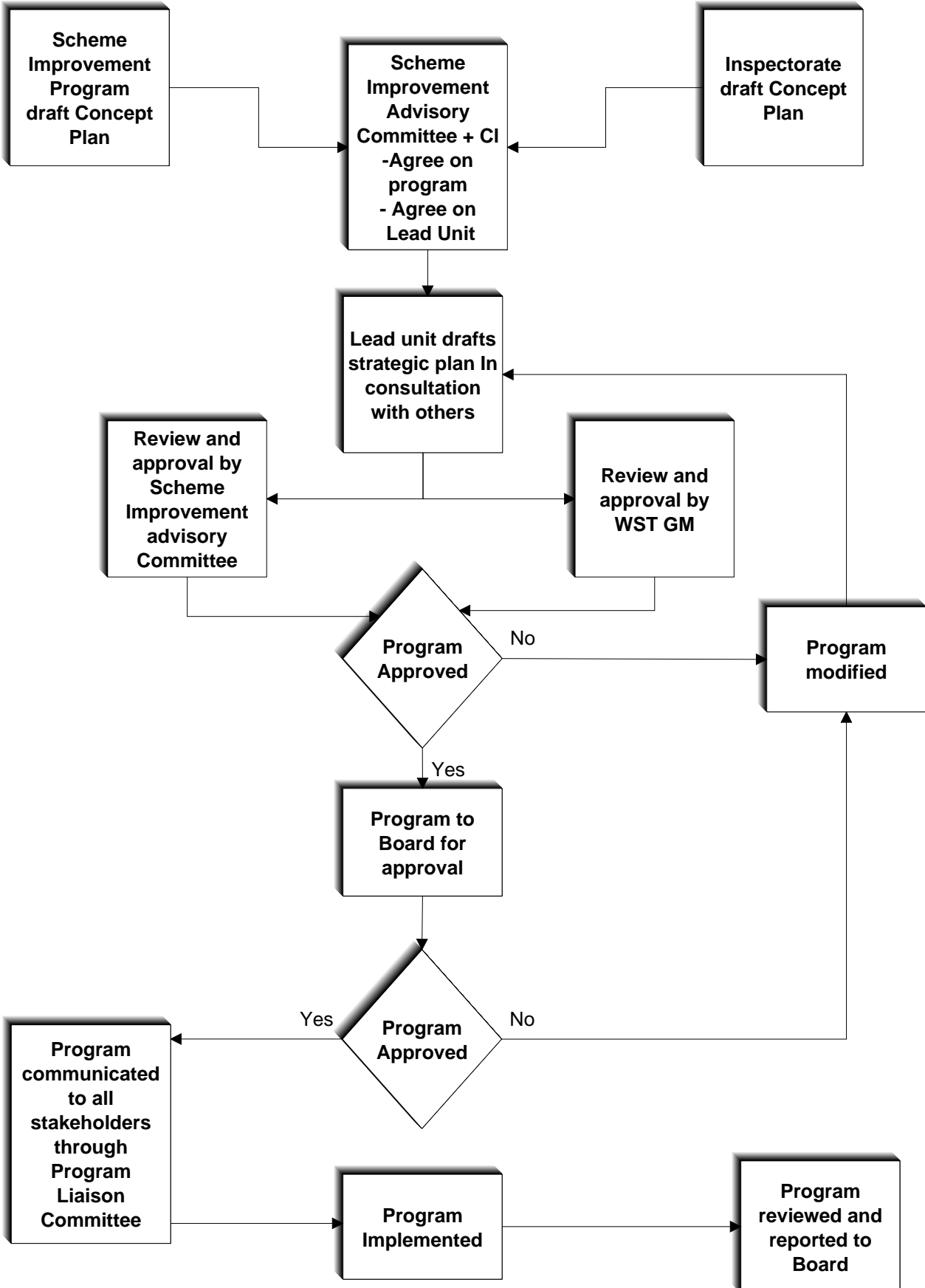
There will be times when the Inspectorate and Advisory Services can work together to promote and deliver OHS information and advice to Tasmanian workplaces.

A detailed program (including specific target groups and specific strategies) is developed by the Scheme Improvement Section. This is forwarded to the Scheme Improvement Advisory Committee for sign off before being submitted to the Board for approval.

The following model for developing joint programs will ensure:

- *a high level alignment between Workplace Standards Tasmania and WorkCover Tasmania programs*
- *approval of advisory programs by the Secretary of the Department of Justice and the Board*
- *agreement on targets*
- *the best use of available information to help develop strategies.*

Development Protocol For Joint Inspectorate & Advisory Programs



PROTOCOL 3: PROTOCOL FOR WORKCOVER ADVISORY PROGRAM OPERATIONS

This protocol is established to provide guidance to Advisors who may, during the course of a workplace visit, encounter a risk in a workplace they believe is likely to result in death or grievous bodily harm.

The need to establish a protocol of this nature is due to the fact that Advisors are not Inspectors or Authorised officers under the occupational health and safety or workers compensation legislation and therefore, they have no power to issue notices, instruct or direct workers or employers to address safety issues discovered in a workplace.

In the delivery of its Advisory Services, WorkCover owes to its clients a duty to ensure that in the event of a serious workplace health and safety risk being encountered, that the duty is not discharged by merely informing the client of the risk and leaving it to the workers or employer to take remedial action to fix the problem.

When a 'serious' risk is encountered

If an Advisor encounters a risk in a workplace that they believe is likely to result in death or grievous bodily harm, the Advisor must take the following action:

- Work through a risk assessment process to confirm that the issue is high risk.
- Verbally advise the small business operator of the severity of the risk and of their obligations under the *Workplace Health and Safety Act 1995* (the Act) to eliminate or minimise that risk. This will be confirmed in writing before the Advisor leaves the workplace. The Advisor will seek a commitment from the small business operator to control the risk immediately. If the obligation holder refuses to address the issue, the Advisor will conclude the consultation and immediately pass the matter over to the Chief Inspector Industry (WST).
- If the obligation holder gives a commitment to control the risk, the Advisor will return to the workplace in a week to assess whether the small business operator has implemented controls to eliminate or minimise the risk.
- If the risk has not been controlled or if the obligation holder is not willing for the Advisor to come into the workplace, the Advisor will advise the business operator that, under legal advice received by WorkCover Tasmania, the Advisor is required to pass the issue to the Chief Inspector of Industry for further action and that such action may include a visit by a Workplace Standards' Inspector.

See Attachment A for examples of issues that may be considered a serious risk.

ATTACHMENT A

WorkCover Tasmania: Advisory Program

EXAMPLES OF 'SERIOUS RISKS'

Industry – Generic	
Hazard:	Guarding. Unguarded or inadequately guarded plant or equipment where workers do access hazardous areas (e.g. nip, shear, entanglement, cutting points)
Risk: What are the potential outcomes of exposure to the hazard?	Potential for loss of distinct body part (e.g. multiple fingers, whole thumb, limb) or death
Consequences: (Use table from high risk ID guide)	Major or Catastrophic
Likelihood: (Use table from high risk ID guide)	Likely or Very Likely - if the equipment has the potential to cause serious injury (e.g. power press, guillotine, band saw) and some or all of the factors below are present
Factors increasing likelihood of GBH or fatality:	<ul style="list-style-type: none"> • The piece of equipment is used frequently (e.g. every day for several hours) • Workers are required to frequently place body parts in the 'danger zone' • Poor housekeeping creates a slip or trip hazard for workers accessing the 'danger zone' of the equipment • Workers are off-balance when accessing the 'danger zone' • Lighting is poor and visibility impaired • Workers are wearing loose clothing or jewellery and/or have long hair that is not tied back or in a hair net • Workers using wrong tool/no tool for cleaning (e.g. loose cleaning cloth; using hand instead of push stick) • Workers untrained or inexperienced
Suggested Controls:	<p>Immediate</p> <ul style="list-style-type: none"> • Cease using equipment or cease activity exposing workers to risk; equipment locked out <p>Before work starts again:</p> <ul style="list-style-type: none"> • Install guarding to prevent access by workers to hazardous areas/parts of equipment • Address other issues that contribute to risk (e.g. lighting, housekeeping, training etc.)

Industry - Generic	
Hazard:	Electrical
Risk: What are the potential outcomes of exposure to the hazard?	<ul style="list-style-type: none"> ▪ Electric shock / death ▪ Fire / explosion
Consequences: (Use table from high risk ID guide)	Major or catastrophic
Likelihood: (Use table from high risk ID guide)	Likely or Very Likely
Factors increasing likelihood of GBH or fatality:	<ul style="list-style-type: none"> • Water in the area • No safety switches • Broken / damaged electrical equipment or power points • Double adaptors/piggy back adaptors being used • Workers not trained, inexperienced or trying to do electrical repairs themselves • Use of electrical tape on equipment/leads as a 'band-aid' measure to prolong the life of electrical equipment • Electrical leads / equipment exposed to heat source which may melt outer covering • Flammable chemicals being used (no intrinsic safety controls being used)
Suggested Controls:	<p>Immediately</p> <ul style="list-style-type: none"> • Remove equipment from use and tag out <p>Before work starts again:</p> <ul style="list-style-type: none"> • Have an electrician repair the equipment • If equipment can't be repaired, replace the equipment with equipment that is electrically safe • Install a safety switch (depending on Class of work) • Test and tag electrical equipment (depending on Class of work)

Automotive Services Industry	
Hazard:	Exposure to Hydrofluoric Acid (HF) in concentration of 5% or above
Risk: What are the potential outcomes of exposure to the hazard?	Severe burns; loss of sight; death (risk increases as concentration increases) <ul style="list-style-type: none"> ▪ Skin and eye exposures most common ▪ Inhalation exposure also likely if HF sprayed or in concentration >40% (it vaporises at low temperatures in high concentrations)
Consequences: (Use table from high risk ID guide)	Major or Catastrophic
Likelihood: (Use table from high risk ID guide)	Likely or Very Likely - if adequate controls are not in place: <ul style="list-style-type: none"> ▪ Skin and eyes must be protected against splashes, leaks etc ▪ Respiratory protection must be used if HF concentration >40% ▪ Respiratory protection may be required if HF solution being sprayed on or used on hot surfaces
Factors increasing likelihood of GBH or fatality:	<ul style="list-style-type: none"> ▪ Inadequate training ▪ Inadequate Incident response and first aid ▪ Leaking container ▪ Leaking or improperly fitting PPE ▪ Splashes ▪ Slip, trip hazards
Suggested Controls:	<p>Immediately</p> <ul style="list-style-type: none"> ▪ Stop using HF <p>Before work starts again:</p> <ul style="list-style-type: none"> ▪ Training in hazards and safe use of HF ▪ Training in immediate response and first aid treatment specifically for HF exposure ▪ First aid supplies of calcium gluconate gel (within expiry date) ▪ PPE: <ul style="list-style-type: none"> ▪ nitrile / natural rubber / PVC / Neoprene gloves / gauntlets; ▪ face shield / chemical goggles ▪ rubber boots ▪ PVC apron ▪ Respirator (acid gas filter or air supplied) ▪ PPE regularly inspected maintained and replaced when faulty / leaking

Industry - Generic	
Hazard:	Working at heights
Risk: What are the potential outcomes of exposure to the hazard?	Severe injury / fatality from fall
Consequences: (Use table from high risk ID guide)	Major
Likelihood: (Use table from high risk ID guide)	Likely or very likely if there is no edge protection or other fall protection (eg no guardrail on mezzanine level / no harness and rope fall arrest system) and one or more of the factors (below) is present
Factors increasing likelihood of GBH or fatality:	<ul style="list-style-type: none"> • Slippery surface • Trip hazards • Unstable surface (e.g.: wobbly ladder / working off top plate of a ladder) • Uneven surface (e.g.: on top of a truck) • Faulty controls (e.g.: rope system in poor condition; fence not secure etc) • Things they could fall on (hard surfaces / people etc)
Suggested Controls:	<p>Immediately</p> <ul style="list-style-type: none"> • Stop doing the work at height and come down from height <p>Before work starts again:</p> <ul style="list-style-type: none"> • Use scaffold system (e.g. mobile scaffold) • Relocate work to ground level if possible • Provide effective edge protection or effective fall arrest system (e.g.: ropes and harness) and relevant training for workers • Eliminate or minimise slip and trip hazards • Only store items on pallets on mezzanine and use forklift to place, move or remove • Stop using mezzanine level.

Industry – Generic	
Hazard:	<p>Ignition source and flammable atmosphere. For example:</p> <ul style="list-style-type: none"> • Welding / grinding near to (within a couple of metres) spray painting or flammables storage area • Spray painting booth's lights are not sealed against flammable vapours (cracked / broken seals) • Cutting or welding a fuel tank that has not been cleaned out
Risk: What are the potential outcomes of exposure to the hazard?	Explosion / fire, severe burns or fatality.
Consequences: (Use table from high risk ID guide)	Major or Catastrophic
Likelihood: (Use table from high risk ID guide)	Likely or Very Likely
Factors increasing likelihood of GBH or fatality:	<ul style="list-style-type: none"> • No controls in place (ventilation, barriers) • No fire fighting equipment easily accessible
Suggested Controls:	<p>Immediately</p> <ul style="list-style-type: none"> • Stop work <p>Before work starts again:</p> <ul style="list-style-type: none"> • Remove ignition source from flammable atmosphere • Ventilate / purge flammable atmosphere so it is no longer flammable • Eliminate, modify or repair ignition source

Signed

Signed

MARTIN SHIRLEY
Director
WorkCover
Date: 23 October 2007

ROY ORMEROD
General Manager
Workplace Standards Tasmania
Date: 23 October 2007