



Australian Government  
Department of Defence  
Defence Materiel Organisation

**DMO**  
Explosive Ordnance Division

# Occupational Health and Safety Management Plan 2011

## EXPLOSIVE ORDNANCE DIVISION OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PLAN 2011

### Table of Contents

References: .....	2
Introduction .....	2
Scope .....	2
Aim .....	3
Authority .....	3
EODiv OHS Environment .....	3
Structure of the EODiv OHS Management Plan 2011 .....	3
Element 1: Leadership .....	3
Element 2: Performance Management .....	4
Element 3: Communication and Consultation .....	6
Element 4: Governance and System Assurance .....	6
Element 5: OHS Information .....	7
Element 6: Education, Awareness and Skilling .....	7
Element 7: Occupational Health .....	8
Element 8: Hazard Identification and Risk Management .....	8
Element 9: Systems of Work .....	9
Element 10: Platforms, Infrastructure, Plant and Equipment .....	10
Element 11: Contractor and Supplier Management .....	11
Element 12: Emergency Preparedness .....	12
Element 13: Emergency Response .....	12
Element 14: Treatment .....	12
Element 15: Incident Management .....	13
Element 16 Rehabilitation .....	13
Element 17: Compensation .....	17
EODiv OHS Management Plan Review .....	15
Annex A: Day 1 Generic Employment OH&S Induction Checklist .....	16

## EXPLOSIVE ORDNANCE DIVISION OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PLAN 2011

### References:

- A. *Occupational Health and Safety Act 1991*;
- B. *Occupational Health and Safety (Safety Standards) Regulations 1994*;
- C. *Occupational Health and Safety (Safety Arrangements) Regulations 1994*;
- D. Defence OHS Management Strategic Plan 2007-2012;
- E. DMO OHS Management Strategic Plan 2008-2013;
- F. DMM (RISK) DMO OHS Management System Manual (DMO SAFE);
- G. Defence Safety Manual (SAFETYMAN); and
- H. Defence Support Group Base Accountability Model.

### Introduction

1. Explosive Ordnance Division's (EODiv) OHS Management Plan has been developed to align with the requirements of the Defence Materiel Organisation's Safety Management System and will apply across all EODiv workplaces.
2. This Plan will enable EODiv to develop a systematic and standardised approach to safety management that will:
  - a) Improve the DMO's capacity to fulfil obligations under the *Occupational Health and Safety Act 1991*, Defence Occupational Health and Safety Strategy, Defence OHS Policy (Safetyman), DMO Safety Policy Statement and DMO Safety Management Strategic Plan;
  - b) Improve the sustainability of DMO business activities that support Defence capability;
  - c) Provide a framework for the DMO to respond to future safety challenges;
  - d) Provide evidence of organisational due diligence;
  - e) Assist in the prevention of personal injury to staff and damage to reputation;
  - f) Establish achievable objectives and targets;
  - g) Standardise, where reasonable, all safety processes, and procedures;
  - h) Identify performance indicators that assist with the conduct of safety audits; and
  - i) Allocate roles and responsibilities, and identification of resources, required to achieve EODiv's safety objectives and outcomes.

### Scope

3. EODiv's OHS Management Plan 2011 applies to all EODiv workplaces and outlines the safety management arrangements and standards that are to be maintained so that EODiv can achieve the outputs and outcomes identified within the:
  - a) Defence OHS Strategic Policy 2007-2012; and
  - b) DMO Safety Management Strategic Plan 2008–2013.
4. EODiv's OHS Management Plan 2010 does not take precedence over the requirements of the respective Technical Regulatory Authorities or *MIL-STD-882C – Safety System Programs*.

## Aim

5. The aim of this OHS Management Plan is to assign responsibilities; and provide guidance to Branch Heads, Systems Program Office (SPO) and Project Directors, Business Unit Managers, Supervisors, and EODiv personnel, on their obligations to ensure ongoing compliance with the *OHS Act 1991*.

## Authority

6. The primary authority for this Plan is the DMO Safety Management Strategic Plan 2008-2013 and the supporting DMO Safety Policy Statement. Both documents have been endorsed by the DMO CEO and are available for downloading from:

[http://intranet.defence.gov.au/dmoweb/sites/DMO\\_HR/docs/080407\\_Strat\\_Safety\\_Management\\_Plan\\_2008-2013.pdf](http://intranet.defence.gov.au/dmoweb/sites/DMO_HR/docs/080407_Strat_Safety_Management_Plan_2008-2013.pdf); and

[http://intranet.defence.gov.au/dmoweb/sites/DMO\\_HR/docs/080624\\_DMO\\_Safety\\_Policy\\_Statement.pdf](http://intranet.defence.gov.au/dmoweb/sites/DMO_HR/docs/080624_DMO_Safety_Policy_Statement.pdf) respectively.

## EODiv OHS Environment

7. EODiv staff are located within a range of sites that include Defence owned or privately leased buildings, and as lodger-units on Military bases and establishments. The functions and activities undertaken at these locations provide the potential for EODiv personnel, contractors and visitors to be exposed to a wide-range of workplace hazards and associated risks. The majority of EODiv personnel are located in office-based environments but a number of functions are conducted within warehouses, workshops and testing laboratories. This Plan allows a degree of flexibility for Managers and Supervisors to adopt practices and structures that continually mitigate workplace hazards.

## Structure of the EODiv OHS Management Plan 2011

8. The EODiv OHS Management Plan 2011 is structured on the 17 elements of DMO Safety Management System that are articulated within the DMO Safety Manual (DMO SAFE). Implementation of these elements will ensure legislative compliance with the *Occupational Health and Safety Act 1991* and the Model OHS Laws that are proposed to be introduced across Commonwealth, State and Territory jurisdictions 1 Jan 2012. Greater detail on the implementation of DMO SAFE within EODiv is detailed in the 2010 Oct EODiv DMOSAFE Implementation Status Reports.

9. Output indicators and assigned roles and responsibilities are contained in the following elements

### Element 1: Leadership

10. For effective implementation of the EODiv OHS Management Plan 2011, it is essential that all levels of management and staff are committed and are actively involved. Varying degrees of responsibility must therefore be delegated throughout the management structure, together with the appropriate authority and accountability. Mechanisms for consultation with staff will be established and training programs developed to equip both management and employees with the knowledge to fulfil their obligations.

11 Head Explosive Ordnance Division (HEOD) is responsible to DMO Chief Executive Officer for:

- a) Providing key stakeholder commitment and input into the development and implementation of DMO safety management initiatives;
- b) Ensuring that EODiv safety procedures align with DMO SAFE requirements;
- c) Ensuring sufficient resources are available for safety management; and
- d) Establishing effective communication processes to promote awareness of their customer requirements including safety management.

12. Branch Heads are responsible and accountable to HEOD for ensuring that their Branches:
- a) Develop safety policy and safe work procedures that align with the Outcome Indicators identified against the 17 elements of DMO SAFE;
  - b) Implement safe work procedures in consultation with Defence employees in the workplace; and
  - c) Ensure sufficient resources are budgeted for, and made available, to protect the health and safety of employees, contractors and visitors.
13. Managers and Supervisors have the responsibility and accountability to ensure that:
- d) Appropriate supervision and training is provided to their employees; and
  - e) Staff have the opportunity to contribute to processes that identify, assess and control workplace hazards.
14. EODiv staff are responsible to:
- f) Be aware of the safety management structures and systems within their workplace;
  - g) Actively participate in safety training programs;
  - h) Observe their 'duty of care obligations; and
  - i) Work in a safe manner without risk to themselves or others.
15. Further guidance and direction in relation to Safety Leadership and Responsibilities is provided in DMO SAFE Element 1 Leadership in (DMM (RISK) 09-0-001).

### Element 1 – Output Indicators

Activity / DMO SAFE Action	Indicator	Responsibility	Target Date
Display the DMO Safety Policy Statement in the workplace	Branches to physically display DMO Safety Policy Statement in prominent work locations	Managers and Supervisors	2nd quarter 2010
Communicate the DMO Safety Policy Statement to all staff, contractors & visitors	<ul style="list-style-type: none"> <li>▪ Staff meeting minutes will indicate/verify explanation to staff regarding DMO Safety Policy Statement</li> <li>▪ Annual induction of all staff and the induction of new staff / contractors includes reference to DMO's Policy Statement and DMO SAFE</li> </ul>	Business Unit Management, System Program Office, Managers, Supervisors & Safety Coordinators	2nd quarter 2010
Inform staff of their OHS responsibilities in relation to DMO SAFE	Division / Business Unit Management Safety Plan to reflect communication with staff of their safety responsibilities	Business Unit Management, System Program Office, Managers / Supervisors	2nd quarter 2010
Monitor and report on implementation of DMO SAFE within divisions	Evidence Division is using and complying with requirements of DMO Safety management system	Directorate Workplace Health and Safety	each quarter
Division to identify & prioritise the provision of resources to enable it to effectively implement DMO	Evidence resources (both physical & financial) have been allocated to support	Division Head, Business Unit Management &	2nd quarter 2010

SAFE	implementation of DMO SAFE	System Program Office	
Monitor implementation of DMO SAFE, development of Division and/or Business Unit Safety Management Plans to ensure resources are focused on areas requiring attention and where necessary, make recommendations on allocation of resources to Division Head	Minutes of meetings reflect monitoring of Division / Business Unit / SPO Safety Management Plan	Business Unit Management, System Program Office, Managers / Supervisors & Safety Coordinators	2nd quarter 2010

## Element 2: Performance Management

16. Two types of statistical techniques will be used to validate the safety management system's (DMO SAFE) performance within EODiv. These are:

- a) **Positive Performance Indicators.** These indicators measure actions performed as part of DMO SAFE and relate to the actions being taken to prevent work related injury and illness. Examples include:

Category	Description	Performance Indicator
Risk Management	Workplace hazards are identified and associated risks are eliminated or controlled	Number of risk assessments completed
		Number of workplace OHS inspections completed
		Number of reported incidents investigated
Management of work processes	Safe systems of work and effective injury management practices are implemented	Number of risk assessment recommendations implemented
		Number of OHS inspection recommendations implemented
Participation, communication and skills	Employees are trained and educated and are actively involved in problem solving	% of staff with specialised OHS training
		Number of OHS committee meetings
		Number of OHS committee recommendations implemented
Planning, design and procurement	OHS is addressed in the design, planning and procurement phases and activities of projects	% of services contracts with OHS clauses
		% of purchases made with OHS risk assessment

- b) **Outcome Indicators.** These represent statistical data that measure the success of the implementation of DMO SAFE. They are continually analysed by DMO Directorate of Workplace Health and Safety (DWHS) and include:
- i. Number of lost time injuries per month;
  - ii. Incident Rate per 100 employees;
  - iii. Number of Weeks Lost per calendar year; and
  - iv. Average Time Lost Rate per accepted compensable injury claim (Days).

17. Further guidance and direction in relation to Performance Management is provided in DMO SAFE Element 2 – Performance Management in (DMM (RISK) 09-0-0021).

## Element 2 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Public recognition of DMO OHS initiatives and culture	Evidence of DMO Safety Awards, audits, inspections	DWHS	Ongoing
Validation of EODiv OHS Management Plan	Audits verify compliance with DMO SAFE output indicators	Divisional OHS Coordinator	2 <sup>nd</sup> quarter 2010
Safety Management Plans align to the 17 elements of DMO SAFE	Workplace behaviour standards	All	Ongoing

### Element 3: Communication and Consultation

18. *The Occupational Health and Safety Act 1991, and (Safety Arrangements) Regulations 1994*, make provision for the establishment of Designated Work Groups (DWG) and election of Health and Safety Representatives (HSR) for APS staff. This legislation also requires structures and processes to allow for the resolution of safety issues within the workplace.

19. Further guidance and direction in relation to Safety Leadership and Safety Responsibilities is provided in DMO SAFE Element 3 Communication and Consultation in (DMM (RISK) 09-0-003).

#### Element 3 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Ensure OHS governance arrangements within EODiv comply with the intent of Sections 34 and 35 of the OHS Act	Evidence (e.g. Safety Committee minutes), consultation with staff and opportunity for feedback	Managers, Supervisors and Divisional Coordinator	3 <sup>rd</sup> quarter 2010
Establish and maintain Designated Work Groups (DWG) for APS staff. Conduct elections for Health and Safety Representatives (HSR)	Documentation available to validate HSR / Deputy HSR election records and information of (DWG)	EODiv OHS in consultation with DWHS	Once every two years
Divisional, Branches, SPO and Project teams to ensure OHS is a standing agenda item at meetings. Division has a documented process for disseminating safety information to employees	Safety is a standing agenda item at Divisional, Branch Heads, SPO, Project and Business Unit meetings	Managers and Supervisors	3 <sup>rd</sup> quarter 2010
Safety resolution processes are established within EODiv	Documented safety resolution processes are developed, maintained and communicated to staff	Managers, Supervisors and OHS Coordinators	3 <sup>rd</sup> quarter 2010

### Element 4: Governance and System Assurance

20. Safety system governance and assurance relates to safety policies, arrangements and monitoring regimes that will ensure the efficiency and integrity of EODiv safety systems.

21. Safety assurance relates to the monitoring and reviewing of the performance of the safety management system to ensure compliance with stipulated procedures, and to gauge the effectiveness of safety performance and improvement delivery

22. Safety audits of EODiv workplaces are now centrally coordinated and scheduled by DMO Directorate of Workplace Health and Safety (DWHS). Audits will be conducted by certified and accredited auditors and findings made available to the relevant Branch Head, SPO, Project and Business Unit Managers.

23. Further guidance and direction in relation to Governance and System Assurance is provided DMO SAFE Element 4 Governance and Assurance in (DMM (RISK) 09-0-004).

#### Element 4 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Develop, implement and monitor corporate DMO SAFE audit program	Identified sites will be audited as required – annually and every 2 years for low risk sites	Directorate Workplace Health & Safety	1 <sup>st</sup> quarter 2011
Results of safety audits and corrective actions communicated to relevant staff	Audit results communicated to relevant SPO and Project Directors	SPO & Project Directors & Safety Coordinators	As per DMO corporate audit timeframe
Corrective actions undertaken for issues identified within the safety audit	Non conformances from audit reports rectified	SPO, BU, Managers, Supervisors & Safety	As per DMO corporate audit

program		Coordinators	timeframe
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## Element 5: OHS Information

24. EODiv personnel have access to the following sources of safety information. These include:
- j) **DMOSAFE.** The DMO Safety Manual consists of 17 elements and directly aligned with the DMO Safety Management System. DMOSAFE provides higher level guidance and direction with regards the management of safety within DMO;
  - k) **SAFETYMAN.** Safetyman is the Defence Occupational Health and Safety manual and contains all Defence OHS policies. The publication is now only supported in Maritime format that can be downloaded from:  
<http://defweb.cbr.defence.gov.au/home/documents/departmental/manuals/safetymanv1.htm>
  - l) **Occupational Health and Safety Branch (OHS Branch).** Provide information available on their intranet site for audit checklists, safety training programs, legislation, Australian Standards, Building Code of Australia, Material Safety Data Sheets, hazard alerts and safety bulletins. This information is available from: <http://ohsc.defence.gov.au/>
  - m) **Defence Materiel Organisation Directorate of Workplace Health and Safety (DWHS)** within the DMO Materiel People and Performance branch. The DWHS intranet site provides information and guidance on Occupational Health & Safety, Equity & Diversity, Wellbeing and Injury Prevention and Compensation. The website may be accessed through: <http://intranet.defence.gov.au/dmoweb/sites/DMOHS/>; and
25. Further guidance and direction in relation to OHS Information is provided by DMO SAFE Element 5 OHS Information in (DMM (RISK) 09-0-005).

## Element 5 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Review DMO SAFE annually to ensure it offers continuous improvement to meet safety needs of DMO and legislative compliance	<ul style="list-style-type: none"> <li>▪ 80% of DMO SAFE polices and procedures submitted for consideration to the DMOSC within 12 months.</li> <li>▪ 100% of draft DMO SAFE documents made available for staff comment / feedback</li> </ul>	Directorate Workplace Health & Safety	1 <sup>st</sup> quarter 2011
Maintain and update DMO SAFE review schedule and report to the DMOSC	95% of reviewed DMO SAFE documents submitted to the DMOSC on time	Directorate Workplace Health & Safety	1 <sup>st</sup> quarter 2011
Maintain and update all DMO SAFE documents (including minor changes) in accordance with review schedule	Documentation available to validate relevant changes made, recorded in QMS and DMO SAFE intranet site	Directorate Workplace Health & Safety	As required
Withdraw from service any DMO SAFE documents superseded by new DMO SAFE policy initiatives	Maintain all DMO SAFE policy/procedure documentation and intranet site	Directorate Workplace Health & Safety	As required
EODiv to establish and maintain OHS document control register framework for locally created Safety documents i.e. risk assessments, Job Safety Analysis, Safe Working Procedures & Committee Minutes	Evidence of documentation registers to validate all relevant local Safety records are identified and maintained	SPO, Project and Business Unit Management, Managers, Supervisors & Safety Coordinators	3 <sup>rd</sup> quarter 2010

## Element 6: Education, Awareness and Skilling

26. **Induction Training.** The intent of OHS induction training is to provide new-starters with the information they need to operate in an EODiv workplace and an overview of EODiv safety management

systems. Information to assist Managers and Supervisors is contained within the Induction Checklist contained in Annex A.

27. **Annual Safety Mandatory Training.** The DMO Safety Council has directed that all DMO staff undertake OHS Mandatory Training on an annual basis which is reiterated in the current DeCA 2009. This can be completed either through face-to-face sessions or using the online CAMPUS program. Supervisors are to ensure that completion of this training is recorded within PMKeyS.

28. Further guidance and direction in relation to Education and Training is provided by DMO SAFE Element 6 Education, Awareness and Skilling in (DMM (RISK) 09-0-006).

### Element 6 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Managers and Supervisors to ensure new-starters receive Safety Induction Training and OHS Induction training within one month of commencement	Documented evidence retained to indicate all new-starters receive induction training.	Managers and Supervisors.	3 <sup>rd</sup> quarter 2010
Procedures developed for conducting site-specific induction for contractor(s) working in DMO workplaces	100% of all contractor(s) receive contractor induction prior to commencement	Managers, Supervisors in consultation with Safety Coordinators	3 <sup>rd</sup> quarter 2010
Business Unit Management / System Program Office to ensure that, where required, visitor(s) to DMO facilities receive site specific OHS briefing	Evidence of visitor briefing process	Managers, Supervisors & Safety Coordinators	3 <sup>rd</sup> quarter 2010
Business Unit Management / System Program Office to ensure OHS related training is identified and planned for employees	Conduct OHS training needs analysis and include identified OHS training needs into individual performance agreement	Managers, Supervisors & Safety Coordinators	3 <sup>rd</sup> quarter 2010
OHS related training is identified and planned for employees	Conduct OHS training needs analysis and include identified OHS training needs into Employee Performance Agreement	Managers / Supervisors & Safety Coordinators	3 <sup>rd</sup> quarter 2010
Business Unit Management / System Program Office to establish procedures to maintain locally created OHS training documentation (for information not recorded on PMKeys) i.e. course details, course evaluation, assessment of results and competency outcomes.	Suitable document register / process developed and implemented into 100% of Business Unit Management / System Program Office locations	Safety Coordinators & Training Coordinators	3 <sup>rd</sup> quarter 2010

### Element 7: Occupational Health

29. **Health surveillance.** EODiv staff may need to undergo medical testing to monitor their health where such testing is prescribed by specific legislation e.g. audiometric testing, optometric testing, lung function testing, and blood lead testing. Where testing is deemed necessary, records of health monitoring shall be recorded and retained as per the requirements specified in relevant legislation. All affected employees will be informed of the results of these tests.

30. Further guidance and direction in relation to Occupational Health is provided by DMO SAFE Element 7 Occupational Health in (DMM (RISK) 09-0-007).

### Element 7 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
EODiv to implement a system to identify potential health surveillance or atmospheric monitoring requirements. This program to be undertaken in consultation with the Defence Centre for Occupational Health	<ul style="list-style-type: none"> <li>▪ Evidence of workplace risk assessments.</li> <li>▪ Defence Centre for Occupational Health consulted to undertake atmospheric &amp; personal monitoring</li> </ul>	Managers and Supervisors in consultation with EODiv Safety Coordinators and Defence Centre for	3 <sup>rd</sup> quarter 2010

		Occupational Health.	
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## Element 8: Hazard Identification and Risk Management

31. EODiv reduces health and safety risks by using a process of hazard identification, risk assessment and development of risk control measures. All potential risks must be identified, assessed and controlled in consultation with relevant stakeholders.

32. When a hazard has been identified the risk will be assessed and risk control measures will be determined in accordance with the 'hierarchy of controls':

- a) Elimination;
- b) Substitution;
- c) engineering controls;
- d) administrative controls; and
- e) Personal protective equipment.

33. Workplace safety inspection must be conducted on a quarterly basis using the Defence Workplace Safety Management System (WSMS) inspection checklists. The outcomes of these inspections shall be recorded within WSMS and recommendations reported to EODiv Safety Coordinators to oversee remediation works.

34. Other practical tools to assist with identifying hazards in the workplace include:

- a) Defence OHS Incident Reports (AC563);
- b) Hazard Registers / Plant Registration Registers;
- c) Pre Purchase checklists for Plant and Substances;
- d) Health and Safety Committee action items;
- e) Material Safety Data Sheets; and
- f) Manufacturer's manuals or operating instructions.

35. Further guidance and direction in relation to Occupational Health is provided by DMO SAFE Element 8 Hazards Identification in (DMM (RISK) 09-0-008).

### Element 8 - Output Indicators

Activity	Output Indicator	Responsibility	Target Date
Conduct workplace inspections and record findings within the Defence Workplace Safety Management System (WSM)	100% of workplace inspections are conducted	Managers and Supervisors in consultation with Safety Coordinators	2nd quarter 2010
Risk assessments are carried out and documented within WSM. Hazardous Substances are to be assessed and managed using Chem Alert	<ul style="list-style-type: none"> <li>▪ Evidence: WSM is used to conduct risk management</li> <li>ChemAlert for hazardous materials;</li> <li>Hazard and plant registers developed</li> </ul>	Business Unit Management, System Program Office, Managers / Supervisors and Safety Coordinators	2nd quarter 2010
Division to establish OHS hazard and risk registers (preferably) using WSM. Divisions to ensure compliance with the OHS (Safety	<ul style="list-style-type: none"> <li>▪ Evidence of hazard registers</li> <li>▪ Evidence of licensing &amp; registration of relevant plant</li> </ul>	Business Unit Management, System Program Office, Managers &	2nd quarter 2010

Standards) Regulations 1994 – Part 4 in relation licensing and registration of Plant		Safety Coordinators	
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### Element 9: Systems of Work

36. The *Occupational Health and Safety Act 1991* requires employers to 'take all reasonably practicable steps to establish workplace arrangements and a working environment in which employees may work in a safe manner and without risk to their health, safety and welfare.' It also states 'employers must provide necessary information, instruction, training and supervision to allow employees to perform their work safely.'

37. Where there is an identified requirement to change or develop processes because of safety issues, Managers and Supervisors should consult with their OH&S representative and/or the DMO Directorate of Workplace Health and Safety (DWHS) to ensure appropriate safety procedures are developed. Managers and Supervisors are responsible to ensure staff affected by changes to procedures, receive appropriate safety training.

38. Further guidance and direction in relation to Safe Systems of Work is provided by DMO SAFE Element 9 Systems of Work in (DMM (RISK) 09-0-009).

### Element 9 - Output Indicators

Activity /DMO Safe Action	Output Indicator	Responsibility	Target Date
Branches, SPOs and Projects are to utilise WSM for hazard identification, risk assessment and control processes, to develop and document safe systems of work involving plant and equipment	Evidence of consistent application of WSM for hazard identification, risk assessment and control. Data used to develop safe systems of work	System Program Office, Managers / Supervisors & Safety Coordinators	2nd quarter 2011
WSM Training	Demonstrated evidence of WSM user information / training provided for employees	Directorate Workplace Health and Safety	2nd quarter 2011
Evaluate current pre-purchase processes for (acquisition of plant & equipment – not platforms) to ensure risk management requirements are incorporated in accordance with the <i>OHS Act</i>	Evidence that hazard identification, risk assessment and controls are being carried out using (WSM) risk management tool	Managers and Supervisors	2nd quarter 2011
Managers / supervisors to ensure safety equipment is available / used in line with Safe Operating Procedures & JSA	Audits reflect PPE is available. Other equipment as required is available for employees	Managers & Supervisors	2nd quarter 2011
Safe systems of work are developed with complementary Job Safety Analysis (JSA) and Safe Operating Procedures (SOP)	Audits reflect that required JSA and SOP records are developed & documented for staff access	SPO and Project Managers and Supervisors in consultation with Safety Coordinators	2nd quarter 2011
Managers / supervisors to ensure safety equipment is available / used in line with SOP & JSA	Audits reflect Personal Protective Equipment (PPE) Is available	Managers & Supervisors	4 <sup>th</sup> quarter 2010
Evaluate current pre-purchasing processes for (acquisition of hazardous materials) to ensure risk management requirements are incorporated	Evidence that hazardous materials are being assessed and controlled using ChemAlert	Managers & Supervisors	4 <sup>th</sup> quarter 2010

## Element 10: Platforms, Infrastructure, Plant and Equipment

39. Procurement and purchasing within EODiv is to be carried out in accordance with the requirements of DMOSAFE Element 10 *Platforms, Infrastructure, Plant and Equipment* and the Defence Procurement Policy Manual (DPPM).

40. All procurements are to be subject to a risk assessment to ensure that the item or material does not adversely affect the health and safety of EODiv personnel, contractors or visitors.

41. Further guidance and direction in relation to Platforms, Infrastructure, Plant and Equipment is provided within DMO SAFE Element 10 in (DMM (RISK) 09-0-010).

### Element 10 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Branches, SPO and Project teams to ensure procedures / processes require identification of hazards and OHS risks inherent in the use of plant, equipment & substances, development of control mechanisms, and provision of risk and control information using the corporate risk management tool (WSM)	Evidence hazard identification, risk assessment and controls are being carried out using (WSM)	Business Unit Management, System Program Office, Managers & Safety Coordinators	In progress
SPO and Project teams to ensure risk assessments are carried out (and documented) using (WSM)	Evidence hazard identification, risk assessment and controls are being carried out using (WSM)	Business Unit Management, System Program Office, Managers & Safety Coordinators	In progress
Branches to implement procedures for a systematic approach to safe installation, commissioning, decommissioning and disposal of plant and equipment	Evidence plant & equipment are compliant with legislative requirements in the installation / commissioning stage of the plant & equipment life cycle	Business Unit Management, System Program Office, Managers & Safety Coordinators	In progress
Branches to establish OHS Control Registers for locally created OHS documents .i.e. risk assessments, Standard Operation Procedures, work place inspections, training registers etc	Documented evidence that Branches are maintaining appropriate records / complying with DMO SAFE requirements	Business Unit Management, System Program Office, Managers & Safety Coordinators	In progress
Verification to ensure compliance with Registration and Licensing of Plant requirements outlined within <i>OHS (Safety Standards) Regulations 1994</i>	Audit findings reflect evidence of compliance with <i>OHS (Safety Standards) Regulations 1994</i>	SPO/Projects Managers and Supervisors in conjunction with Safety Coordinators	In progress
Division to implement procedures for the safe decommissioning of plant and equipment	Evidence plant & equipment are compliant with legislative requirements in the decommissioning stage of the plant & equipment life cycle	ADFLM, Business Unit Management, System Program Office, Managers & Safety Coordinators	In progress
Division to regularly review OHS Control Registers to ensure accuracy of information for those who need to know.	Evidence indicates the Division is using and complying with the requirements of DMO SAFE	Business Unit Management, System Program Office, Managers & Safety Coordinators	In progress

## Element 11: Contractor and Supplier Management

42. Branches are to develop processes that monitor their contractor's safety performance through safety reporting and regular contract meetings.

43. All contractors and sub-contractors engaged to perform work within EODiv controlled workplaces and facilities are required, as part of their contract, to comply with Defence, DMO and EODiv OHS policies, procedures and programs.

44. The Defence Contract Manager must appoint a Defence Safety Liaison Officer (DSLO) who will oversight the contractor's Safety Management Plan which specifies the elements of the contractor's Safety Management System. EODiv must have visibility of this process and the DSLO must retain of copy of the Contractor's Site Safety Management Plan.

45. The DSLO is responsible for providing site safety induction training and briefings to the contractor. The contractor is then responsible for providing site safety induction training and briefing to their personnel and sub-contractors.

46. Further guidance and direction in relation to Contractor and Supplier Management is provided by DMO SAFE Element 11 Contractor and Supplier Management in (DMM (RISK) 09-0-011).

### Element 11 Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Branches develop specific prime contractor safety induction guide	Contractor induction guide developed, implemented and monitored	SPO, Project teams, Business Units, Managers, Supervisors & Safety Coordinators	3 <sup>rd</sup> quarter 2010
SPO and Project teams to develop procedures for ensuring contractor related workplace incidents (at DMO workplaces) are reported and recorded using Defence Form AC 563	AC 563 records indicate 100% of all Serious Personal Injury (SPI) and Incapacity incidents have been reported to OHS Branch within 24 hours of occurrence Quick assessments are undertaken IAW DI(G) ADMIN 67-2 Quick Assessment	Business Unit Management, System Program Office, Managers & Supervisors	3 <sup>rd</sup> quarter 2010
Contract Manager to coordinate the investigation and analysis of contractor incidents and OHS incident reports	100% of all contractor related OHS Incidents are reported to OHS Branch & Comcare within 24 hours of occurrence	Commonwealth Contract Manager	3 <sup>rd</sup> quarter 2010
SPOs and Projects to develop and implement procedures to monitor prime contractor safety performance	Suitable/practical process developed and implemented to monitor contractor safety performance	SPOs, Projects, Contract Manager & Safety Coordinator	3 <sup>rd</sup> quarter 2010
Business Unit Management / System Program Office and Prime Contractor to develop and implement an Initial Incident Reporting (IIP) process to ensure DMO SAFE guidelines are effectively implemented	Documentary evidence that Contractor Initial Incident Reporting (IIP) arrangements are in place	Business Unit Management, System Program Office, Contract Manager & Safety Coordinators	3 <sup>rd</sup> quarter 2010
Business Unit Management / System Program Office, in consultation with the Commonwealth Contract Manager and Business Unit Safety Coordinator to review Prime Contractor (IIP's) to determine whether a formal investigation should be carried out on a contractor safety incident.	100% of all Prime Contractor generated Initial Incident Reporting (IIP) reviewed	Business Unit Management, System Program Office, Contract Manager & Safety Coordinators	3 <sup>rd</sup> quarter 2010
Prime Contractor to ensure all incidents involving contractors on DMO sites must be reported, investigated and preventive action recommended	Documentary evidence that Prime Contractor incident investigation and reporting procedure is in place	Prime Contractor, Commonwealth Contract Manager	3 <sup>rd</sup> quarter 2010

Business Unit Management / System Program Office to develop and implement procedures to monitor prime contractor safety performance to ensure health and safety legislation, codes of practice and standards of work are met	Suitable/practical process is developed and implemented to monitor contractor safety performance	Business Unit Management, System Program Office, Contract Manager & Safety Coordinator	3 <sup>rd</sup> quarter 2010
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## Element 12: Emergency Preparedness

47. Guidance on emergency preparedness now resides with the Defence Emergency Management Section (DEMS) and administered by the relevant Defence Support Group Base Management Forum.

48. Further guidance and direction in relation to Emergency Preparedness is provided by DMO SAFE Element 12 Emergency Preparedness in (DMM (RISK) 09-0-012).

### Element 12 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
All staff are aware of building specific emergency management arrangements	All staff to participate in emergency evacuation drills conducted in EODiv occupied buildings	Emergency Control Organisations (ECO)	Induction and then Annually
Division and Branches to ensure managers appoint sufficient personnel from their teams as ECO Wardens.	Sufficient numbers of ECO Wardens appointed for all EODiv occupied buildings.	Managers / supervisors	1 <sup>st</sup> quarter 2011
Emergency Management Plans to be reviewed annually on direction of relevant Executive Emergency Coordinator.	Evidence (.e.g. minutes) that Emergency Management Plans have resumption plans developed and cross referenced within the Divisions Safety Management Plan	Business Unit Management, System Program Office & Safety Coordinators	Annually

## Element 13: Emergency Response

49. All EODiv occupied buildings and facilities must have a Building Emergency Response Plan (BERP) that has been developed to provide direction to all personnel with regards to their actions in the case of an emergency event occurring in an EODiv workplace.

50. Further guidance and direction in relation to Emergency Response is provided by DMO SAFE Element 13 Emergency Response in (DMM (RISK) 09-0-013).

### Element 13 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Defence Emergency Management Section to coordinate planned evacuations within all DMO buildings on an annual basis.	All staff to participate in emergency evacuation drills conducted in DMO buildings / facilities	ECO Personnel, Managers and Supervisors.	Annually

## Element 14 – Treatment

51. The level of the provision of First Aid arrangements within EODiv workplaces is determined by a risk management approach that addresses issues such as:

- a) Numbers and age profiles of occupants;
- b) Response times of State / Territory Ambulance Services;
- c) Safety hazards associated with site functions; and
- d) Competency standards of First Aid Officers.

52. Further guidance and direction in relation to First Aid arrangements is provided by DMO SAFE Element 14 Treatment in (DMM (RISK) 09-0-014).

### Element 14 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Managers and Supervisors are to ensure the provision of adequate First Aid arrangements within their workplaces	Managers and Supervisors to determine the number of First Aid	Managers, Supervisors & Safety Coordinators	2 <sup>nd</sup> quarter 2010
Provision of first aid arrangements to be included within EODiv Induction Checklist	First aid Officers identified to all new starters	Managers & Supervisors	2 <sup>nd</sup> quarter 2010

## Element 15: Incident Management

53. Defence Form AC563 – OHS Incident Report, is the single notification and reporting form for all OHS incidents in Defence.

54. Supervisors must complete Part 1 of Form AC 563 within the legislatively required timeframes and distribute to Defence OHS Branch and/or Comcare and ARPANSA as outlined within the form's instructions.

55. Managers and Supervisors must then complete Part 2 of Defence Form AC563 – OHS Incident Report, to detail their actions to prevent further recurrence of the incident.

56. EODiv Executive Branch Corporate Services will update the Divisional Incident Register with the details of the AC 563 and assist with incident investigation if required, and liaise with the relevant Manager and Supervisor to ensure recommendations are actioned.

57. Further guidance and direction in relation to Incident Management is provided by DMO SAFE Element 15 Incident Management in (DMM (RISK) 09-0-015).

### Element 15 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Branches are to ensure Defence Incident Reports – (AC 563's) are dealt with in compliance with legislative & SAFETYMAN reporting timeframes	100% of AC 563 incident reports lodged within legislative & SAFETYMAN reporting timeframes	Managers / Supervisors & Safety Coordinators	2 <sup>nd</sup> quarter 2010
Branches are to implement a system for tracking / monitoring corrective actions, ensuring hazards / defects found following AC 563 investigations are addressed through corrective action plans	95% of all corrective actions completed by agreed time	Business Unit Management, System Program Office & Safety Coordinators	2 <sup>nd</sup> quarter 2010

## Element 16: Rehabilitation

58. When an OHS incident occurs that results in staff sustaining work-related injuries or illness, EODiv has a legal requirement to ensure that the person(s) receive appropriate medical treatment.

59. Employees are responsible for notifying their Manager or Supervisor of an injury, illness or absence from the workplace at the first opportunity; and also indicating an expected time for return.

60. Managers and Supervisors are responsible for establishing and maintaining contact with staff members that have reported their absence due to injury or illness in order to determine levels of assistance that may be required for their effective return to the workplace.

61. Managers and Supervisors can seek assistance from the DMO rehabilitation service provider; Konekt, that has been engaged to provide early intervention services. The Konekt Response Team will gather relevant information about the employee's illness or injury and assess each incident to determine appropriate action. If assistance is needed to facilitate a return to work, Konekt will arrange an initial workplace conference with the manager and employee and develop a return to work plan in consultation with the employee's treating medical practitioner. Konekt can be contacted directly on telephone: 1300 880 777.

62. Further information on rehabilitation and return to work responsibilities is available for downloading from the DMO Early Intervention and Absence Management intranet site at: [http://intranet.defence.gov.au/dmoweb/sites/DMO\\_HR/comweb.asp?page=58244&Title=Early%20Intervention](http://intranet.defence.gov.au/dmoweb/sites/DMO_HR/comweb.asp?page=58244&Title=Early%20Intervention); and Comcare website at: <http://www.comcare.gov.au/rehabilitation#info>.

63. Guidance and direction in relation to the management of rehabilitation services and early intervention is provided by DMOSAFE Element 16 Rehabilitation in (DMM (RISK) 09-0-016).

### Element 16 Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Branches, SPOs, Projects and Business Units are to increase employee awareness of, and access to, DMO rehabilitation policy, instructions and Konekt's service provisions	Include rehabilitation arrangements within Induction, and Annual OHS Mandatory training programs	Managers, Supervisors, Safety Coordinators	1 <sup>st</sup> quarter 2011
Managers and supervisors are to be cognisant of their roles and responsibilities in regard to rehabilitation policy and programs	All duty statements / position descriptions carry a clear statement of OHS and injury management responsibilities	Directorate of Workplace Health and Safety (DWHS) in consultation with DMO Corporate	1 <sup>st</sup> quarter 2011
Division to implement a system for communicating with employees to ensure they are aware of their responsibilities and entitlements to rehabilitation	Convenient access by employees to corporate workers rehabilitation and compensation information	Safety Coordinators	1 <sup>st</sup> quarter 2011

## Element 17 – Compensation

64. Staff sustaining work related injuries or illness may submit a claim for compensation to the Commonwealth regulatory authority Comcare. Claims should be submitted at the earliest opportunity and completed by the injured person in consultation with their Manager / Supervisor.

65. Konekt can provide assistance with the lodgement of compensation claims. Further information is provided by DMOSAFE Element 17 Compensation in (DMM (RISK) 09-0-017).

### Element 17 - Output Indicators

Activity / DMO SAFE Action	Output Indicator	Responsibility	Target Date
Branches are to develop	Information to be included within	Managers,	1 <sup>st</sup> quarter 2011

processes for communicating information relating to compensation entitlements and processes for submitting a claim.	Induction and Annual OHS Mandatory Training programs.	Supervisors, Safety Coordinators	
Managers and supervisors are to be cognisant of their roles and responsibilities for processing compensation claims.	All duty statements/position descriptions carry clear statement of OHS and injury management responsibilities	Endorsement from DMO Safety Council.	1 <sup>st</sup> quarter 2011

### **MSD OHS Management Plan Review**

54. The EODiv OHS Management Plan will be updated when required and reviewed in April each year. The document sponsor is Director of Human Resources and Corporate Services Explosive Ordnance Division (DHR&CS).

#### **Anthony Klenthis**

Head Explosive Ordnance Division

April 2011

#### Annexes:

A. Employee OH&S Induction Checklist

<b>EMPLOYEE OH&amp;S INDUCTION CHECKLIST</b>	
<b>Workplace:</b>	<b>Location:</b>
<b>Name:</b>	<b>Commencement Date</b>
<b>Position/Work Assignment:</b>	<b>Manager/Supervisor</b>
<b>Immediate Work area Orientation – ?</b>	
<input type="checkbox"/> show immediate work area(s)	<input type="checkbox"/> show amenities
<input type="checkbox"/> introduce to staff in work area	<input type="checkbox"/> Meet Health & Safety Representative
<b>General Safety Information</b>	
<input type="checkbox"/> explain the DMO Safety Policy Statement	<input type="checkbox"/> explain the Rehabilitation process & provide a Rehabilitation information guide
<input type="checkbox"/> explain DMO Safety responsibilities	<input type="checkbox"/> explain the Hazards present in work area
<input type="checkbox"/> show the DMO/Defence OHSC Branch web-site	<input type="checkbox"/> explain the Work practices for particular work
<input type="checkbox"/> show where online safety learning program information can be found on the OHSC Branch web-site	<input type="checkbox"/> explain relevant Standard Operating Procedures
<input type="checkbox"/> identify other online safety learning programs that may be relevant to the position	<input type="checkbox"/> advise location of Material Safety Data Sheets (MSDS)
<input type="checkbox"/> explain the intent of the DMO Safety Management System & where to find relevant policy information	<input type="checkbox"/> provide training in MSDS (if necessary)
<input type="checkbox"/> explain DWG	<input type="checkbox"/> advise Confined spaces (if necessary)
<input type="checkbox"/> explain the AC 563 Incident Reporting Procedures	<input type="checkbox"/> advise the Danger & Out of Service Tags/Locks (where relevant)
<input type="checkbox"/> explain the Workers Compensation claims process & provide Claims information guide	<input type="checkbox"/> advise the Licenses/certification requirements for the position
	<input type="checkbox"/> explain the Smoke Free Work Environment
<b>Emergency Procedures- ? each ? once complete</b>	<b>First Aid</b>
<input type="checkbox"/> explain the Fire evacuation procedures	<input type="checkbox"/> advise name and location of First Aid Officer
<input type="checkbox"/> show emergency exit areas	<input type="checkbox"/> advise First Aid kit location (where relevant)
<input type="checkbox"/> explain the Bomb threat procedures	
<input type="checkbox"/> advise names and locations of Fire wardens (where relevant)	
<b>Follow-Up After One Week</b>	<b>Induction Safety Records</b>
<input type="checkbox"/> Review work practices & procedures with employee	<b><i>Retain this checklist with local employee records. Make available when required for auditing purposes.</i></b>
<input type="checkbox"/> Answer employee's questions	
<input type="checkbox"/> Repeat training or provide additional training if required	
<input type="checkbox"/> Local Induction and OHSC Branch online Defence induction has been completed	
Manager/Supervisor Signature:	Employee Signature:
Manager/Supervisor Name	Employee Name
Date:	Date:

**DOCUMENT ADMINISTRATION SHEET**

**KEY INFORMATION**

<b>Document Category</b>	EODiv Management Plan
<b>Functional Domain</b>	Administration (ADMIN)
<b>Reference Number</b>	HR&CS
<b>Version No</b>	Version 1.0
<b>Title</b>	EODiv OHS Management Plan 2011
<b>Business Process Owner (BPO)</b>	Director Human Resources and Corporate Services DHR&CS
<b>Business Process Approval Authority (BPAA)</b>	Head Explosive Ordnance Division(HEOD)
<b>Domain Expert</b>	
<b>Quality Representative / Co-ordinator</b>	
<b>Amendment Details</b>	Nil
<b>Filing Details</b>	
<b>Review Period</b>	12 months
<b>Consultation</b>	DMO Group Safety Coordinator, MSD Branch Deputy Director, and EODiv OHS Coordinators

**APPROVALS**

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Signed:	Date:
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Signed:	Date:

**NOTE:** A signed copy of this sheet is to be filed.