



Defence People Policy, SafetyMan

Construction Work Policy and Guidance

Policy statement

1. Defence will ensure a safe workplace is maintained for workers performing construction work related to Defence activities and other persons who are present in the vicinity of a workplace where construction work is carried out.

Scope

2. This policy applies to all Defence workers, including ADF members, APS employees, ADF cadets, contractors and other persons who share work health and safety duties with Defence regarding construction work (such as primary contractors).
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy - core elements

4. This policy applies to all construction work undertaken by workers engaged to carry out work for Defence and to all workplaces where construction work is carried on behalf of Defence. This includes high risk construction work and the demolition of structures.
5. A person in control of the workplace must ensure a risk assessment be undertaken when planning or working on construction activities. Certain construction activities such as those categorised as high risk work will require additional control measures. External, environmental and personal risk factors are to be considered in the assessment. The Construction Work Code of Practice, provides further guidance regarding hazard identification and risk management for construction work related activities.
6. Definitions of 'construction work' and 'structure' are provided in the Work Health and Safety Regulations 2011 (the Regulations) regulations 289-290. The definition of construction work is very broad and includes any work carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovating, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
7. A list of the types of construction work that have been classed as high risk are outlined in the Regulations, regulation 291. In accordance with regulation 299, before high risk construction work can commence, a safe work method statement is required which sets out the high risk construction work activities to be carried out at the workplace, the hazards arising from those activities and the safeguards to be put in place to control the risks.
8. Under the Regulations, work connected with demolishing a structure is classed as construction work. When carrying out demolition work, the requirements relating to construction work such as providing written notice to the Regulator (Comcare) at least five days prior to commencement of demolition work must be applied.
9. As stated in the Regulations, regulation 326, workers carrying out construction work must keep available for inspection, a general construction induction training card or general induction training certification.



Roles and responsibilities

10. Group Heads and Service Chiefs (as officers of the person conducting a business or undertaking) are responsible for allocating sufficient resources to implement the requirements of this policy to effectively manage construction work.
11. Commanders and managers must ensure:
 - 11.1. risks associated with construction work are managed;
 - 11.2. construction work is carried out by, or under the supervision of, workers with evidence that they have the training or qualifications required for that work;
 - 11.3. if commissioning construction work, as part of the risk management process, commanders and managers must consult with the designer of the whole, or any part of the structure. Consultation may include giving the designer any relevant information on the hazards and risks at the workplace where the construction work will be carried out; and
 - 11.4. the designer of the whole or any part of the structure must provide a written report that specifies any work health and safety risk or hazard associated the design of that structure, including risk to any person who carries out work on that structure.
12. Deputy Secretary Estate and Infrastructure Group (when dealing with a principal contractor) is responsible for:
 - 12.1. providing policies, procedures and templates to address where Defence, the principal contractor and other persons share duties, and how those shared duties are to be managed to ensure compliance with work health and safety legislation. These policies, procedures and templates must include management or control of the workplace and accountability for designated roles and responsibilities (some of which may be shared);
 - 12.2. ensuring the Defence contract manager monitors and verifies contractor safety performance and measures contractor performance (through inspection, audit or other assurance and reporting activities) against progress and key performance indicators in the contract; and
 - 12.3. ensuring those managing/controlling the workplace take all reasonable steps to obtain current underground essential services information before directing or allowing excavation work to commence.
13. Deputy Secretary Capability Acquisition and Sustainment Group in keeping with the capability life cycle is responsible for:
 - 13.1. identifying required construction work; and
 - 13.2. reducing risks during the acquisition and sustainment phases.

Contract guidance

14. Defence cannot 'contract out' its obligations under the *Work Health and Safety Act 2011* (the Act). Defence must implement contractual arrangements that ensure designers, manufacturers, importers, suppliers and installers provide goods and/or services that support the Commonwealth complying with its duties under the Act.
15. Defence must also apply processes (eg workplace inspections/audits, supervision, training, monitoring and reporting) to ensure the safety of workers (and others) to whom Defence owes a duty of care, and must comply with the Act and Regulations.
16. Groups and Services who commission and manage construction work are to establish and document recognised assurance activities and systems (inspection, audit, reporting and

monitoring) to ensure that Defence and contractors comply with the provisions of the work health and safety legislation and codes of practice. The right to conduct such assurance activities and systems is to be included in the contract and in any implementation document for field operations.

Incidents and investigations

17. As detailed in Section 38 of the Act, notifiable health and safety incidents arising from Defence business are to be reported immediately to the Regulator (Comcare), and to the Defence contract manager. Notifiable incidents comprise the death of a person, a serious injury or illness of a person and dangerous incidents. Further information about notifiable incidents and reporting requirements is in SafetyMan, Work Health and Safety Incident Reporting Policy and Guidance and Sections 35-39 of the Act. Contractors must comply with their relevant state or territory legislation, this includes continuing to notify their state or territory work health and safety Regulator of notifiable incidents within the legally required timeframes specified in their jurisdiction. Contractors must ensure that their Defence sponsor or contract manager is advised of such notification.

Training

18. The Regulations, Chapter 6, Part 6.5 relates to general construction induction training. Defence and prime contractors must have systems, policies and procedures in place to confirm that the requirements of Part 6.5 of the Regulations are achieved.

Control of the workplace

19. The person with control of the workplace is generally the person who controls access to that workplace (entry and exit from that workplace) as described in the Act (Part 2, Division 3, Section 21), for example:
 - 19.1. a fully fenced building site that is controlled by a contractor, where access by Defence personnel is prevented or controlled by the contractor, is generally considered to be a contractor-controlled workplace; and/or
 - 19.2. a Defence-managed and occupied workplace within a fully fenced building site which allows access by both Defence and contractor workers would generally be considered to be a Defence-controlled workplace unless a separate workplace can be clearly delineated for the contractor to carry out the relevant construction work.
20. Where a principal contractor is engaged by Defence, the principal contractor will have management or control of the workplace necessary to discharge the duties of the principal contractor under the Act and the Regulations. In circumstances where a principal contractor is engaged it is likely Defence would retain some degree of management or control of a workplace.
21. Engaging a contractor as the principal contractor does not absolve Defence from responsibility for meeting a range of WHS duties and obligations. Defence will continue to have the standard duties and obligations under the legislation in respect of construction work to the extent it can influence and control how that work is performed.
22. In circumstances where a principal contractor is not engaged by Defence (and Defence is the principal contractor for the relevant construction work), Defence will have management or control of the workplace necessary to discharge the duties of a principal contractor. Such circumstances will generally arise where Defence is unable to provide a contractor with the requisite degree of management or control of the workplace to discharge the duties of the principal contractor e.g. where a workplace is shared and access cannot be managed or controlled by the contractor. In such circumstances management or control of the workplace will be shared by the construction contractor and Defence.

23. Many of the construction workplaces found on Defence premises will be managed or controlled (at least in part) by Estate and Infrastructure Group (E&IG) or a principal contractor under contract to the Commonwealth. However, there will also be construction requirements managed by the Groups and Services outside of the normal fixed infrastructure environment, usually during operations or exercises. Groups and Services undertaking construction of temporary facilities without contracted support and outside of E&IG control will be responsible for the control of the workplace in all instances.
24. Work health and safety legislation specifically acknowledges that management or control of a workplace may be a shared duty. Where a Defence workplace has 'shared duty' work health and safety control issues, formal Memorandum of Understanding (MOU) or contractual arrangements must be in place before any access is undertaken. Legal advice is to be sought prior to enabling access to a construction site if clarity of shared duties is required. Workplaces where Defence has primary management or control are to be managed to protect the health, safety and welfare of workers and third parties at or near the workplace. Defence obligations include:
 - 24.1. maintaining a safe workplace, without risk to health, that provides adequate facilities for workers' welfare at work;
 - 24.2. ensuring safety at work in connection with the supply, use, handling, storage and transportation of plant or substances;
 - 24.3. ensuring safe access to and egress from the workplace; and
 - 24.4. ensuring, before commencement of the work, the contractor is aware of the necessary information on the Defence safety standards and policy.
25. For workplaces where Defence has primary management or control:
 - 25.1. all the contractor's workers must receive a safety induction briefing, be inducted into the workplace prior to starting any work, and attend all site safety briefings;
 - 25.2. contractors must provide appropriate mechanisms for continuing consultation and review of safety matters;
 - 25.3. contractors must ensure that their system of work does not place workers at risk of injury/illness; and
 - 25.4. contractors must report to the area supervisor daily to announce their presence in the workplace. This is to ensure that emergency management procedures, if enacted, cover all workers and people present at the workplace.

Contractor safety management plan

26. Defence is to ensure that a contractor with substantive management or control of a workplace (e.g. a principal contractor) has a reviewed and appropriate safety management system in place that will ensure the safety of the workers and other persons in the vicinity of the workplace.
27. The contractor's work health and safety plan is to demonstrate how the contractor will manage contract/project specific risks, consult, cooperate with other duty holders, provide a safe and healthy workplace for its workers, sub-contractors and third parties and also comply with the requirements of such plans applicable to principal contractors (where the contractor is engaged as the principal contractor). The work health and safety plan is to be reviewed but not approved by Defence and should be updated regularly by the contractor during the course of a project, including when new and changed hazards and risks arise during a project's lifecycle.

References and related documents

28. [Work Health and Safety Act 2011](#)
29. [Work Health and Safety Regulations 2011](#)
30. [National Construction Code](#)
31. [Comcare Contractor Management: Guidance for Commonwealth PCBU's](#)
SafetyMan
32. [SafetyMan - Work Health and Safety Incident Reporting Policy and Guidance](#)
33. [SafetyMan – Construction Induction Training Card](#)

Codes of Practice

34. [Construction Work](#)
35. [Confined Spaces](#)
36. [Demolition Work](#)
37. [Excavation Work](#)
38. [First Aid in the Workplace](#)
39. [Hazardous Manual Tasks](#)
40. [How to Manage and Control Asbestos in the Workplace](#)
41. [How to Manage Work Health and Safety Risks](#)
42. [How to Safely Remove Asbestos](#)
43. [Managing Electrical Risks in the Workplace](#)
44. [Managing Risks of Hazardous Chemicals](#)
45. [Managing Noise and Preventing Hearing Loss at Work](#)
46. [Managing the Risk of Falls at the Workplace](#)
47. [Managing the Risks of Plant in the Workplace](#)
48. [Managing the Work Environment and Facilities](#)
49. [Preventing Falls in Housing Construction](#)
50. [Safe Design of Structures](#)
51. [Welding Processes](#)
52. [Work Health and Safety Consultation, Cooperation and Coordination](#)

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Defence People Policy, SafetyMan

Construction Work Procedure 01 - Construction Induction Training Card

1. This procedure provides tools, information and/or guidance relating to the *SafetyMan - Construction Work Policy and Guidance*.
2. The *Work Health and Safety Regulations 2011* require persons conducting a business or undertaking to ensure general construction induction training is provided to workers who do construction work. Those workers must carry a general construction induction training card while in the workplace.
3. This procedure describes the requirement for general construction induction training, the need for a construction induction training card and an agreement between Defence and Comcare that allows the Army and Navy as Registered Training Organisations to issue construction induction training cards to ADF members who do construction work (as defined in the *Work Health and Safety Regulations 2011*).

Construction induction training process for workers other than ADF members

4. Construction induction training must be completed by workers before they start construction work. The training must be provided by a Registered Training Organisation and lead to the award of the nationally recognised unit of competency, CPCCOHS1001A – Work safely in the construction industry.
5. Within 60 days of qualifying for the award the unit of competency, CPCCOHS1001A – Work safely in the construction industry, the worker must apply to the state/territory work health and safety regulator for the issue of a construction induction training card.
6. The *Work Health and Safety Regulations 2011* prescribe the following conditions to the general construction induction training card:
 - 6.1. if a card is lost, stolen or destroyed, the worker may obtain a replacement card from the regulator;
 - 6.2. workers must carry the card when undertaking construction work or, if prior to being issued with the card, carry evidence of having successfully completed training); and
 - 6.3. workers must not alter the information on the card.

ADF members performing construction work

7. Defence trains ADF members who do construction work.
8. ADF members who hold the required unit of competency, CPCCOHS1001A – Work safely in the construction industry, must apply to *Comcare* for a Commonwealth construction induction training card. However, ADF members who are working in a Commonwealth workplace and who hold a valid state- or territory-issued card are not required to apply for a Commonwealth card as the Commonwealth recognises valid cards issued by all states/territories.
9. Navy and Army personnel who do work that falls within the definition of construction work, and who have completed construction induction training provided by their respective



Registered Training Organisation can be issued with a construction induction training card that is valid for Defence work, but only within their Service. However, instead of issuing a Defence construction induction training card, Comcare allow the construction induction training card information to be printed on the back of the Defence ID card. The card must be kept available for inspection when undertaking construction work and produced when requested by a Comcare inspector.

10. Air Force personnel who do construction work can access training from Registered Training Organisations outside Defence. Once awarded the required competency, CPCCOHS1001A – Work safely in the construction industry, they may then apply for a national construction induction training card, as described in paragraph 8.

References and related documents

11. [Work Health and Safety Regulations 2011](#)
12. [Comcare](#)

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Defence People Policy, SafetyMan

Electrical Safety Policy

Policy statement

1. Defence Workers will follow the hazard and risk management principles when working with or near electrically powered equipment.

Scope

2. This policy applies to all Defence workers, including ADF members, APS employees, ADF cadets, contractors and other persons.
3. The applicability of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy – core elements

4. A risk management approach must be taken when identifying and remediating workplace electrical hazards. The risk management principles of the *Safe Work Australia Code of Practice - Managing Electrical Risks in the Workplace* provide the minimum standard to be used.
5. Electrical equipment exposed to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust must be regularly inspected and tested. Records of inspections and testing must be maintained until the equipment is tested again or permanently removed from use.
6. An electrical installation is a group of electrical equipment that is permanently connected together and can be supplied with electricity. A risk minimisation approach must be applied when undertaking electrical installations in the workplace which includes during the processes of design, construction and installation, protection, maintenance and testing.

Roles and responsibilities

7. Group Heads and Service Chiefs (as officers of the Persons Conducting a Business or Undertaking) are responsible for ensuring:
 - 7.1. allocation of sufficient resources to effectively manage electrical risks;
 - 7.2. prohibited electrical work is not performed;
 - 7.3. compliance with applicable electrical safety laws in relation to estate, platforms, contractors and/or leased facilities; and
 - 7.4. testing and compliance requirements are met.
8. Commanders/managers and supervisors must take all practicable steps to protect the health and safety of workers. They have a responsibility to:
 - 8.1. understand how electrical equipment and risk affects their workers and the work being performed;



- 8.2. communicate and consult with workers or their management regarding safe management of electrical work;
 - 8.3. consult with workers to identify, assess and control electrical hazards and risks;
 - 8.4. ensure the appropriate risk management is conducted for activities;
 - 8.5. provide information, training, instruction and supervision to workers;
 - 8.6. provide and make available appropriate emergency and safety equipment;
 - 8.7. ensure electrical work is carried out only by qualified persons;
 - 8.8. ensure safety devices are fit for purpose; and
 - 8.9. ensure effective and compliant electrical installations and equipment is used.
9. All workers have a responsibility to:
- 9.1. understand and follow established safe work practices and procedures, participate in appropriate training and hazard identification, and control risks arising from electrical hazards in accordance with guidance; and
 - 9.2. advise supervisors of any perceived risk that could increase exposure to injury or illness arising from electrical hazards.

Guidance

10. This guidance sets out the general requirements for managing electrical hazards and risks. Specific risks are intended to be covered in respective orders, instructions and publications approved and issued by Defence electrical risk owners within the Groups and Services.

Competency

11. A competent person should be a licensed electrician, a licensed electrical inspector or a person who has successfully completed a structured training course and been deemed competent in the use of a pass-fail type portable appliance tester and the visual inspection of electrical equipment.
12. Only authorised Defence electrical persons may enter the immediate area where powered electrical work is being conducted.

Managing electrical risks

13. Before work is carried out on powered electrical equipment, a written and recorded risk assessment must be undertaken by a competent person.
14. Risk assessments undertaken on powered work are to be kept for 28 days after the work has been completed, or for 5 years if a notifiable incident occurs (a notifiable incident is a death, serious injury or illness or a dangerous incident. Further information is available in *SafetyMan – Work Health and Safety Event (Incident) Reporting Policy and Guidance*). Risk assessments are to be stored in accordance with the Defence Records Management Policy.

Work practice

15. Electrical work is not to be carried out on electrical equipment while the equipment is powered unless permitted for the purpose of testing or there is no reasonable alternative to properly carry out the work.
16. The electrical equipment is to be tested to determine if it is powered.
17. Ensure that un-powered electrical equipment cannot be inadvertently powered while work is being carried out.

18. While undertaking powered electrical work all persons are to be prevented from making contact with equipment that would create a risk of electric shock.
19. Powered electrical work must be carried out as specified in instructions and publications.
20. Unsafe electrical equipment is to be disconnected or isolated until repaired and tested and found to be safe, or replaced and permanently removed from use.
21. Safe work method statements must be made accessible until the work is complete or for 5 years if a notifiable incident occurs. All records are to be stored in accordance with the Defence Records Management Policy.
22. If involved in construction or demolition work, ensure the *Australian/New Zealand Standards - 3012 Electrical installations – Construction and Demolition Sites* are complied with.

Electrical inspection and testing

23. *The Australian/New Zealand Standard 3760 - In-service Safety Inspection and Testing of Electrical Equipment* may be applied by Defence where it is deemed appropriate to instigate an inspection and testing program. This enables persons undertaking the inspection and testing to carry out the task in a safe and effective manner.
24. Electrical equipment used in a 'hostile work environment' must be regularly inspected and tested by a competent person. A 'hostile work environment' is a workplace where, in operating conditions:
 - 24.1. the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust;
 - 24.2. electrical equipment is moved between different locations and damage to the equipment or to a flexible electricity supply cord is reasonably likely;
 - 24.3. electrical equipment is frequently moved during its normal use; or
 - 24.4. electrical equipment forms part of, or is used in connection with, an amusement device.
25. Examples of 'hostile work environments' include but are not limited to workshops, construction and commercial kitchens.
26. Records of inspections and testing must be maintained until the equipment is tested again or permanently removed from use. The inspection records must include as a minimum:
 - 26.1. the name of the person who carried out the testing;
 - 26.2. the date of testing;
 - 26.3. the outcome of testing; and
 - 26.4. the date on which the next testing must be carried out.

Registers and tags

27. Records of testing conducted are to be kept by the work area/unit until electrical equipment is next tested or removed permanently from use, or disposed of.

Residual current devices

28. A residual current device, or safety switch, protects against a shock of electricity passing through the body to the earth.

29. Each socket outlet in a hostile work environment is to be protected by a residual current device.
30. Residual current devices are to be tested by a competent person with records kept of the test.
31. Residual current devices are to be replaced if they failed the testing and, therefore, are not operating effectively.

Personal electrical equipment

32. Determination of what is deemed personal electrical equipment appropriate for use at the workplace is at the discretion of Group and Services.
33. Personal electrical equipment brought into or used at the workplace is the responsibility of the individual worker. Prior to introduction, the owner is to undertake a visual inspection to ensure the item is in good working condition.
34. If personal electrical equipment is introduced into a 'hostile work environment' or the use exposes the equipment to operating conditions that are likely to damage or reduce its expected life span, regular inspection and testing programs will be required.
35. Personal electrical equipment introduced into the workplace must be considered as part of routine inspections.

Overhead and underground electric lines

36. Before starting any work near overhead and underground lines, you need to undertake a risk assessment taking into account:
 - 36.1. Overhead lines:
 - 36.1.1. heights, sway and sag of lines;
 - 36.1.2. nature, height and shapes of loads; and
 - 36.1.3. approach distances and work zones.
 - 36.2. Underground lines:
 - 36.2.1. identify cable location, for example if you are going to repair pot-holes;
 - 36.2.2. talk to asset owners; and
 - 36.2.3. use insulated hand tools.
37. Control measures from the risk assessment should be implemented and consistent with requirements of the electric supply authority, if there is one.

References and related documents

38. [*Work Health and Safety Act 2011*](#)
39. [*Work Health and Safety Regulations 2011*](#)
40. [*Code of Practice - How to Manage Work Health and Safety Risks*](#)
41. [*Code of Practice - Managing Electrical Risks in the Workplace*](#)
42. [*Code of Practice - Managing the Risk of Plant in the Workplace*](#)
43. [*Manual of Infrastructure Engineering-Electrical*](#)
44. [*Australian/New Zealand Standards - 3012 Electrical installations – Construction and Demolition Sites*](#)

45. [*Australian/New Zealand Standard 3760 - In-service Safety Inspection and Testing of Electrical Equipment*](#)

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Defence People Policy, SafetyMan

Fatigue Management Policy

Policy statement

1. Defence will work to eliminate the potential for workers who may experience fatigue in the workplace and the risk of injury and illness it poses.

Scope

2. This policy applies to all Defence workers, including ADF members, APS employees, ADF cadets, contractors and other persons.
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy – core elements

4. Defence is required to:
 - 4.1. monitor and manage the workload of individuals and teams, so fatigue can be prevented;
 - 4.2. supervise workers and work processes to identify workers who may be suffering from fatigue;
 - 4.3. identify the hazards associated with tools, equipment, plant, vehicles, platforms, weapons, chemicals, substances etc used for work processes, and for which, use by an operator experiencing fatigue could increase the risk to worker health and safety;
 - 4.4. assess the increase in risk that could be attributed to fatigue and implement suitable management strategies/controls; and
 - 4.5. enhance morale, productivity and Defence capability by managing fatigue.
5. External/environmental and personal risk factors are to be considered in the assessment of fatigue risk. These are pertinent to fatigue management because, for various reasons unrelated to work, workers may arrive at work already fatigued or tired.

Roles and responsibilities

6. Group Heads and Service Chiefs as officers of the Person Conducting a Business or Undertaking are responsible for allocating sufficient resources to effectively manage fatigue related risks.
7. Commanders/managers and supervisors must take all practicable steps to protect the health and safety of workers.
8. Commanders/managers should also consider whether a workplace fatigue management policy should be developed and implemented. A workplace policy is not mandatory, but may be warranted in workplaces where there is increased risk due to fatigue.
9. Additional information about the actions listed above can be found in the *Safe Work Australia - Guide for Managing the Risk of Fatigue at Work*. The guide includes a fatigue checklist and



a risk management chart that provides guidance for identifying fatigue risk factors and assessing and controlling fatigue risks.

10. Commanders and managers should consider whether parts of their workforce should complete the Campus on-line course 'Fatigue Management and Awareness' (Course ID 00010211). The program provides an overview of the symptoms and effects of fatigue and guidance for managing and preventing fatigue.

What is fatigue?

11. Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively.
12. It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.
13. Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.
14. Fatigue can:
 - 14.1. directly harm worker health (eg long-term effects of fatigue can include heart disease, diabetes, hypertension, anxiety, depression);
 - 14.2. impact on morale and productivity; and
 - 14.3. impair work performance and thereby create risks to health and safety.

Reference and related documents

15. [Work Health and Safety Act 2011](#)
16. [Work Health and Safety Regulations 2011](#)
17. [Fatigue Management During Operations - A Commanders' Guide](#)
18. Navy – Australian Book of Reference (ANP) 2200 – [Navy Safety Systems Manual, Section 4, Chapter 27, Fatigue](#)
19. Safe Work Australia - [Guide for Managing the Risk of Fatigue at Work](#)
20. [Mining NSW Fatigue Management Plan](#) - A Practical Guide to Developing and Implementing a Fatigue Management Plan

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Defence People Policy, SafetyMan

Hazardous Manual Tasks Policy

Policy statement

1. Defence is committed to reducing the impact on workers who undertake hazardous manual tasks. A hazardous manual task, as defined in the *Work Health and Safety Regulations 2011*, means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:
 - 1.1. repetitive or sustained force;
 - 1.2. high or sudden force;
 - 1.3. repetitive movement;
 - 1.4. sustained or awkward posture; or
 - 1.5. exposure to vibration.

Scope

2. This policy applies to all Defence workers, including ADF members, APS employees, ADF cadets, contractors and other persons.
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy – core elements

4. This policy also applies to Defence organisations that, for the purposes of the work health and safety legislation, design, manufacture, import and/or supply plant, platforms, equipment and structures, that are likely to be handled or used during or as part of a hazardous manual task.
5. Risk management principles are to be applied in the identification of hazardous manual tasks that may cause injury and to the development and application of risk control procedures.
6. Risk assessments must be undertaken when working or planning hazardous manual tasks.
7. External/environmental and personal risk factors are to be considered in the assessment of a hazardous manual task risk.
8. Groups and Services are to develop additional procedures required to integrate the safe management of hazardous manual tasks into their specific business processes including taking reasonable steps to obtain information from designers, manufacturers, suppliers or importers of equipment.



Roles and responsibilities

9. Group Heads and Service Chiefs (as officers of the Person Conducting a Business or Undertaking) are responsible for allocating resources to effectively manage hazardous manual task related risks.
10. Commanders/managers and supervisors must take all practicable steps to protect the health and safety of workers. They have a responsibility to:
 - 10.1. identify hazardous manual tasks, how these tasks are performed, the tools, objects handled and the work environment;
 - 10.2. provide all workers with appropriate information, education, training, instruction and supervision regarding identified hazardous manual tasks;
 - 10.3. understand how hazardous manual tasks affect their workers and the work being performed; and
 - 10.4. consult with workers to identify, assess and control hazardous manual tasks hazards and risks.
11. All workers have a responsibility to:
 - 11.1. understand and follow established safe work practices and procedures;
 - 11.2. participate in appropriate training and hazard identification; and
 - 11.3. control risks arising from hazardous manual tasks hazards in accordance with guidance.

References and related documents

12. [Work Health and Safety Act 2011](#)
13. [Work Health and Safety Regulations 2011](#)
14. [Hazardous Manual Tasks: Guidance in the Prevention of Musculoskeletal Disorders in the Workplace](#)

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Defence People Policy, SafetyMan

High Risk Work Licencing Policy

Policy statement

1. Defence will minimise the risk of injury or illness to workers by ensuring that all high risk work activities such as, but not limited to, scaffolding, rigging, crane, hoist and forklift operations are only performed by personnel who are licenced to undertake such work. High risk work requires a person to have a licence to perform that work as described in the *Work Health and Safety Regulations 2011, Schedule 3 – High risk work licences and classes of high risk work*.

Scope

2. This policy applies to all Defence workers including ADF members, APS employees, ADF cadets, contractors and other persons.
3. The applicability of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy – core elements

4. The *Work Health and Safety Regulations 2011, Regulation 81 – Licence required to carry out high risk work* states that a person must not carry out a class of high risk work unless the person holds a high risk work licence for that work.
5. Defence must not allow, nor direct, a worker to carry out high risk work unless the person holds the appropriate licence for the work.
6. High risk work licences are issued by the Regulator, Comcare (for ADF personnel only) and by state/territory regulators (for APS employees). The classes of high risk work and the licences required are set out in the *Work Health and Safety Regulations 2011, Schedule 3 High risk work licences and classes of high risk work*.
7. Workers must hold a qualification for the class of licence, as set out in the *Work Health and Safety Regulations 2011, Schedule 4 – High risk work licences – competency requirements*.

Roles and responsibilities

8. Group Heads and Service Chiefs (as officers of the person conducting a business or undertaking) are responsible for allocating sufficient resources to implement the requirements of this policy to effectively manage high risk work. Group Heads and Service Chiefs must ensure:
 - 8.1. the risks associated with high risk work are managed through the development and maintenance of safe systems of work for high risk work; and
 - 8.2. workers are not directed, nor allowed, to carry out high risk work without evidence that they have the licence required for that work.
9. Commanders and managers are responsible for managing, overseeing and monitoring operational procedures involving high risk work and must take all practicable steps to protect the health and safety of workers. They have a responsibility to:



- 9.1. ensure high risk work is identified and documented and safe systems of work are in place;
 - 9.2. understand how hazards associated with high risk work affect their workers and the work being performed;
 - 9.3. conduct risk management for high risk work activities;
 - 9.4. consult with workers to identify, assess and control high risk work hazards and risks;
 - 9.5. ensure workers who perform high risk work are appropriately licenced, trained, instructed and supervised; and
 - 9.6. ensure plant and equipment used for high risk work is operated, maintained and controlled in accordance with documented safe systems of work and operating and maintenance instructions and schedules.
10. Supervisors of workers performing high risk work must ensure:
- 10.1. workers are not directed, nor allowed, to perform high risk work without a licence for that class of high risk work;
 - 10.2. workers in training for a licence are supervised by a person who has a licence in that class;
 - 10.3. evidence is sighted, prior to commencing the work, that workers have the licence for that class of high risk work; and
 - 10.4. records of workers who are licenced to carry out high risk work, including the classes of licence held by each worker, are recorded in PMKeyS using the proficiency codes detailed in the *High Risk Work Licence – Proficiency table*.
 - 10.5. qualifications of workers engaged to undertake high risk work without a PMKeyS record are sighted and recorded appropriately in accordance with the *Work Health and Safety Regulations 2011, Regulation 85*.
11. All workers have a responsibility to:
- 11.1. understand and follow established safe work practices and procedures, participate in appropriate training and hazard identification, and control risks arising from high risk work hazards;
 - 11.2. comply with policy, procedures and workplace instructions relating to this policy;
 - 11.3. not operate, construct, dismantle or alter any equipment that requires a licence for high risk – however, workers are allowed to carry out high risk work without a specific licence as described in the *Work Health and Safety Regulations 2011, Regulation 82 – Exceptions* which include:
 - 11.3.1. workers are in training towards certification for a licence, provided they are supervised by someone who is licenced to carry out the high risk work; and
 - 11.3.2. workers are waiting for their licence application to be processed, provided they have been assessed and certified as competent by a certified assessor.
 - 11.4. ensure high risk work licences remain current and the licence holder must keep licence document available for inspection.

Guidance

12. To hold a high risk work licence:
 - 12.1. Workers should apply to Comcare (ADF personnel only) or a state/territory regulator (APS employees) for a licence, in accordance with legislative requirements which include:
 - 12.1.1. applying within 60 days of having been assessed and certified as competent by a certified assessor;
 - 12.1.2. being over 18 years of age; and
 - 12.1.3. ensure all information supports the application.
 - 12.2. ADF personnel who already hold a nationally recognised high risk work licence issued by a state or territory regulator are not required to reapply through Comcare, however licence renewals and new licence applications for ADF personnel should be made through Comcare. Refer to *Comcare Guidance – High Risk Work Licencing for the Australian Defence Force* for recognition of state and territory issued high risk work licences.
 - 12.3. Workers must maintain the licence by:
 - 12.3.1. adhering to the conditions of the licence;
 - 12.3.2. notifying the authority who issued the licence of any amendments required to the licence within 14 days; and
 - 12.3.3. submitting an application for licence renewal prior to expiry of the current licence which expires 5 years from date granted.
13. The *Work Health and Safety Regulations 2011, Regulation 82 - Exceptions* allows a worker to carry out high risk work without a licence in specific circumstances. Commanders, managers and supervisors of high risk work should refer to *Regulation 82* for definition of those circumstances, which include:
 - 13.1. whilst workers are in training towards certification for a licence, provided they are supervised by someone who is licenced to carry out the high risk work; and
 - 13.2. whilst workers are waiting for their licence application to be processed, provided they have been assessed and certified as competent by a certified assessor.
14. This policy must be read in conjunction with any other *SafetyMan* policies that are relevant to the specific high risk work being undertaken.

References and related documents

15. [Work Health and Safety Act 2011](#)
16. [Work Health and Safety Regulations 2011](#)
17. [SafetyMan – Management of Plant Policy and Guidance](#)
18. [Comcare Guidance – High Risk Work Licencing for the Australian Defence Force](#)
19. [SafeWork Australia – Managing Risks of Plant in the Workplace](#)
20. [High Risk Work Licencing](#)
21. [High Risk Work Licence – Proficiency Table](#)
22. [Classes of High Risk Work](#)

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Defence People Policy, SafetyMan

Lead Exposure Management Policy and Guidance

Policy statement

1. Defence will take action to eliminate or, if elimination is not possible, minimise the risks to the health and safety of persons engaged in lead processes.

Scope

2. This policy applies to all Defence workers including ADF personnel, APS employees, ADF cadets and people involved in other Defence supported youth programs, contractors and other persons.
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy - core elements

4. Prior to commencing a new lead process within Defence, an assessment of lead exposure will be undertaken before the work commences to allow introduction of adequate control measures to minimise potential personal lead exposures.
5. A lead process will be considered lead risk work until it is determined, through a workplace risk assessment, that lead risk work is not being undertaken.
6. If the process is determined to be lead risk work, the regulator must be notified within seven days and a copy of the notice easily accessible by workers, and health and safety representatives.
7. Workers must undergo health monitoring by a registered medical professional with experience in health monitoring, both prior to and during the undertaking of lead risk work.
8. Defence will investigate all incidents of worker blood lead levels exceeding the allowed limits.
9. Environmental and personal risk factors are to be considered in the assessment of lead exposure risk.

Roles and responsibilities

10. Group Heads and Service Chiefs – as officers of the person conducting a business or undertaking (PCBU) – are responsible for allocating sufficient resources to effectively manage lead exposure related risks.
11. Commanders/managers and supervisors must take all practicable steps to protect the health and safety of workers. They have a responsibility to:
 - 11.1. understand how lead exposure affects their workers and the work being performed;
 - 11.2. consult with workers to identify, assess and control lead exposure related hazards and risks;
 - 11.3. ensure the appropriate risk management is conducted for all activities;
 - 11.4. provide all workers with appropriate information, education, training, instruction and supervision; and



- 11.5. implement improvements to reduce lead exposure related risks, so far as is reasonably practicable.
12. All workers using, handling and/or storing a lead-based substance/material, in accordance with regulation 392, Meaning of lead process, need to maintain safe work practices. In particular workers are to:
 - 12.1. use the control measures provided by Defence in the way they are intended to be used;
 - 12.2. participate in suitable induction and training programs;
 - 12.3. use the control measures provided for lead-containing hazardous chemicals, plant and processes;
 - 12.4. wear, in a proper manner, the personal protective equipment provided;
 - 12.5. store personal protective equipment in the accommodation provided when the personal protective equipment is not in use;
 - 12.6. remove from their person any personal protective equipment, clean and maintain;
 - 12.7. practice a high standard of personal hygiene before eating, drinking or smoking;
 - 12.8. co-operate with their respective commanders/managers and supervisors in performing workplace risk assessments;
 - 12.9. report promptly to their commanders/managers, through their supervisor, any defects discovered in any control measure, label, or item of personal protective equipment which could affect compliance with the provisions of the Regulations or this procedure;
 - 12.10. co-operate with their respective commanders/managers and supervisors in the conduct of appropriate atmospheric monitoring and/or health monitoring programs that arise from assessments;
 - 12.11. in the case of a female staff member, using or handling lead in the workplace, inform her commander/manager as soon as practicable if she is trying to get pregnant, is pregnant or is breast-feeding;
 - 12.12. attend health monitoring activities, which may include blood lead testing, if directed by commanders/managers or supervisors; and
 - 12.13. report results of blood lead tests to commanders/managers and supervisors. Civilian workers and/or contractors should advise Defence of the results of their blood lead tests. Commanders/managers and supervisors must be mindful of their responsibility to ensure medical confidentiality of the results while maintaining health and safety standards in the workplace.

Guidance

13. *Lead process* is a process that involves handling or using lead where exposure may create a risk to the health of a worker at the workplace (regulation 392, Meaning of lead process, and regulation 393, Regulator may decide lead process).
14. *Lead risk work* is a lead process that is likely to cause the blood lead level of a worker carrying out the work to exceed:
 - 14.1. for a female of reproductive capacity - 5µg/dL (0.24µmol/L); or
 - 14.2. in any other case - 20µg/dL (0.97µmol/L).

15. A lead process risk assessment must have regard for the following:
 - 15.1. the form of lead in use;
 - 15.2. past biological monitoring results of workers;
 - 15.3. airborne lead levels in the workplace; and
 - 15.4. co-exposure with high level noise and impact on hearing impairment. This policy should be read in conjunction with SafetyMan, 'Noise Management Policy and Guidance'.
16. Health monitoring, in accordance with SafetyMan, 'Hazardous Chemicals Management Procedure 12 - Health Monitoring for Hazardous Chemicals', is to include as a minimum:
 - 16.1. demographic, medical and occupational history;
 - 16.2. physical examination; and
 - 16.3. biological monitoring.
17. Regulation 415, Removal of worker from lead risk work, identifies a requirement to remove workers from carrying out lead risk work where their levels of exposure reaches, or is likely to reach, prescribed markers. If this occurs, Defence is to:
 - 17.1. determine the cause of the exposure;
 - 17.2. determine the likelihood of recurrence;
 - 17.3. review the risk assessment;
 - 17.4. develop new controls or strengthen existing controls to prevent future incidents;
 - 17.5. contribute to the continuous improvement of Defence's safety management system; and
 - 17.6. notify the regulator.

References and related documents

18. [Work Health and Safety Act 2011](#)
19. [Work Health and Safety Regulations 2011](#):
 - 19.1. Part 7.1—Hazardous Chemicals
 - 19.2. Part 7.2—Lead
20. Codes of Practice, via [Comcare](#):
 - 20.1. Labelling of Workplace Hazardous Chemicals Code of Practice
 - 20.2. Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice

SafetyMan

21. [Hazardous Chemicals Management Policy and Guidance](#)
22. [Work Health and Safety Incident Reporting Policy and Guidance](#)

Other resources

23. [Australian Standards](#) via SAI Global:
 - 23.1. AS/NZS 1269.0:2005 (R2016) Occupational Noise Management: Part 0: Overview and General Requirements, Appendix C, Hearing Impairment Due to Industrial Ototoxic Agents

- 23.2. AS 1319:1994 (R2018) Safety Signs for the Occupational Environment
- 23.3. AS/NZS 4361.1:2017 Guide to Hazardous Paint Management - Part 1: Lead and Other Hazardous Metallic Pigments in Industrial Applications
- 23.4. AS/NZS 4361.2:2017 Guide to Hazardous Paint Management - Part 2: Lead Paint in Residential, Public and Commercial Buildings
- 24. [Defence Health Manual](#) (DHM):
 - 24.1. Volume 2, Part 9, Chapter 03, 'Management of Pregnant Defence Members'
 - 24.2. Volume 3, Part 14, Chapter 12, 'Inorganic Lead Exposure Health Monitoring'
- 25. [DEF\(AUST\)5000 ADF Maritime Materiel Requirements Set](#), Volume 3, Hull System Requirements, Part 4, Painting, Issue 2
- 26. [Final Report of the Expert Panel to Review SAS Veterans' Health Concerns](#), December 2003, Department of Veterans' Affairs
- 27. [Health Monitoring: Guide for Lead \(Inorganic\)](#), Safe Work Australia
- 28. [IARC Monographs on the Evaluation of Carcinogenic Risks to Humans, Volume 87, Inorganic and Organic Lead Compounds](#), Section 5 Summary of Data Reported and Evaluation, WHO, 2006. Downloadable PDF
- 29. [Workplace Exposure Standards for Airborne Contaminants](#), Safe Work Australia

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Defence People Policy, SafetyMan

Lead Exposure Management Procedure 01 - Indoor Firing Ranges

1. This procedure provides guidance on the management of lead in Australian domestic indoor firing ranges (small arms ranges) and relates to the SafetyMan, Lead Exposure Management Policy and Guidance.
2. The risk of exposure to lead dust and fumes from the discharge of small arms is exacerbated when conducted in an indoor firing range (IFR). This procedure provides technical information to range management to ensure that lead exposure to workers is kept to a minimum, so far as is reasonably practicable, and that lead is managed in the workplace to prevent contamination spreading to living accommodation and/or homes.
3. This procedure is useful to user units, range operators, occupational hygienists, safety professionals and technicians in performing range evaluations, understanding conditions that require additional expertise and developing operation and maintenance procedures.

Foreign IFRs

4. The Defence Training Area Management Manual states, in part: '[T]he relevant ADF mounting authority is responsible for testing or training ranges established in operational theatres.' (Chapter 1, subparagraph 1.4.c).
5. Consequently, *this* procedure is to be used as a best practice guide when assessing foreign facilities for work health and safety (WHS) compliance. Where the indoor training or test firing range does not meet Defence design or WHS standards, the risk is to be mitigated by firing restrictions, personal protective equipment (PPE) and personal hygiene standards.

Management considerations

6. Meeting Defence WHS requirements is a multi-faceted effort and requires the coordination of occupational health personnel, facility managers, maintainers, trainers, and facility users to develop procedures to safely operate and maintain indoor firing ranges. All personnel involved with range operations must obtain a thorough understanding of the facilities and processes in order to identify and manage potential health hazards.
7. Review and orientation with the IFR facilities should consider identifying locations and practices that increase the risk for exposures to health hazards, and to develop procedures and adjust practices to prevent exposures to, or the spread of lead and other toxic material contamination. If contaminated, areas such as breakout rooms, offices, locker/change rooms, government vehicles, privately owned vehicles and housing increase the risk of exposure to ourselves and others.

Types of indoor ranges

8. There are two types of indoor ranges: training ranges and test and evaluation ranges.
9. There are three types of Test and Evaluation (T&E) Ranges: Weapon, Materiel and Ballistic.

IFR classification

10. When assessing occupational exposure to lead, the IFRs must be characterised. Characterisation of the range allows prioritisation of surveillance and monitoring efforts to determine likely exposure-risk populations. IFRs may be placed into three categories: high, moderate, and low occupational exposure facilities.



11. **High exposure.** High occupational exposure facilities, like IFRs, have:
 - 11.1. large volume use through:
 - 11.1.1. number of personnel;
 - 11.1.2. number of rounds fired per practice (more than 1000 per firer);
 - 11.1.3. type of training;
 - 11.1.4. number of practices per month (30 or more); or
 - 11.1.5. number of training practices between cleanings; and/or
 - 11.2. exposure concerns due to non-existent or poorly designed ventilation systems.
12. **Moderate exposure.** Moderate occupational exposure facilities have engineering or operational challenges that experience a high volume of use, but are used at a lower rate than high occupational exposure facilities. Moderate occupational exposure facilities include, but are not limited to:
 - 12.1. range facilities that experience high volumes of fire (more than 500 but less than 1000 rounds per shooter per day) or large numbers of shooters operating in compressed spaces (eg less than 1-metre separation between shooters); and
 - 12.2. long-use training facilities that have not experienced routine cleanings, unless demonstrated otherwise by sampling and analysis.
13. **Low exposure.** Low occupational exposure facilities are those properly designed, engineered, constructed and maintained with certified and monitored laminar airflow extraction systems combined with low volume round counts. Low occupational exposure facilities include, but are not limited to, indoor firing ranges and weapon, materiel and ballistic test fire facilities.
14. New IFRs for lead-free frangible ammunition need not be classified according to this procedure. However, this procedure provides useful information in developing facilities and operational processes. IFRs that previously used lead-based ammunition, that have been extensively cleaned, and now use lead-free frangible ammunition are also considered low exposure facilities.

IFR physical features

15. The following physical features of the IFR should be considered when assessing the risk of exposure, and compliance with occupational exposure requirements:
 - 15.1. building construction material and design;
 - 15.2. effective mechanical ventilation and/or local exhaust or supply ventilation;
 - 15.3. interior configuration as it influences ventilation, the potential to accumulate particulates due to reduced air flow or the formation of turbulence and eddies;
 - 15.4. provisions for regularly scheduled evaluation and maintenance of supply and exhaust ventilation if applicable;
 - 15.5. the availability of electrical power to the facility;
 - 15.6. adequate lighting; and
 - 15.7. type of construction material, coatings, and porous versus non-porous surfaces.

IFR procedures and compliance

16. The potential for exposure is related to the operations of range and ancillary facilities such as laundry, weapons cleaning and maintenance. Range procedures must include the following:
 - 16.1. work practices, eg what's required, what's recommended and what's permissible;
 - 16.2. signage related to lead hazards;
 - 16.3. cleaning and maintenance requirements;
 - 16.4. if there are adjacent or associated facilities where lead contamination may spread, include cleaning requirements for those areas;
 - 16.5. personal protective equipment requirements;
 - 16.6. model range instructions that include lead exposure mitigation support requirements;
 - 16.7. requirement to conduct lead exposure awareness and mitigation as part of the range safety briefing;
 - 16.8. requirement to conduct lead and toxic material exposure awareness for all users; and
 - 16.9. written progress updates during safety reviews.

IFR ancillary facilities

17. An IFR has several ancillary facilities that support its efficient operation. These ancillary facilities should be appropriately located, designed and minimise the risk of spreading contamination. The facilities include the provision and maintenance of:
 - 17.1. hand wash basins and showers;
 - 17.2. change rooms with the ability to segregate 'dirty' and 'clean' clothes;
 - 17.3. laundry facilities and whether they are provided and/or operated by contractors;
 - 17.4. separate weapons cleaning and maintenance areas;
 - 17.5. separate lunch and kitchen facilities; and
 - 17.6. separate classrooms and offices.

Personal protective equipment

18. Respiratory protection requirements are based on the overall exposure risk to personnel operating and utilising the range. Where personnel exposure is likely to exceed the 8-hour time weighted average exposure limit of 0.05 mg/m³, respiratory protection and controls are required. In addition, an action limit of 50% of the occupational exposure limit (an 8-hour time weighted average of 0.025 mg/m³) triggers a review of procedures, controls (eg range access) and use of respiratory protection. This minimises the risk of significant health and long-term effects of lead exposure. Range procedures should ensure that:
 - 18.1. if 50% of the occupational exposure limit is exceeded, instructors and high use personnel must wear respiratory protection when conducting range operations;
 - 18.2. respiratory protection should be a minimum of a P2 respirator. Disposable respirators are acceptable;
 - 18.3. all personnel involved in cleaning/maintenance must use at least P2 respirators during clean-up operations. Respirators should be worn regardless of airborne lead level, to prevent inhalation of lead material;

- 18.4. respirators should be properly fitted and maintained in accordance with SafetyMan, 'Personal Protective Equipment Procedure 03 – Use of Personal Protective Equipment';
 - 18.5. filters are replaced as required, and expended filters properly disposed of; and
 - 18.6. personnel using respirators participate in the respiratory protection program.
19. Any personnel involved in cleaning of the range (ie daily wet wiping, high efficiency particulate air vacuum cleaning) are required to wear nitrile gloves, a P2 respirator and disposable coveralls.

IFR cleaning regime

20. A cleaning regime and schedule for routine and comprehensive cleaning must be developed and will depend on the frequency and intensity of the IFR use.
21. Examples of cleaning schedules for active ranges include:
- 21.1. floors and workbenches, where practicable and according to the level of contamination, are cleaned daily;
 - 21.2. washing facilities, change rooms and facilities for eating and drinking should be cleaned daily; and
 - 21.3. the frequency of cleaning inside walls and ceilings will vary according to the degree of contamination. Overhead ledges and fixtures should be cleaned as frequently as necessary to prevent the accumulation of lead deposits.
22. Areas expected to be considered clean of lead contamination such as a lobby, offices or lunch rooms will require frequent cleaning. The transition areas between the clean and contaminated environment that are frequented, including the decontamination room and firing line, require frequent cleaning to reduce excess amounts of contamination, and to maintain integrity of the clean and contaminated line.
23. Other areas that are considered to be lead contaminated but are not regularly accessible will require far less frequent cleaning, such as the wall, ceilings and floor down range.
24. Monitoring of contaminated waste bins every day when the facility is in use, and disposal of materials to avoid overflowing of bins.
25. The maintenance activities of removing bullets from the bullet trap and changing out filters in the ventilation system must be included in the cleaning regime. Filters should be changed by maintenance contractors/personnel with experience/certification in this area.
26. The cleaning regime must also take into account fire or explosion risks from un-burnt propellant build up.

Cleaners

27. Where contractors are engaged to undertake the cleaning, ensure the work statement clearly defines the cleaning requirements and acceptable procedures.
28. Contracted cleaners should have experience/knowledge in cleaning IFRs or other lead process/risk areas and be trained in the operation and maintenance of HEPA vacuum cleaners. Facility managers must establish a workplace procedure for cleaning and include the following:
- 28.1. a cleaning schedule;
 - 28.2. surfaces to be cleaned;
 - 28.3. testing of surfaces to verify the efficacy of the cleaning;

- 28.4. tools and equipment required (dry sweeping and the use of compressed air are prohibited);
 - 28.5. maintenance of cleaning equipment and who is responsible (HEPA vacuum cleaners may contain large amounts of lead particulate and should not be disposed of by range personnel as filters are considered lead contaminated waste); and
 - 28.6. ensure waste streams are captured and disposed of in accordance with Commonwealth and State/Territory regulatory requirements.
29. Facility managers and maintainers should provide training on the following:
- 29.1. health effects of lead and lead exposure;
 - 29.2. locations where lead accumulates in range operations;
 - 29.3. regulations and standards;
 - 29.4. abatement and mitigation measures; and
 - 29.5. clean-up, disposal, and clearance.

IFR cleaning methods and techniques

- 30. Only HEPA vacuuming and wet cleaning methods as described below should be used. Dry sweeping, dry dusting, and the use of compressed air are prohibited.
- 31. All waste generated by cleaning, including wash or rinse water should be disposed of through hazardous waste specialists. Waste streams may be classified as hazardous waste depending on lead content.
- 32. Coordinate with occupational hygiene personnel to ensure that lead exposures are adequately monitored/controlled and that work practices are initially evaluated during cleaning tasks.
- 33. Comprehensive (deep) cleaning involves cleaning all surfaces by HEPA vacuum followed by wet cleaning. A comprehensive clean should be performed at least every 12 months.
- 34. Floors and horizontal surfaces should be cleaned on a regular basis. Floor and horizontal surfaces such as booth shelves or target retrieval systems may need daily cleaning if heavily used. Otherwise, cleaning should be performed as determined by a risk assessment, or after use, immediately before IFR inactivity.
- 35. Cleaning can be conducted either with a vacuum equipped with a HEPA filter or wet methods. An explosion-proof HEPA vacuum is necessary due to the possible build-up of unburned powder and should be dedicated to lead dust clean-up. The ventilation system must be on during clean-up operations.
- 36. It is essential that there is a methodical sequence when cleaning to prevent contamination ending up in areas already cleaned. Carefully consider personnel movements and the effects of ventilation. Begin at the top of each room or space and work downward, finishing with the floor. Clean all surfaces in the space including bullet traps, target stands and any other furnishings.
- 37. Surfaces such as porous concrete, old porous hardwood floors and areas such as corners of rooms and window troughs pose especially difficult cleaning challenges. Porous concrete and corners of rooms normally require additional vacuuming to achieve an acceptable level of cleanliness. These areas should be targeted when modernising the range to reduce contamination and improve cleaning.

38. Routine cleaning procedures should be used to clean lunch/break rooms and change areas daily and to clean other ancillary areas such as corridors, classrooms, and quarters that have been determined to be contaminated.
39. If a lunch room is available, it must have smooth, easily cleanable surfaces. It must be cleaned often enough to maintain surface dust loading less than 20 µg/100 cm². An active range must not be used as storage or an office area.
40. After the cleaning work is completed, the supervisor must visually evaluate the entire work area to ensure that all work has been completed and all visible dust and debris have been removed. If the visual examination results are unsatisfactory, affected surfaces must be retreated and/or re-cleaned. Re-cleaning must be conducted under the direct supervision of the range supervisor. Care must be exercised during the re-cleaning of failed surfaces or components to avoid re-contaminating cleared surfaces or components.

Range cleaning - waste disposal

41. Any debris collected by rake or HEPA vacuum must be placed in single 6-mil or double 4-mil plastic bags, then sealed and stored along with other contaminated debris. The hazard control contractor and the disposal contractor will work together to establish formal procedures, specifying selected containers, storage areas and debris pickups to ensure that all relevant regulations are met.

Range cleaning - decontamination of workers, supplies and equipment

42. Decontamination is necessary to ensure that worker's families, other workers, and subsequent properties do not become contaminated. Procedures are to be developed to ensure proper decontamination of equipment, tools, and materials prior to their removal from lead hazard control containment areas. Work clothing, shoes, and tools must not be placed in a worker's vehicle unless they have been laundered or placed in sealed bags.
43. For operations where contamination is likely, workers must vacuum off their clothing with a HEPA vacuum before exiting the range. Vacuuming must reduce the spread of lead dust contamination to other areas of the building or to personal vehicles or quarters.
44. All vacuums and tools that were used must be wiped down using commercial decontamination wipes. Consumable/disposable supplies, such as mop heads, sponges, and rags, must be discarded after each space is completed and treated as contaminated waste.
45. Durable equipment, such as power and hand tools, generators, and vehicles must be cleaned prior to their removal from the site. The cleaning must consist of a thorough HEPA vacuuming followed by an appropriate wet technique.
46. Personal protective equipment and clothing is to be maintained and available for workers who use the range, perform range maintenance or clean the range where contamination is likely. Laundry facilities must be provided (if feasible) on site to further reduce the risk of spreading lead contamination. Reusable personal protective clothing which has been used in a lead risk area is to be bagged in a plastic container and moved to the laundry facility and washed using a specialist cleaning agent such as D-Lead™ washing powder.
47. Where the provision of on-site laundry facilities is not feasible, the range manager must enter into an industrial cleaning contract to ensure clothing is laundered in an appropriate manner and not taken to the user's home for laundering.
48. Personal equipment such as body armour, webbing and boots should be cleaned using a HEPA vacuum in the range area while ventilation is in operation and an appropriate P2 respirator worn. This will reduce the risk of lead contamination being transferred to other

areas. (Air curtains which do not focus compressed air onto clothing and equipment may be an alternative).

49. To limit contamination of objects, bags and clothing, only the weapon to be fired and the necessary ammunition must be carried into the range. Coat racks or lockers external to the range are recommended. Range support and cleaning equipment must be easily accessible, but in a separate storage closet.

Range produce - spent brass and link recycling

50. Following range practices, user units will need to recover spent bullet casings (ie brass) and link for recycling or return to supplier. The following procedures are to be adopted:
 - 50.1. The ventilation system must operate during post firing procedures.
 - 50.2. The preferred method for the recovery of range produce is a suitable raking system (eg a casino or peanut rake), a commercial brass case rake, or a HEPA fitted vacuum cleaner. Dry sweeping is not to be used.
 - 50.3. When recovery is conducted manually, it is recommended that individuals involved wear nitrile gloves and strictly adhere to personal hygiene practices as described below.
 - 50.4. Range produce collected from the range is to be sorted and placed in heavy duty clear plastic bags for transport to the recycling centre or return to the supplier, and all sorted bags are to be labelled as being lead contaminated.
 - 50.5. Local procedures are to be developed for the collection, storage and removal of contaminated waste by an approved contractor under an industrial waste contract.

Personal hygiene

51. Strict adherence to personal hygiene practices is critical to prevent hand-to-mouth lead ingestion. At a minimum, hand washing facilities or lead removal wipes which meet the criteria for dermal use (such as Hygenall™, D-Lead™, or LeadTech™) must be readily available to individuals working or training at the facility.
52. Personnel must wash their hands and face thoroughly before eating, drinking or smoking. Washroom facilities must be provided with hot and cold water and soap or a powdered skin cleanser or a specialist cleansing agent, such as D-Lead™ soap. A change room must be provided with showers (if feasible) if workers are exposed above the occupational exposure standard.

Administrative controls

53. Administrative controls or range operational policies can be used to reduce exposures and should be included in the range's standard operating procedures. Other lead exposures resulting from hobbies, off-duty shooting and other work duties such as soldering can contribute to the individual's total lead exposure and should be considered in the maximum allowable exposure time.
54. Signs must be fixed to the entry to the IFR indicating that it is a lead work area. Each sign is to be visible at all points of access. The words 'LEAD WORK AREA' should be printed on IFR signs. All safety signs must comply with the requirements of Australian Standard 1319:1994 (R2018) Safety Signs for the Occupational Environment.

Exposure monitoring - evaluation overview

55. From a health and safety perspective, it is necessary to determine if an indoor range is operating properly. The range must be evaluated from two perspectives; the physical/mechanical and the operational, as described below:

- 55.1. physical/mechanical includes the facility design, construction and the mechanical systems used in the facility; and
- 55.2. operational focuses on how the range is operated, ie the interaction of the occupants, weapons and ammunition with the facility.
- 56. The annual evaluation of mechanical ventilation systems will be conducted by a specialist ventilation engineer.

Evaluation - air sampling

- 57. Air monitoring must be undertaken where a risk assessment or lead management plan identifies a significant risk to range personnel/users health.
- 58. Air sampling in the personal breathing zone of firers and range instructors is imperative in assessing exposures. A qualified occupational hygienist must be used to undertake the air monitoring using a National Association of Testing Authorities approved laboratory to conduct the analysis of samples. The following information must be recorded in addition to the required data presented by occupational hygiene practice:
 - 58.1. the type of training being conducted;
 - 58.2. frequency of training;
 - 58.3. number of shooters;
 - 58.4. shooter placement (lane number);
 - 58.5. weapon type(s);
 - 58.6. calibre and manufacturer of the ammunition;
 - 58.7. jacketed or non-jacketed bullets;
 - 58.8. number of rounds expended; and
 - 58.9. other activity, such as weapons cleaning and brass recovery that would contribute to exposure.
- 59. Air monitoring is to be used:
 - 59.1. when there is uncertainty about the level of exposure;
 - 59.2. to indicate whether the exposure standards are being exceeded or approached; and
 - 59.3. to test the effectiveness of the control measures.
- 60. Results from air monitoring will indicate how effective control measures are, eg whether ventilation systems are operating as intended. If monitoring identifies that the exposure standard is being exceeded, the control measures must be reviewed and any necessary changes made.
- 61. Air monitoring cannot be used to determine a risk to health via skin contact.

Surface monitoring for lead

- 62. Surfaces should be kept as free of lead contamination as is practicable. Currently there are no quantitative occupational exposure limits for lead contamination of surfaces, however a hygiene guidance value of 50 µg/100 cm² (or 20 µg/100 cm² for clean areas) has been accepted in Defence and site-specific internal performance standards can be established.
- 63. Wipe samples may also be used to examine metal contamination levels in clean or ancillary areas. The procedures are outlined in the Defence Health Manual or by contacting the DPG WHS Branch. Samples are to be analysed by a National Association of Testing Authorities (NATA) approved laboratory.

64. Wipe sampling is recommended for developing cleaning procedures and schedules, verifying their effectiveness and adequacy, or to assist in determining sources of exposures. After periodically completing well supervised cleaning procedures, wipe sample measurements can be used to verify that cleaning procedures are being performed effectively. The site-specific cleaning performance standards can vary widely between different types of surfaces due to differences in roughness and porosity.
65. Estate and Infrastructure Group is to monitor the effectiveness of cleaning at indoor ranges through regular audit. Quick sampling techniques are available and details can be obtained in the Defence Health Manual or by contacting the DPG WHS Branch.

Mechanical systems - ventilation

66. An IFR must have a mechanical ventilation system that includes the supply of fresh air and the exhaust of contaminated air. This evenly distributes fresh air and prevents the accumulation of contaminated air within the workplace. The ventilation system must maintain personal exposures within the workplace environment in compliance with occupational exposure limits.
67. The ventilation system design for proposed or new ranges shall be discussed with the Range Safety Board (RSB) at the earliest opportunity. If the RSB is yet to be constituted, the Range Safety and Suitability for Service Review (RS3R) shall be consulted.
68. The ventilation system should be designed to achieve an acceptable reduction in personal exposures to lead and other contaminants (including copper and carbon monoxide). The ventilation system needs to be able to move contaminants away from a person's breathing zone. The air flow can be unidirectional horizontally or vertically (ceiling to floor).
69. **Horizontal airflow.** In firing ranges with horizontal airflow, clean air should be introduced sufficiently behind the shooting position to achieve near-laminar airflow at the firing position and move air from behind the shooter towards the target area.
70. In new and potentially high exposure firing ranges, the target average air velocity in a shooter's breathing zone is 0.5 m/s. The ventilation system must maintain an average laminar flowrate of at least 0.5 m/s or between 0.4 to 0.7 m/s over the cross-sectional area at the firing line, nominally between 0.3 to 1.8 m from the floor).
71. In older ranges, the ventilation system must maintain an average laminar flowrate of at least 0.4 m/s over the cross-sectional area at the firing line.
72. The contaminated air must move downrange away from the movement box towards the bullet trap area.
73. Sufficient airflow shall be maintained throughout the range, including outside the movement box, to enable maintenance activities.
74. **Vertical airflow.** In firing ranges with vertical (ceiling to floor) airflow (eg urban assault ranges) the target average downward air velocity in the breathing zone shall be at least 0.1 m/s. The air velocity at any specific location in the breathing zone, within the movement box, shall be between 0.05 and 0.15m/s. A height of 1.5 m from the floor is considered the measurement height for the shooter's breathing zone.
75. The laminar nature of the airflow should be inspected with a smoke test. Regardless of the air distribution system being used, there must be no obstructions (storage, shelves, tables etc.) to the air flow between the air inlet and the shooting station that creates turbulence. Turbulent air may cause lead and other contaminants (including copper and carbon monoxide) to be carried back into the shooter's breathing zone.
76. **Filtration.** Exhausted air filtration is required on all indoor ranges to prevent contamination of the environment or cross contamination of other building air inlets. Provisions for

increasing fan size to handle increased static pressures must be considered if exhaust filtration is retrofitted. A pressure drop (magnehelic or manometer) gauge across the filter is recommended to indicate when filter changes are required. This information must be available in the maintenance manual.

77. The choice of filter system shall be informed by the environmental officer and shall consider the location of the range and the nature of the contaminants.
78. **Exhaust system.** The exhaust system should discharge the air away from the range and supply air intake of the range and any nearby buildings. Note: prevailing wind patterns or building projections may cause turbulence or eddy currents which can affect ventilation effectiveness and be taken into account during the design phase.
79. The following measures must also be taken to ensure ventilation controls are effectively protecting personnel:
 - 79.1. use smoke testing to identify zones of turbulence, stagnant air, or improvements in air distribution;
 - 79.2. check the operation of and maintain the mechanical ventilation systems in good working order, with no debris blocking inlets, filters or outlets;
 - 79.3. check and complete regular preventive maintenance of the ventilations systems including scheduled filter changes and flow tests; and
 - 79.4. if monitoring identifies personal exposures to lead or other contaminants (including copper and carbon monoxide) above the exposure limit(s), then improvements to the ventilation system must be considered.
80. Any departure from the stated design requirements above shall require endorsement from the RSB.

Health monitoring for lead exposure

81. Health monitoring is used to identify and prevent adverse health effects from exposure to lead. Health monitoring is not to be used as an alternative to the maintenance of control measures.
82. A workplace assessment of the IFR must be undertaken in accordance with the Work Health and Safety Regulations, regulation 402, Identifying lead risk work, and the Work Health and Safety Act 2011 to determine if a process is considered to be lead risk work and if health monitoring of personnel is required. Lead risk jobs within Defence may include:
 - 82.1. personnel who fire large numbers of rounds within an IFR (this does not include personnel who only fire occasionally at indoor ranges, as they are not in lead-risk jobs and do not require health surveillance);
 - 82.2. personnel involved in the running, maintenance and cleaning of IFRs;
 - 82.3. armourers; and
 - 82.4. any other person with frequent lead exposures as defined by their commanding officer.
83. If a process is determined to be lead risk work, the Group or Service must refer the matter to the appropriate Director of Health for the services to request health monitoring by a registered medical professional with experience in health monitoring. ADF members will receive health monitoring in accordance with the Defence Health Manual, Volume 3, Part 14, Chapter 12, 'Inorganic Lead Exposure Health Monitoring'.

84. For non-ADF members the Group or Service must action any health monitoring matter according to SafetyMan, 'Hazardous Chemicals Management Procedure 12 - Health Monitoring for Hazardous Chemicals'.

Modes of operation of test and evaluation ranges

85. Test and Evaluation (T&E) ranges have different PE requirements depending on the mode of operation, including: inactive, firing and cleaning.
86. **Inactive mode.** PPE is not required in a T&E range that is in Inactive Mode provided the persons entering the firing tunnel do not make contact between their clothing and the surfaces of the range. When exiting the range, all persons must walk across the contamination control mats and wash their hands with lead decontaminating soap.
87. **Firing mode.** The PPE requirements for test firing from a fixed gun mount are:
- 87.1. disposable overalls with hood, are to be worn. The hood as part of the disposable overalls negates the requirement for the operators to shower and wash their hair. The disposables are to be placed in a contaminated waste bin prior to washing hands with lead decontaminating soap;
 - 87.2. disposable overboots are to be worn. If no disposable overboots are available, footwear should be HEPA Vacuumed. The disposable overboots are to be placed in a contaminated waste bin prior to washing hands with lead decontaminating soap;
 - 87.3. minimum respirator type P2 is to be worn. However, if the ventilation system is operating effectively, generating the required laminar air flow across the fixed gun mount, it is up to the individual's preference to wear a mask or not;
 - 87.4. disposable gloves (preferably nitrile), are not required in a WTFF to handle, load and fire weapons. Gloves can inhibit accurate weapon handling drills and the loading of belts of ammunition. Provided the operators adhere to the personal hygiene requirements to wash their hands and face at the dedicated wash point with lead decontaminating soap at the completion of the Firing Mode; and
 - 87.5. eye protection and double hearing protection (plugs and muffs) are required for the Firing Mode.
88. **Deep cleaning mode.** Deep cleaning of a T&E range is to be conducted by an industry certified contamination cleaner. Only certified cleaners are to be in the firing tunnel during the cleaning mode.

References and related documents

89. [Work Health and Safety Act 2011](#)
90. [Work Health and Safety Regulations 2011](#), Part 7.2—Lead

SafetyMan

91. [Personal Protective Equipment Procedure 03 - Use of Personal Protective Equipment](#)

Other resources

92. [Australian Standards](#) via SAI Global:
- 92.1. AS/NZS 1269.0:2005 (R2016) Occupational Noise Management: Part 0: Overview and General Requirements, Appendix C, Hearing Impairment Due to Industrial Ototoxic Agents
 - 92.2. AS 1319:1994 (R2018) Safety Signs for the Occupational Environment
93. [Defence Health Manual](#) (DHM):

- 93.1. Volume 2, Part 14, Chapter 01, 'Implementing Health Monitoring Procedures'
- 93.2. Volume 3, Part 14, Chapter 12, 'Inorganic Lead Exposure Health Monitoring'
94. [Defence Training Area Management Manual](#) (DTAMM)
95. [DEF\(AUST\)5000 ADF Maritime Materiel Requirements Set](#), Volume 3, Hull System Requirements, Part 4, Painting
96. [Permanent \(Land\) Live Fire Training Facilities](#)
97. [Guidance on the Interpretation of Workplace Exposure Standards for Airborne Contaminants](#), Safe Work Australia

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Defence People Policy, SafetyMan

Management of Plant Policy

Policy statement

1. Defence will manage plant safely and will ensure risks to the health and safety of workers and others working with or around plant are eliminated, and if not possible, minimised so far as is reasonably practicable.

Scope

2. This policy applies to all Defence workers: including ADF members, APS employees, ADF cadets and volunteers, contractors and other persons.
3. This policy applies to plant as defined in the Managing Risks of Plant in the Workplace Code of Practice (CoP).
4. **Manual tools.** This policy does *not* apply to items which rely exclusively on manual power for their operation, and are designed to be primarily supported by hand, eg a screwdriver. Such items are *not* covered by the Work Health and Safety Regulations 2011, and must not be defined as plant within Defence Work Health and Safety (WHS) Management Systems. The general duty of care under the *Work Health and Safety Act 2011* applies to these types of items/tools. They should be managed pursuant to the SafetyMan, Risk Identification and Management policy suite.

Definition of plant

5. The CoP defines plant as including machinery, equipment, appliances, containers, implements and tools and any components or anything fitted or connected to those things. Plant can include items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools, quad bikes, mobile plant and amusement devices.
6. Some plant, eg forklifts, cranes and some pressure equipment, require a licence from Comcare—the Commonwealth WHS Regulator (the Regulator)—to operate; and some high-risk plant must also be registered with Comcare. See the following headings, below: Joint Special Licence (JSL) for plant, and Common JSL plant.

Defence core elements for plant risk management

7. Whilst the CoP provides practical guidance on how to manage risks from plant in the workplace, Defence expects the following principles to be applied to the systemic management of plant in every single workplace where plant exists:
 - 7.1. plant must be used, handled, stored, and maintained in accordance with manufacturer specifications and relevant technical standards;
 - 7.2. in addition to following relevant CoP, WHS risks associated with plant must be identified and managed according to the SafetyMan, Risk Identification and Management policy suite;
 - 7.3. all workers and others who may be exposed to risk associated with plant must be appropriately consulted, informed, trained, instructed, supervised and licensed if required;
 - 7.4. ensure that all persons who are required to operate plant which requires that person to be licensed, holds the appropriate licence. Refer to the SafetyMan, High Risk Work Licensing Policy, and the Regulations;



- 7.5. ensure plant which requires design and registration in line with Schedule 5 and regulations 243–263 is so registered;
- 7.6. the Group or Service with primary responsibility for items of plant in a workplace must maintain an up-to-date register of those items of plant requiring regular inspection and maintenance; as detailed in the CoP, section 3.6, Inspecting plant; as a minimum. The nature and frequency of plant inspections will vary according to factors such as:
 - 7.6.1. the manufacturer's instructions, or
 - 7.6.2. frequency and duration of use;
- 7.7. all plant records relating to design, alteration, maintenance and testing must be kept for the period the plant is to be used;
- 7.8. ensure that the design, installation and commissioning of plant is without risk to the health and safety of workers, as per regulations 187–204;
- 7.9. all issues, defects and/or incidents related to plant must be reported through relevant Defence systems, eg Garrison and Estate Management System (GEMS) or Sentinel; and
- 7.10. plant must only be used for the purpose for which it was designed, unless it has been determined that the proposed use does not increase the risk to health and safety. A formal, documented risk assessment must be conducted by a competent person to determine the level of risk for the proposed use as per regulation 206.

Shared duty scope and responsibilities

8. **Control of the workplace.** The person with control of the workplace is generally the person who controls access to that workplace. Refer to SafetyMan, Construction Work Policy and Guidance, paragraphs 18–24.
9. **Contractor-controlled workplace.** Where workers are employed in contractor-controlled workplaces, it is the responsibility of the contractor to provide workers with information, training, instruction and supervision in plant use/operation (including operator licensing requirements), hazard identification, risk assessment, control, and safety awareness.
10. **Defence-controlled workplace.** Where workers are employed in Defence-controlled workplaces using plant supplied by Defence, the responsible commander/manager must ensure that procedures are established, so far as is reasonably practicable, to ensure that the plant is free from risk to the health and safety of any contractors, their staff and third parties. Such use of the plant must be authorised under the terms of the applicable contract.
11. Commanders/managers must ensure contractor workers are provided with information, training, instruction and supervision in plant use/operation (including operator licensing requirements), hazard identification, risk assessment, control, and safety awareness.
12. **Reciprocation.** Both Defence and the contractor must communicate, consult and cooperate on identified hazards with the other duty holder; to eliminate or minimise the health and safety risk to workers, so far as reasonably practicable. Where Defence has control over the factors that have caused the hazard to arise—ie issues related to Defence supplied plant, or a Defence worksite—Defence should address the hazard. Where the contractor has control over the factors that have caused the hazard to arise—ie issues at a contractor worksite, or issues related to the contractor's safety management system—the contractor should address the hazard and Defence must take steps to verify that the contractor has done so. Further information on verification is provided in SafetyMan, Contractor Safety Management.

Plant requiring additional safe systems of work and systematic management

13. Specific plant found in some Defence workplaces, and posing a higher risk to users, are defined below. Where advanced systems of management are required for such plant, links and references to additional guidance are provided. The following guidance is provided for high risk plant:
- 13.1. **Fixed plant.** Such plant is installed in a fixed position and in a manner which does not permit it to be used as powered mobile plant. For example, grinders, metal presses or pallet wrappers. Fixed plant must only be operated by trained and approved users, in line with formal safe systems of work. Where fixed plant is owned, managed or maintained by entities external to the workplace (eg contractors), serviceability assurance evidence must be known and available to the workplace users.
 - 13.2. **Powered mobile plant.** Such plant is provided with some form of self-propulsion; is ordinarily under the direct control of an operator; and is designed to move goods, materials or equipment. All such plant must only be operated by trained, licensed (where applicable) and approved users, in line with formal safe systems of work. Where such plant is owned, managed or maintained by entities external to the workplace (eg contractors), serviceability assurance evidence must be known and available to the workplace.
 - 13.3. **Joint Special Licence for plant.** Defence has a negotiated agreement with the Regulator to maintain a 'blanket licence' for all high risk items of plant. This is known as the Defence Joint Special Licence (JSL) for plant. Where such plant is owned, managed or maintained by entities external to the workplace (eg contractors), serviceability assurance evidence must be known and available to the workplace. The licence conditions are set out on the WHS Branch, Plant Management page under Defence Licence Conditions.
 - 13.4. **Common JSL plant.** The four most common JSL plant categories in Defence are:
 - 13.4.1. Pressure vessels (Hazard levels A, B or C);
 - 13.4.2. Boilers (Hazard levels A, B or C);
 - 13.4.3. Mobile cranes with a safe working load of over 10 tonne; and
 - 13.4.4. Lifts, including escalators and moving walkways.
 - 13.5. The *hazard levels* for pressure equipment are described in the Australian Standard Pressure equipment - Hazard levels (AS 4343:2014).
 - 13.6. There are currently four Defence organisations which manage high risk plant:
 - 13.6.1. Capability Acquisition and Sustainment Group (CASG);
 - 13.6.2. Estate and Infrastructure Group (E&IG);
 - 13.6.3. Defence Science and Technology Group (DST Group); and
 - 13.6.4. Joint Logistics Command (JLC).
 - 13.7. Each organisation manages and records high risk plant using separate systems and management processes. The difference in management processes is principally attributable to the manner in which the high risk plant is deployed and utilised through-life. Guidance on the risk management of such plant can be found at/in the:
 - 13.7.1. DEQMS Engineering & Maintenance portal;
 - 13.7.2. CASG JSLP portal and the JLC WHS Manual;

13.7.3. JLC Joint Special Licence Plant Management (E10.02); and

13.7.4. DST Group WHS Manual 003 Plant Safety Management.

Roles and responsibilities

14. CASG is responsible for plant that is:

14.1. defined as specialist military equipment and supports the life cycle activities of specialist military equipment, such as maintenance; or

14.2. provided as government-furnished equipment or other equipment in support of specialist military equipment, unless the responsibility is determined through contract or devolved through a Service Level Agreement to other Groups or Services.

15. CASG responsibilities regarding JSL plant include:

15.1. providing WHS Branch with information regarding mobile plant for inclusion in the JSL application or any variation to the application;

15.2. assigning each item of mobile plant a unique identifying number, which is to be displayed on the item of plant;

15.3. compiling, maintaining and publishing a register of all mobile plant and equipment subject to JSL requirements. This register must be available to commanders/managers enabling them to identify items of plant in their respective workplaces requiring regular inspection, maintenance and training/supervision-- thereby assisting them to meet their duty of care;

15.4. wherever efficiencies exist through the use of a centralised approach; arranging for, coordinating the conduct of, and paying for inspections and maintenance of mobile plant stored or operated in the workplace;

15.5. performing inspections and maintenance of mobile plant within the workplace and retaining records of all inspections and maintenance;

15.6. applying for a design registration number for each item of mobile plant where a design registration number has not been provided by the importer or supplier, or where the design of the plant is altered from its registered condition; and

15.7. providing Comcare, upon request, records that relate to an item of mobile plant.

16. E&IG is responsible for plant that is provided as government-furnished equipment, unless a contract specifies responsibility lies elsewhere or it is devolved through Service Level Agreements to other Groups or Services.

17. E&IG responsibilities regarding JSL plant include:

17.1. providing WHS Branch with information regarding fixed plant for inclusion in the JSL application or any variation to the application;

17.2. assigning each item of plant a unique identifying number, which is to be displayed on or adjacent to the item of plant;

17.3. compiling, maintaining and publishing a register of all fixed plant and equipment subject to JSL requirements. This register must be available to commanders/managers enabling them to identify items of plant in their respective workplaces that require regular inspection, maintenance and training/supervision— thereby assisting them to meet their duty of care;

17.4. applying for a design registration number for each item of fixed plant where a design registration number has not been provided by the importer or the supplier, or where the design of the plant is altered from its registered condition;

- 17.5. coordinate all inspections and maintenance, including:
 - 17.5.1. any payment; and
 - 17.5.2. maintain all required records;
- 17.6. providing records of all inspections, checks, tests and maintenance (confirming compliance) to the unit assigned the facility or infrastructure within which the fixed plant and equipment is located. This includes providing a statement to the effect that each item of plant has been maintained in a safe condition and is safe to operate; and
- 17.7. providing Comcare, upon request, records that relate to an item of plant.
- 18. Groups and Services are responsible for plant management and maintenance oversight where:
 - 18.1. maintenance oversight has been specified under a Service Level Agreement from CASG or E&IG; or
 - 18.2. equipment is procured through Group or Service means and not provided by CASG or E&IG.
- 19. Group Heads and Service Chiefs (as officers of the Person Conducting a Business or Undertaking) are responsible for allocating sufficient resources to implement the requirements of this policy to effectively manage plant safety.
- 20. Commanders and managers must take all practicable steps to protect the health and safety of workers. They have a responsibility to ensure:
 - 20.1. work involving plant is carried out in compliance with the Regulations and the CoP;
 - 20.2. the risks to workers' health and safety are eliminated or minimised so far as is reasonably practicable for all work involving plant conducted in a workplace;
 - 20.3. emergency and safety equipment is made available;
 - 20.4. understand how work involving plant affects their workers and the work being performed;
 - 20.5. consult with workers to identify, assess and control plant-related hazards and risks;
 - 20.6. ensure appropriate risk management is conducted for all plant-related activities;
 - 20.7. implement improvements to reduce plant-related risks, so far as is reasonably practicable;
 - 20.8. ensure that maintenance, inspection and, if necessary, testing of the plant is performed by a competent person;
 - 20.9. provide PPE to workers, maintain that PPE and ensure workers use it correctly;
 - 20.10. provide annual assurance that:
 - 20.10.1. all reasonable and practicable steps have been taken to manage risks associated with plant; and
 - 20.10.2. WHS incidents related to plant have been investigated to identify causal factors to inform systemic improvement; and
 - 20.11. ensure appropriate training and supervision has been provided.

21. All workers have a responsibility to:
 - 21.1. inspect the plant in their work area and report any defects (eg missing guards, faulty switch controls, etc) to their supervisor as soon as is reasonably practicable;
 - 21.2. not interfere with, misuse or render safety measures ineffective (eg remove guarding);
 - 21.3. understand and follow established safe work practices and procedures, participate in appropriate training and hazard identification, and control risks arising from plant-related work in accordance with guidance;
 - 21.4. advise supervisors of any perceived risk that could increase exposure to injury or illness; and
 - 21.5. use PPE in accordance with the information, instruction and training provided. For further information refer to SafetyMan, Personal Protective Equipment Policy.

References and related documents

22. [Work Health and Safety Act 2011](#)
23. [Work Health and Safety Regulations 2011](#)
24. Managing Risks of Plant in the Workplace Code of Practice, via [Comcare](#). This link leads to the Federal Register of Legislative Instruments.
25. Australian Standard Pressure equipment - Hazard levels (AS 4343:2014) (via [SIA Global](#) under Defence subscription)

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26. [High Risk Work Licensing Policy](#)
27. [Personal Protective Equipment Policy](#)
28. [Work Health and Safety Risk Management Policy](#)

Other resources

29. Defence Estate and Infrastructure Group, [Technical Instruction for Management of Registrable Plant](#)
30. Capability Acquisition and Sustainment Group Functional Procedure, [\(LOG\) 04-0-003 - Management of Plant – Joint Special Licence \(JSL\)](#).
31. Capability Acquisition and Sustainment Group, CASG Handbook [\(E&T\) 12-8-001 - Materiel System Environmental Management](#) v2.0. Or, drill down to Function 12-8 on the CASG [Engineering and Technical](#) page.
32. Joint Logistics Command, [JLC WHS Manual](#), Element 10: Platforms, Infrastructure, Plant and Equipment, E10.02, [Joint Special Licence Plant Management](#)
33. Defence Science and Technology Group, [DST Group WHS Manual 003 Plant Safety Management](#)
34. [Defence Estate Quality Management System \(DEQMS\)](#)

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Defence People Policy, SafetyMan

Managing Personnel Exposure to Excessive Heat/Cold Policy and Guidance

Policy statement

1. Defence will manage exposures to adverse heat and cold temperatures to ensure that its personnel can carry out work without undue risk to their health or safety.

Scope

2. This policy applies to all Defence workers including ADF personnel, APS employees, ADF cadets and people involved in other Defence supported youth programs, contractors and other persons.
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy – core elements

4. Defence must identify all reasonably foreseeable exposure to excessive heat/cold.
5. Risk assessments must be undertaken when planning work activities that could involve exposure to excessive heat/cold.
6. The risk management process must be applied before conducting operations/training. Risks must continually be re-assessed as environmental hazard input changes.
7. Workplace procedural documents such as standard operating procedures must be developed to manage risks relating to worker exposure to excessive heat/cold. The risks are to be documented in workplace risk registers.
8. Workers who could be exposed to excessive heat/cold must be adequately trained and supervised so they can undertake tasks in accordance with procedural documents.
9. Casualty management procedures for exposure to heat /cold are to be included in workplace procedures and training.
10. ADF cadets require additional consideration in relation to the potential effects of exposure to excessive heat. Further information for managing ADF cadet exposure to excessive heat is in SafetyMan, Managing Personnel Exposure to Heat/Cold Procedure 01 - Managing ADF Cadet Exposure to Excessive Heat.
11. This policy relates to the following sections of the *Work Health and Safety Act 2011*:
 - 11.1. Section 19 - Primary duty of care;
 - 11.2. Section 20 - Duty of persons conducting businesses or undertakings involving management or control of workplaces; and
 - 11.3. Section 27-29 - Duty of officers, workers or other persons.



Roles and responsibilities

12. Group Heads and Service Chiefs as officers of the persons conducting a business or undertaking are responsible for allocating resources to manage effectively the risks associated with potential exposure to excessive heat/cold.
13. Commanders/managers and supervisors must take all practicable steps to protect the health and safety of workers. They have a responsibility to:
 - 13.1. understand how excessive heat/cold could affect their workers and the work being performed;
 - 13.2. consult with workers to identify, assess and control hazards and risks associated with exposure to excessive heat/cold;
 - 13.3. ensure the appropriate risk management is conducted for all activities that could expose workers to excessive heat/cold;
 - 13.4. provide all workers with appropriate information, education, training and instruction about heat/cold-related hazards and risks, and supervision; and
 - 13.5. implement improvements to reduce the risk of exposure to excessive heat/cold, so far as is reasonably practicable.
14. All workers have a responsibility to:
 - 14.1. take all reasonably practical steps to safeguard their own health and safety and the safety of others in the workplace;
 - 14.2. understand and follow established safe work practices and procedures, participate in appropriate training and hazard identification, and control risks arising from potential exposure to excessive heat/cold in accordance with guidance;
 - 14.3. advise supervisors of any perceived heat/cold exposure risk that could increase the likelihood or consequence of injury or illness;
 - 14.4. monitor themselves and their fellow workers, and take action when they observe elevated risks to themselves or others; and
 - 14.5. report heat/cold exposure events that caused, or could have caused injury or illness.
15. Commanders/managers should also consult their own Group or Service safety manual for additional guidance where workers could be exposed to excessive heat or cold.

References and related documents

16. [Work Health and Safety Act 2011](#)
17. [Work Health and Safety Regulations 2011](#)

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18. [Managing Personnel Exposure to Heat/Cold Procedure 01 - Managing ADF Cadet Exposure to Excessive Heat](#)
19. [Managing Personnel Exposure to Excessive Heat/Cold Procedure 02 - Managing Exposure to Excessive Heat using the Wet Bulb Globe Temperature and Civilian Work/Rest Table](#)

Other Resources

20. [Australian Army Land Warfare Procedures—General LWP–G 3-9-4 Operating in Cold Conditions, Chapter 1, Human Performance in Cold Environments](#)
21. [Australian Navy Publication \(ANP\) Chapter 4, Hot and Cold Working Environments](#)
22. [Defence Aviation Safety Manual](#)
23. [Safe Work Australia – Guide for managing the risks of working in heat](#)
24. [Safe Work Australia – Potential hazards and risks of working in heat factsheet](#)
25. [Safe Work Australia – Working in heat infographic](#)

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Defence People Policy, SafetyMan

Managing Personnel Exposure to Excessive Heat/Cold Procedure 01 - Managing ADF Cadet Exposure to Excessive Heat

1. The following information is provided to assist Defence workers to administer, implement or apply the SafetyMan, Managing Personnel Exposure to Excessive Heat/Cold Policy and Guidance in relation to ADF cadet activities.
2. For managing ADF cadet's exposure to excessive heat, the principles detailed in SafetyMan, Managing Personnel Exposure to Excessive Heat/Cold Procedure 02 - Managing Exposure to Excessive Heat Using the Wet Bulb Temperature and Civilian Work/Rest Table are to be applied. This procedure also provides additional requirements relating to cadets and cadet activities.

Age differences

3. Defence has an obligation under the *Work Health and Safety Act 2011* to protect ADF cadets from harm to their health and safety at work. ADF cadets can be as young as 12 years of age. These children, along with adolescent cadets, do not adapt as effectively as adults when exposed to the combined stresses of exercise and heat so special consideration must be given to preventing and managing heat injury during cadet activities. The reasons for the difference in ability to adapt to the stresses of exercise and heat are that:
 - 3.1. children have a greater surface area to body mass ratio than adults, which causes greater heat gain from the environment;
 - 3.2. children produce more metabolic heat per kilogram than adults during physical activities;
 - 3.3. sweating capacity is considerably lower in children than adults—which reduces their ability to dissipate body heat by evaporation of sweat;
 - 3.4. children take longer than adults to acclimatise;
 - 3.5. children frequently do not feel the need to drink enough to replenish fluid loss during prolonged exercise; and
 - 3.6. children's core body temperature rises faster than adult's during exercise.

Heat risk factors

4. The heat risk factors detailed in SafetyMan, Managing Personnel Exposure to Excessive Heat/Cold Procedure 02 - Managing Exposure to Excessive Heat Using the Wet Bulb Temperature and Civilian Work/Rest Table must be considered when planning/conducting ADF cadet activities. The following factors also must be considered when planning and conducting ADF cadet activities:
 - 4.1. Cadets may be inadequately prepared for activity in the heat and may have a greater need (than adults) to acclimatise in preparation for the activity. Further, children lose



their acclimatisation quicker than adults; hence, ongoing effort to maintain an adequate level of acclimatisation may be required.

- 4.2. Cadets who lack physical fitness for an activity may over-exert themselves to succeed. Children are affected by excessive physical exertion with insufficient rest/recovery time between bouts of high-intensity exercise (eg repeat sprints). Hence frequent rest/recovery should be planned in the activity.
- 4.3. Children require ready access to fluids to maintain required hydration levels.

Heat injury prevention strategies

- 5. The following heat injury prevention strategies are recommended for activities involving ADF cadets:
 - 5.1. Implement an acclimatisation program. The intensity and duration of physical activities should be increased gradually over a period of 10 to 14 days to allow cadets to acclimatise to heat and humidity. Note that short periods of time in air-conditioned buildings can lead to a rapid loss of heat acclimatisation.
 - 5.2. Implement awareness programs. Commanders and managers (instructors of cadets) should promote awareness of heat risk management strategies among cadets and instructors of cadets.
 - 5.3. Provide first aid training. Workers trained to recognise the early symptoms and to treat heat injuries should be readily available during cadet physical activities.
 - 5.4. Make cool water readily available. Further, the means to cool workers quickly (eg fans, ice packs) must be available always.
 - 5.5. Educate cadets about the importance of proper preparation, adequate hydration, recovery and rest as well as the ability to recognise the symptoms of heat injury in themselves and in others, and the importance of honest reporting of injury so action can be taken to prevent future injuries.
 - 5.6. Ensure cadets remain adequately hydrated—through supervision, recognising the symptoms of inadequate hydration and ensuring water is readily available.
 - 5.7. Assuming adequate pre-hydration, 12 year olds should drink 100 to 250 ml of liquids every 20 minutes, with this increasing up to 1.0 to 1.5 litres of fluid per hour for adolescents during heavy exercise.
 - 5.8. Cool water is usually sufficient to maintain hydration. However, if the activity is prolonged or repeated, electrolyte supplemented fluids should be considered, particularly during very high temperatures and/or humidity. Salt tablets should not be consumed.
 - 5.9. Modify activities. If the temperature and/or humidity levels are very high, consideration should be given to modifying planned activities by:
 - 5.9.1. reducing the duration;
 - 5.9.2. lowering the intensity;
 - 5.9.3. rescheduling the activity to a different day, or time of day;
 - 5.9.4. increasing the frequency of breaks or rest periods; and/or
 - 5.9.5. moving the activity to a shaded/cooler place.
 - 5.10. Develop an action management plan for any cadet with chronic or acute medical conditions. Cadets should avoid or limit physical activities if they are ill or recently have been ill.

- 5.11. To facilitate the evaporation of sweat, in hot or humid conditions limit clothing to one layer of absorbent material.
6. Specific guidance for Australian Army Cadets (AAC) is available via the Australian Army Cadets Standing Orders Volume 3, Chapter 3 HOT - Heat Management Paragraph 6.9.

References and related documents

7. [Work Health and Safety Act 2011](#)
8. [Work Health and Safety Regulations 2011](#)
9. [Australian Army Cadets Standing Orders Volume 3, Chapter 3 HOT - Heat Management Paragraph 6.9](#)

SafetyMan

10. [Managing Personnel Exposure to Excessive Heat/Cold Policy](#)
11. [Managing Personnel Exposure to Excessive Heat/Cold Procedure 02 – Managing Exposure to Excessive Heat using the Wet Bulb Globe Temperature and Civilian Work/Rest Table](#)

Document Reference:	Safetyman, Managing Personnel Exposure to Excessive Heat/Cold Procedure 01 – Managing ADF Cadet Exposure to Excessive Heat		
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Defence People Policy, SafetyMan

Managing Personnel Exposure to Excessive Heat/Cold Procedure 02 - Managing Exposure to Excessive Heat using the Wet Bulb Globe Temperature and Civilian Work/Rest Table

1. The following information is provided to assist Defence personnel to administer, implement or apply the SafetyMan, Managing Personnel Exposure to Excessive Heat/Cold Policy and Guidance.
2. Defence personnel shall use the wet bulb globe temperature to assess the level of environmental risk.

Wet bulb globe temperature

3. The wet bulb globe temperature is expressed in degrees Celsius (°C). The wet bulb globe temperature differs from the ambient temperature (which is also expressed in °C) because the wet bulb globe temperature incorporates the effect of relative humidity, air flow, radiant heat from the sun and nearby equipment and the temperature in the shade. Hence, the wet bulb globe temperature is based on three measurements.
4. The measurements are: the wet bulb temperature (T_{WB}) which represents the effect of relative humidity and air flow; the black globe temperature (T_{BG}) which represents the effect of radiant heat; and the dry bulb temperature (T_{DB}) which is the ambient temperature in the shade. These measurements are used to calculate the wet bulb globe temperature, a heat stress index, which can be used to set work rates and work/rest times so workers do not suffer heat injuries.
5. Note, the wet bulb globe temperature is not effective in certain environments (e.g. humid/tropical environments). The following Service policies provide guidance on application in these environments:
 - 5.1 Australian Army Cadets Standing Orders Volume 3, Chapter 3 HOT – Heat Management Paragraph 6.9;
 - 5.2 Australian Book of Reference 6303, Chapter 4, Hot and Cold Working Environments; and
 - 5.3 Air Force Safety Manual, Part 3, Chapter 4, Thermal Conditions.

Using the wet bulb globe temperature

6. Heat-related risk can be managed effectively by controlling the duration and intensity of work to minimise the probability that the workers' core body temperatures will be sustained above 38°C (ie by controlling the workers' rates of heat production). Commanders/managers and supervisors must set the work rate and work/rest cycles for their workers to ensure they are not injured by heat stress.
7. Once measured, wet bulb globe temperatures can be used in conjunction with the table in paragraph 10 to set appropriate work/rest times. Note, however, that the wet bulb globe temperature should be adjusted to suit the clothing worn by workers



Estimating the wet bulb globe temperature

8. If a wet bulb globe temperature measuring device is unavailable, an estimate of wet bulb globe temperature may be used. A table of estimates is available through the Bureau of Meteorology website which also provides nation-wide real-time forecasts and observations.

9. The approximations on the Bureau of Meteorology website are not always sufficiently accurate and may lead to incorrect estimates of heat stress. Use of the approximations must be supplemented by a risk assessment, for example:

9.1 in cloudy and windy conditions, the approximation may lead to an over-estimation of heat stress;

9.2 in windless and humid conditions, the approximation is likely to lead to an under estimation of heat stress; and

9.3 at night time or early in the morning, when the sun is low/below the horizon, approximation can lead to an over estimation of heat stress.

Civilian work/rest tables

10. Using the wet bulb globe temperatures, commanders/managers and supervisors must set work rates and work/rest cycles for their workers to ensure they are not injured by heat stress.

11. The tables in this procedure are to be used to determine appropriate regimes of work and rest breaks to prevent heat injury. The tables are based on an un-trained, unacclimatised civilian workforce with a low level of fitness and with pre-existing medical conditions.

Clothing adjustments

12. Although clothing provides protection from the physical environment, clothing usually worsens heat stress when operating in hot environments. Consequently, the wet bulb globe temperature should be adjusted to accommodate the clothing being worn, so the work rate and work/rest times can be adjusted accordingly.

13. Table 1 shows common types of clothing workers may be wearing in a hot environment and the suggested adjustment to the wet bulb globe temperature reading. The table specifies the additional °C that should be added to the wet bulb globe temperature.

Table 1: Common types of clothing worn in hot environments

Clothing type	Addition to wet bulb globe temperatures (°C) action
Work clothes (long sleeve shirt and long trousers)	0
Summer work uniform	0
Cotton coveralls	0
Cloth (woven material) coveralls	0
Polypropylene coveralls	0.5
Limited use vapour barrier coveralls	1.1
Limited use light splash protection overalls (eg Tychem QC)	10

14. Adjustments for coveralls assume that only modesty clothing is worn underneath, not a second layer of clothing.
15. Wet bulb globe thermometer adjustments cannot be added together for multiple layers.
16. These values should not be used for encapsulating suits or wearing Nuclear Biological Chemical Defence clothing at Mission Oriented Protection Posture 4.

Work rate categories

17. Table 2 provides examples illustrating the work rate categories used in the civilian work/rest table in paragraph 18.

Table 2: Work rate categories

Work rate category	Examples
Light	Sitting with moderate arm and leg movements
	Standing with light work at machine or bench while using mostly arms
	Driving
Moderate	Using a table saw
	Standing with light or moderate work at machine or bench and some walking
	Scrubbing in a standing position
	Walking about with moderate lifting or pushing
Heavy	Walking on level at 6km/hr while carrying 3kg weight load
	Carpenter sawing by hand
	Shovelling dry sand
Very heavy	Heavy assembly work on a non-continuous basis
	Intermittent heavy lifting with pushing or pulling (e.g. pick and shovel work)
	Shovelling wet sand

Civilian work/rest table

18. Table 3 details work/rest regimes for civilians working at various work rates and at various wet bulb globe temperature values (°C) which have been adjusted for clothing.

Table 3: Work/rest regimes

Work rate (wet bulb globe temperature values in °C)								Work/rest per hour %
Acclimatised worker				Unacclimatised worker				
Light	Moderate	Heavy	Very Heavy	Light	Moderate	Heavy	Very Heavy	
29.5C	27.5C	26C	-	27.5C	25C	22.5C	-	100% work
30.5C	28.5C	27.5C	-	29C	26.5C	24.5C	-	75% work 25% rest
31.5C	29.5C	28.5C	27.5C	30C	28C	26.5C	25C	50% work 50% rest
32.5C	31C	30C	29.5C	31C	29C	28C	26.5C	25% work 75% rest

19. Values in this table assume eight-hour workdays and five-day working weeks with conventional breaks.

20. Table adapted from American Conference of Government Industrial Hygienists (ACGIH) 2006 - Threshold Limit Values (TLVs®) and Biological Exposure Indices (BEIs®). Current tables may be obtained by requesting the updated publication via the Defence Library Service.

References and related documents

21. [Work Health and Safety Act 2011](#)
22. [Work Health and Safety Regulations 2011](#)

SafetyMan

23. [Managing Exposure to Excessive Heat/Cold Policy and Guidance](#)
24. [Managing Personnel Exposure to Excessive Heat/Cold Procedure 01 – ADF Cadet Exposure to Excessive Heat](#)

Other resources

25. [Australian Army Cadets Standing Orders Volume 3, Chapter 3 HOT - Heat Management Paragraph 6.9](#)
26. [Australian Book of Reference 6303, Navy Safety Systems Manual, Section 4, Chapter 13, Hot and Cold Working Environments](#)
27. [Air Force Safety Manual, Part 3, Chapter 4, Thermal Conditions](#)
28. [Defence Library Service](#)

29. [Bureau of Meteorology](#)

Document Reference	Safetyman, Managing Personnel Exposure to Excessive Heat/Cold Procedure 02 - Managing Exposure to Excessive Heat Using the Wet Bulb Globe Temperature and Civilian Work/Rest Table		
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Defence People Policy, SafetyMan

Slips, Trips and Falls Policy

Policy statement

1. Defence will eliminate or minimise so far as reasonably practicable the risks of slips, trips and falls in the workplace by identifying hazards and applying safety risk management processes.

Scope

2. This policy applies to all Defence workers, including ADF members, APS employees, ADF cadets, contractors and other persons.
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy – core elements

4. This policy includes falls at level and falls from one level to another.
5. Any work which involves the risk of a fall must be carried out on the ground or on a solid construction.
6. Hazard management including identification, assessment, control and control review must, as a minimum, consider the information contained in relevant publications identified in this Policy.

Roles and responsibilities

7. Groups and Services, responsible for sourcing and sustaining Defence materiel, are required to comply with *Work Health and Safety Regulations, Chapter 4, Part 4.4 - Falls* (Annex A) and *SafetyMan - Slips, Trips and Falls Policy and Guidance* where applicable to their activities as designers, manufacturers, importers and suppliers.
8. Group Heads and Service Chiefs as officers of the Person Conducting a Business or Undertaking are responsible for allocating sufficient resources to effectively manage slips, trips and fall related risks.
9. Commanders/managers and supervisors must take all practicable steps to reduce the likelihood of slips, trips and falls of workers. They have a responsibility to:
 - 9.1. understand how slips, trips and falls affect their workers and the risks involved in the work being performed;
 - 9.2. consult with workers to identify, assess and control the slip, trip and fall hazards and risks;
 - 9.3. ensure the appropriate risk management is conducted for slips, trips and falls for all activities;
 - 9.4. provide all workers with appropriate information, education, training, instruction and supervision on slips, trips and falls;



- 9.5. implement improvements to reduce slips, trips and fall related risks; and
- 9.6. report and record slips, trips and falls into Sentinel and review for continuous improvement.
10. All workers have a responsibility to:
 - 10.1. take all reasonably practical steps to safeguard their own health and safety and the safety of others in the workplace in relation to slips, trips and falls;
 - 10.2. understand and follow established safe work practices and procedures, participate in appropriate training and hazard identification, and control risks arising from slips, trips and fall hazards in accordance with guidance;
 - 10.3. advise supervisors of any possible slips, trips and fall risks that could increase exposure to injury or illness;
 - 10.4. monitor themselves and their fellow workers, and take action when they observe elevated risks to themselves; and
 - 10.5. report events of injury or illness in Sentinel.

References and related documents

11. [*Work Health and Safety Act 2011*](#)
12. [*Work Health and Safety Regulations 2011*](#)
13. SafetyMan – Work Health and Safety Risk Management Policy
14. [*Code of Practice – Managing the Risk of Falls at Workplaces*](#)
15. [*Code of Practice - Preventing Falls in Housing Construction*](#)
16. [*Australian Standards*](#)
 - 16.1. AS 1353.2 - 1997 Flat Synthetic- Webbing Slings part 2: Care and Use
 - 16.2. AS/NZS 1418.10:2011 Cranes, Hoists and Winches Part 10: Mobile Elevating Work Platforms
 - 16.3. AS 1418.13 Cranes (including Hoists and Winches) – Building Maintenance Units
 - 16.4. AS/NZS 1576 Scaffolding Series
 - 16.5. AS 1577: 1993 – Scaffold Planks
 - 16.6. AS/NZS 1657 Fixed Platforms, Walkways, Stairways and Ladders—Design, Construction and Installation
 - 16.7. AS 1666:2009 series – Wire Rope Slings
 - 16.8. AS/NZS 1891.1 Industrial Fall-Arrest Systems and Devices—Harnesses and Ancillary Equipment
 - 16.9. AS/NZS 1891.2 supp:1-2001 Industrial Fall-Arrest Systems and Devices—Horizontal Lifeline and Rail Systems—Prescribed Configurations for Horizontal Lifelines (Supplement to AS/NZS 1891.2:2001)
 - 16.10. AS/NZS 1891.3 Industrial Fall-Arrest Systems and Devices—Fall-Arrest Devices
 - 16.11. AS/NZS 1891.4:2009 – Industrial Fall-Arrest Systems and Devices – Selection, Use and Maintenance
 - 16.12. AS/NZS 1892.1/2/3 – Portable Ladders – Metal, Timber, Plastic
 - 16.13. AS/NZS 1892.5:2020 Portable Ladders. Part 5: Selection, Safe Use and Care

- 16.14. AS 2317: 1998 – Collared Eye Bolts
- 16.15. AS 2550 Series – Cranes, Hoists and Winches
- 16.16. AS/NZS 3931: 1998 – Risk Analysis of Technological Systems – Application Guide
- 16.17. AS 4142 series – Working and Safety Ropes
- 16.18. AS/NZS 4142.3 Fibre Ropes—Man-made Fibre Rope for Static Life Rescue Lines
- 16.19. AS/NZS 4389 Safety Mesh
- 16.20. AS/NZS 4488: 1997 – Industrial Rope Access Systems
- 16.21. AS/NZS 4488.2 Industrial Rope Access Systems—Selection, Use and Maintenance
- 16.22. AS 4576: 1995 – Guidelines for Scaffolding
- 16.23. AS 2550.16 Cranes—Safe Use—Mast Climbing Work Platforms
- 16.24. AS/NZS 4994 Temporary Edge Protection Series

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Annex

- A. Work Health and Safety Regulations 2011, Chapter 4, Part 4.4 - Falls

Annex A

Work Health and Safety Regulations 2011

Chapter 4, Part 4.4 – Falls

78 Management of risk of fall

17. (1) A person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1, risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person.
18. Note: WHS Act—section 19 (see regulation 9).
19. (2) Subregulation (1) includes the risk of a fall:
20. (a) in or on an elevated workplace from which a person could fall; or
21. (b) in the vicinity of an opening through which a person could fall; or
22. (c) in the vicinity of an edge over which a person could fall; or
23. (d) on a surface through which a person could fall; or
24. (e) in any other place from which a person could fall.
25. (3) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that any work that involves the risk of a fall to which subregulation (1) applies is carried out on the ground or on a solid construction.
26. Penalty:
27. (a) In the case of an individual—\$6 000.
28. (b) In the case of a body corporate—\$30 000.
29. Note: Section 12F of the Act provides that strict liability applies to each physical element of each offence under the Act, unless otherwise stated. The reference in section 12F of the Act includes these Regulations.
30. (4) A person conducting a business or undertaking must provide safe means of access to and exit from:
31. (a) the workplace; and
32. (b) any area within the workplace referred to in subregulation (2).
33. Penalty:
34. (a) In the case of an individual—\$6 000.
35. (b) In the case of a body corporate—\$30 000.
36. Note: Section 12F of the Act provides that strict liability applies to each physical element of each offence under the Act, unless otherwise stated. The reference in section 12F of the Act includes these Regulations.
37. (5) In this regulation, **solid construction** means an area that has:
38. (a) a surface that is structurally capable of supporting all persons and things that may be located or placed on it; and
39. (b) barriers around its perimeter and any openings to prevent a fall; and
40. (c) an even and readily negotiable surface and gradient; and

- (d) a safe means of entry and exit.

79 Specific requirements to minimise risk of fall

- 41. (1) This regulation applies if it is not reasonably practicable for the person conducting a business or undertaking at a workplace to eliminate the risk of a fall to which regulation 78 applies.
- 42. (2) The person must minimise the risk of a fall by providing adequate protection against the risk in accordance with this regulation.
- 43. Penalty:
- 44. (a) In the case of an individual—\$6 000.
- 45. (b) In the case of a body corporate—\$30 000.
- 46. Note: Section 12F of the Act provides that strict liability applies to each physical element of each offence under the Act, unless otherwise stated. The reference in section 12F of the Act includes these Regulations.
- 47. (3) The person provides adequate protection against the risk if the person provides and maintains a safe system of work, including by:
 - 48. (a) providing a fall prevention device if it is reasonably practicable to do so; or
 - 49. (b) if it is not reasonably practicable to provide a fall prevention device, providing a work positioning system; or
 - 50. (c) if it is not reasonably practicable to comply with either paragraph (a) or (b), providing a fall arrest system, so far as is reasonably practicable.
- 51. Examples: A safe system of work could include:
 - 52. 1 Providing temporary work platforms.
 - 53. 2 Providing training in relation to the risks involved in working at the workplace.
 - 54. 3 Providing safe work procedures, safe sequencing of work, safe use of ladders, permit systems and appropriate signs.
- 55. Note: A combination of the controls set out in this subregulation may be used to minimise risks so far as is practicable if a single control is not sufficient for the purpose.
- 56. (4) This regulation does not apply in relation to the following work:
 - 57. (a) the performance of stunt work;
 - 58. (b) the performance of acrobatics;
 - 59. (c) a theatrical performance;
 - 60. (d) a sporting or athletic activity;
 - 61. (e) horse riding.
- 62. Note: Regulation 36 applies to the management of risk in relation to this work.
- 63. (5) In this regulation, **fall prevention device** includes:
 - 64. (a) a secure fence; and
 - 65. (b) edge protection; and
 - 66. (c) working platforms; and
 - 67. (d) covers.

68. Note: See subregulation 5(1) for definitions of **fall arrest system** and **work positioning system**.

80 Emergency and rescue procedures

69. 1) This regulation applies if a person conducting a business or undertaking provides a fall arrest system as a control measure.

70. (2) Without limiting regulation 79, the person must establish emergency procedures, including rescue procedures, in relation to the use of the fall arrest system.

71. Penalty:

72. (a) In the case of an individual—\$6 000.

73. (b) In the case of a body corporate—\$30 000.

74. Note: Section 12F of the Act provides that strict liability applies to each physical element of each offence under the Act, unless otherwise stated. The reference in section 12F of the Act includes these Regulations.

75. (3) The person must ensure that the emergency procedures are tested so that they are effective.

76. Penalty:

77. (a) In the case of an individual—\$6 000.

78. (b) In the case of a body corporate—\$30 000.

79. Note: Section 12F of the Act provides that strict liability applies to each physical element of each offence under the Act, unless otherwise stated. The reference in section 12F of the Act includes these Regulations.

80. (4) The person must provide relevant workers with suitable and adequate information, training and instruction in relation to the emergency procedures.

81. Penalty:

82. (a) In the case of an individual—\$6 000.

83. (b) In the case of a body corporate—\$30 000.

84. Note: Section 12F of the Act provides that strict liability applies to each physical element of each offence under the Act, unless otherwise stated. The reference in section 12F of the Act includes these Regulations.

85. (5) In this regulation, **relevant worker** means:

86. (a) a worker who, in carrying out work in the business or undertaking, uses or is to use a fall arrest system; and

87. (b) a worker who may be involved in initiating or implementing the emergency procedures.



Defence People Policy, SafetyMan

Remote or Isolated Work Policy

Policy statement

1. Defence must provide a safe working environment for workers that work remotely or in isolation. This may include land or sea activities within Australia or overseas.

Scope

2. This policy applies to all Defence workers, including ADF members, APS employees, ADF cadets, contractors and other persons.
3. The application of this policy to contractors and sub-contractors is dependent on the degree of control and influence that Defence has over the undertaking and will be defined within the relevant contractual arrangements.

Policy – core elements

4. The *Work Health and Safety Regulations 2011, Regulation 48 - Remote or Isolated Work* (Annex A) requires Defence to manage risks arising from remote or isolated work. Defence must provide a system of work that includes effective communication with the worker.
5. Remote or isolated work is defined as work that is isolated from the assistance of other persons because of the location, time or nature of work.
6. Remote work may involve work activities undertaken at a location removed from an office environment where there are few people and where communications and travel are difficult.
7. Isolated work may involve work activities undertaken in an isolated area on or off site, for example home based work, either during or outside normal working hours.
8. Defence must consult with workers about remote or isolated work. If potential hazards are identified in the workplace, appropriate control measures must be used to eliminate or minimise exposure to these hazards.
9. This policy does not set down a minimum time that a person has to be on their own for the person to be considered remote or isolated. Each situation should be assessed on its merits, taking account of what may present a significant risk to the worker.
10. A risk assessment must be undertaken when planning remote or isolated work.
11. External work environment (such as geographical terrain or climate), psychosocial and personal risk factors must be considered in the assessment of remote or isolated risk.

Roles and responsibilities

12. Group Heads and Service Chiefs as officers of the Person Conducting a Business or Undertaking are responsible for allocating sufficient resources to effectively manage remote or isolated work.



13. Commanders/managers and supervisors must take all practicable steps to protect the health and safety of workers. They have a responsibility to:
 - 13.1. ensure risk assessments are completed for all remote or isolated work and that adequate control measures are implemented before work is approved. *Comcare's Guide to Remote or Isolated Work* can assist with completing the risk assessment;
 - 13.2. provide appropriate communication devices for workers performing work remotely or in isolation;
 - 13.3. provide and maintain remote premises/accommodation (office, plant and equipment);
 - 13.4. provide advice, information, training, instruction or supervision necessary to protect workers from risks to their health and safety arising from remote or isolated work;
 - 13.5. ensure the workplace is monitored, eg establish a process whereby workers are required to check in at nominated times;
 - 13.6. ensure Defence workers are consulted when determining effective controls;
 - 13.7. ensure compliance with safe systems of work for remote or isolated work;
 - 13.8. monitor implementation of risk assessment requirements for any work in line with the risk; and
 - 13.9. ensure appropriate rest breaks are taken between long periods of isolated work.
14. All workers have a responsibility to:
 - 14.1. consult with commanders/managers and supervisors in relation to developing appropriate measures to control any risk associated with remote or isolated work;
 - 14.2. ensure regular contact and communication is maintained with their commander/manager/supervisor;
 - 14.3. maintain movement records if traveling in or between remote areas;
 - 14.4. ensure they receive adequate training, especially if they are working in isolation with specialist equipment;
 - 14.5. participate in, and contribute to, any risk assessment in relation to remote or isolated work;
 - 14.6. report any hazards and/or incidents as a result of working alone;
 - 14.7. comply with all instructions provided, including the information in this policy and guidance;
 - 14.8. participate in the development of standard operating procedures, emergency procedures and contact arrangements; and
 - 14.9. ensure that work is undertaken in compliance with approved standard operating procedures.

Monitoring and communication

15. Communication plans need to be tailored to each particular remote or isolated work situation ensuring a safe working environment is provided for the worker.
16. When developing the communication strategy the following considerations should be included:

- 16.1. recording name and contact details in an after-hours log book held in a guard security office;
 - 16.2. informing the relevant supervisor of work location and estimated time of return;
 - 16.3. regular checks by other workers or security staff;
 - 16.4. call-in system where the onus is placed on the worker to call a reception area or base at regular intervals;
 - 16.5. personal alarm system which signals a base if a person falls or does not move for a period;
 - 16.6. provision of a mobile phone or mobile radio; and
 - 16.7. provision of a satellite phone or emergency position indicating radio beacon.
17. Systems for communication and equipment used must be checked and maintained to ensure reliability and effectiveness should an emergency occur.

Authorisation and approval

18. After completing a risk assessment and before starting work remotely or in isolation, the worker must seek approval from their approving authority, direct manager or supervisor. A Remote or Isolated Work Authorisation Form can be accessed via the Defence Work Health and Safety home page.
19. The approving authority, manager or supervisor must determine that the worker undertaking work in isolation is able to safely perform the work, with the assessment documented on the authorisation.
20. Workers must have completed induction training, including emergency evacuation and other necessary emergency procedures if required, before approval is given for working remotely or in isolation.

Home based work

21. Defence is committed to the use of home based work as an employment option. It may be approved in cases where acceptable safety and other workplace provisions meet agreed standards. Workers have a responsibility to carry out instructions and use equipment in a safe manner and not do anything that will increase their risk of accident or injury.
22. The provisions of the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011* also apply in the case of home based work. Commanders, managers and supervisors need to ensure that legislative obligations are fulfilled and that workers work safely.

ADF members

23. For ADF members wishing to undertake home based work or alternative location work, the Military Personnel Policy Manual (MILPERSMAN), Part 7, Chapter 1 – Flexible Work Arrangements for Members of the Australian Defence Force and web form AE406 - ADF Application for Flexible Work offer guidance.

APS employees

24. The APS *People Policy and Policy Guidance – Telework* contains guidelines for APS employees on how to design, apply for and conduct home based work.

25. A work health and safety assessment of the home based site will need to be conducted prior to any agreement for home based work. A Work from Home Self-Assessment Checklist can be accessed via the Defence Work Health and Safety home page.
26. Where the work health and safety assessment is to be conducted by an external provider, Groups and Services are responsible for arranging and paying for the assessment using the simple procurement process.

Remote or isolated work outdoors

27. Where remote or isolated work also involves working outdoors, the following will need to be considered:
 - 27.1. additional policies and procedures relevant to the type of work being conducted;
 - 27.2. access to shelter to protect workers from adverse weather conditions and to accommodate breaks; and
 - 27.3. protection against solar ultraviolet exposure which may include:
 - 27.3.1. re-organising outdoor work so that workers carry out alternative tasks or work in shade when the sun is most intense - between 1000 hours and 1400 hours (1100 hours and 1500 hours in daylight saving); and
 - 27.3.2. providing personal protective clothing, ie wide brim hat, long-sleeved collared shirt, long pants, sunglasses and sunscreen.

References and related documents

28. [Work Health and Safety Act 2011](#)
29. [Work Health and Safety Regulations 2011](#)
30. [APS People Policy – Telework \(previously home based work\)](#)
31. [Code of Practice - Managing the Work Environment and Facilities](#)
32. [Code of Practice - First Aid in the Workplace](#)
33. [Comcare's Guide to Remote or Isolated Work](#)
34. [Defence Work Health and Safety – Home Based/Remote or Isolated Work](#)
35. [Home Based Work – Work Health and Safety Checklist](#)
36. [Remote or Isolated Work – Authorisation Form](#)
37. [Web Form AE 406 - ADF Application for Flexible Work](#)
38. [Web Form AE 788 - Telework Agreement](#)

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Annex

A Work Health and Safety Regulations 2011, Regulation 48 – Remote or Isolated Work

Annex A

Work Health and Safety Regulations 2011

Regulation 48 – Remote or Isolated Work

(1) A person conducting a business or undertaking must manage risks to the health and safety of a worker associated with remote or isolated work, in accordance with Part 3.1.

Note: WHS Act—section 19 (see regulation 9).

(2) In minimising risks to the health and safety of a worker associated with remote or isolated work, a person conducting a business or undertaking must provide a system of work that includes effective communication with the worker.

Penalty:

(a) In the case of an individual—\$6 000.

(b) In the case of a body corporate—\$30 000.

Note: Section 12F of the Act provides that strict liability applies to each physical element of each offence under the Act, unless otherwise stated. The reference in section 12F of the Act includes these Regulations.

(3) In this regulation:

assistance includes rescue, medical assistance and the attendance of emergency service workers.

remote or isolated work, in relation to a worker, means work that is isolated from the assistance of other persons because of location, time or the nature of the work.



Defence People Policy, SafetyMan

Psychosocial Risk Management Policy

Policy statement

1. Defence aims to eliminate, or if that is not reasonably practicable, mitigate psychosocial risks and hazards in the workplace to improve decision-making and ensure safe organisational practices.

Scope

2. This policy applies to all Defence workers including, ADF personnel, APS employees, ADF cadets and people involved in other Defence-supported youth programs, contractors and other persons.

Policy – core elements

3. Defence has a duty to ensure, so far as reasonably practicable, the health and safety of workers while they are at work and that other persons are not put at risk from the conduct of the work.
4. Psychosocial hazards are factors in the design or management of work that increase the risk of work-related stress and can lead to psychological or physical harm.
5. Psychosocial hazards can be identified and minimised through the use of a risk management process. The implementation of a four-step risk management approach – as described in the Managing Psychosocial Hazards at Work Infographic – will assist in identifying, assessing and controlling for work-related psychosocial hazards and risks. Refer to SafetyMan, Work Health and Safety Risk Management Policy for further details on risk management.
6. Psychosocial hazards are factors in the design or management of work that increase the risk of work-related stressors, which can lead to impacts on an individual's psychological or physical health.
7. Where a psychosocial hazard has been identified, then action must be taken to appropriately manage the risk, perceived or real, including appropriate reporting; refer Work Health and Safety Incident Reporting Policy and Guidance.

Roles and responsibilities

8. Group Heads and Service Chiefs – as officers of the person conducting a business or undertaking (PCBU) – are responsible for exercising due diligence to effectively manage psychosocial related risks and ensuring the effective implementation of this policy; refer Due Diligence Policy.
9. Commanders, managers and supervisors must take all reasonably practicable steps to protect the health and safety of workers. They have a responsibility to:
 - 9.1. consult with workers, in a collaborative way, to identify, assess and control psychosocial hazards and risks;
 - 9.2. understand how psychosocial risks affect their workers and the work being performed;
 - 9.3. ensure appropriate risk management is conducted for all activities;



- 9.4. provide all workers with appropriate information, education, training, instruction and supervision;
 - 9.5. analyse incident reports where exposure to a psychosocial hazard was the cause, or a contributing factor; and
 - 9.6. ensure senior leaders and risk control owners, through extant reporting and communication frameworks, are made aware of where the risk controls could be strengthened.
10. All workers have a responsibility to:
- 10.1. take all reasonably practicable steps to safeguard their own health and safety, and the safety of others in the workplace;
 - 10.2. understand and follow established safe work practices and procedures;
 - 10.3. actively participate in hazard identification in the workplace and controlling risks arising from those hazards by:
 - 10.3.1. informing their chain of command, or line management, or risk control owners of any actual or potential control failures or improvements;
 - 10.3.2. informing supervisors of any perceived risk that could increase exposure to psychosocial injury or illness; and
 - 10.3.3. taking reasonable care for their own health and safety and their fellow workers, and take action when they observe elevated or uncontrolled risks to themselves or others;
 - 10.4. report incidents caused, or could have caused, psychosocial injury or illness; and
 - 10.5. participate in appropriate training.

References and related documents

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulations 2011](#)

[How to Manage Work Health and Safety Risks Code of Practice](#)

SafetyMan, [Due Diligence Policy](#)

SafetyMan, [Fatigue Management Policy](#)

SafetyMan, [Glossary](#)

SafetyMan, [Remote or Isolated Work Policy](#)

SafetyMan, [Work Health and Safety Incident Reporting Policy and Guidance](#)

SafetyMan, [Work Health and Safety Risk Management Policy](#)

SafetyMan, [Work Health and Safety Roles, Responsibilities and Accountabilities Policy](#)

[Youth Policy Manual](#) (YOUTHPOLMAN)

[Defence Enterprise Agreement](#) page

[Incident Reporting](#) page

[Mental Health](#) page > Psychosocial Hazards > [Psychosocial Hazards - Managing your people](#) twistie

[Managing Psychosocial Hazards at Work Infographic](#), Safe Work Australia

[Psychosocial Health and Safety and Bullying in Australian Workplaces \(6th Edition\)](#), Safe Work Australia

[Work-related Psychological Health and Safety - A Systematic Approach to Meeting Your Duties](#), Safe Work Australia

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