

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the VPM Professional and ethical standards to inform the decisions they make to support compliance.

OHS Hazard and risk management

Context

A hazard is a potential source of harm, injury, illness or disease. To enable effective management of hazards, the Safe-T-Works hazard management process mirrors the HI-AR-RC-CI risk assessment principles applied to unplanned incidents as follows:

- Hazard Identification
- Assessing the Risk associated with the hazard
- Risk Control (eliminating or otherwise minimising) the risk
- Monitoring and reviewing the effectiveness of the Control measures Implemented.

By implementing such a hazard management system, Victoria Police aims to eliminate or otherwise minimise hazards in the workplace as far as is reasonably practicable.

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Definitions

Commissioning means performing the necessary adjustments, tests and inspection to ensure plant is in full working order, in accordance with the requirements specified in the design of the plant, before the plant commences normal operation for the first time.

Dangerous Goods are substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidising, or water-reactive. These goods can cause death or serious injury and damage property and the environment; see the WorkSafe Code of Practice for the Storage and Handling of Dangerous Goods (2013).

Elective Duties are duties that can be reasonably deferred, rescheduled or modified without compromising the safety of employees and the public.

Hazardous Substance is any substance which has the potential to harm human health in the immediate or long-term such as cancer, chronic organ damage and allergenic responses, environmental pollution or physical damage; see the WorkSafe Code of Practice - Hazardous Substance (2000).

Health means a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

Hostile operating environment is an operating environment where an item of electrical equipment is subject to conditions that are likely to result in damage to the equipment. This includes an operating environment that may cause mechanical damage to the equipment or expose the equipment to moisture, heat, vibration, corrosive substances or dust.

Imperative Duties are duties identified as essential to ensure the continuity of service and the safety of employees and the public. Imperative duties include, but are not limited to critical situations, crime scenes, collisions, traffic management points, crowd control, and other situations where police attendance is absolutely essential.

Manual handling is defined by r.1.1.5, OHS Regulations as being any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object.

Oppressive heat conditions are acknowledged to exist when the temperature is recorded at 36°C or greater by the Bureau of Meteorology - Thermal Comfort Observations. The Bureau of Meteorology provides regular updates of thermal comfort observations from numerous locations throughout Victoria.

The temperature can be taken from the nearest observation site listed on the Bureau of Meteorology, Thermal Comfort Observations webpage.

Plant is defined in r.3.5.1, Occupational Health and Safety Regulations. Plant is a broad term including machinery and equipment that:

- Cuts, drills, punches or grinds material;
- Presses, forms, hammers, joins or moulds material;
- Combines, mixes, sorts, packages, assembles or knits material; and
- Lifts or moves materials or people.

It does not include hand held equipment.

- Common types of plant include:
 - Forklifts;
 - Tractors;
 - Lifts;
 - Earthmoving machinery;
 - Cranes and other mobile plant;
 - Mini loaders;
 - Lasers;
 - Scaffolds;

- Temporary access equipment;
- Explosive-powered tools;
- Amusement structures; and
- Air receivers.
- Certain kinds of plant (e.g. forklifts, scaffolding, cranes, turbines, and some pressure equipment) require an operator to hold a personal licence issued by WorkSafe. This is called a Licence to perform high risk work. Some high-risk plant must be registered with WorkSafe.

Qualified Person includes a licensed electrician who must also be registered as an electrical contractor to carry out electrical installation work.

Residual Current Device (RCD) is a device intended to trip out an electricity supply in the event of a current flow to earth (e.g. surge protector or circuit breaker).

Stress has been defined by the World Health Organisation to include the reaction people may have when presented with work demands and pressures that are not matched to their knowledge and abilities and which challenge their ability to cope. Stress occurs in a wide range of work circumstances but is often made worse when employees feel they have little support from supervisors and colleagues and where they have little control over work or how they can cope with its demands and pressures.

Scope and application

This policy applies to all Victoria Police employees. For the purposes of this policy, 'employees' include recruits. The content aims to assist the organisation in its provision and management of a workplace that is without risk to health and safety, as far as is reasonably practicable to all employees, visitors, and contractors.

Hazard identification and management

1. Identifying and reporting hazards and risks

Workplaces must be regularly assessed for hazards as follows:

- Work Unit Managers must ensure that:
 - Quarterly walk through inspections are conducted using the relevant Hazard Inspection Checklist (see section 82 of this VPM);
 - They conduct a risk assessment when there is a change in the workplace (e.g. changes to procedures, equipment, substances used) that may be reasonably expected to affect employee health and safety;
 - They give consideration to conducting a risk assessment when planning an operational task; and
 - They regularly review incident reports (including near misses) to identify hazards.
- Employees must report hazards through HR Assist and local mechanisms where appropriate, as they are observed.

2. Assessing hazards and risks

- Once a hazard has been identified, a risk assessment must be conducted using the Occupational Health and Safety (OHS) Risk Assessment, unless an effective risk control measure can be identified and implemented immediately to rectify the hazard. In this case, the hazard must still be reported on HR Assist and local mechanisms as appropriate.
- Completed OHS Risk Assessments must be documented and retained to assist the timely review of controls.
- When using the OHS Risk Assessment Form, consult with the local Health Safety Representative (HSR) where possible or contact the OHS Consultant for assistance.

3. Controlling hazards and risks

Once an identified hazard has been assessed, Work Unit Managers are responsible for:

- Conducting and retaining a documented OHS Risk Assessment;
- Using the Hierarchy of Controls (included in the OHS Risk Assessment) to identify suitable controls;
- Developing an action plan in accordance with the OHS Risk Assessment;
- Implementing the action plan and monitoring progress;
- Communicating the controls to relevant employees;
- Forwarding a copy of the completed OHS Risk Assessment to the local OHS Consultant and the Chair of their Divisional or Departmental Health and Safety Committee; and
- Conduct a timely review of the OHS Risk Assessment to record status of the risk.

Assistance may be provided by the OHS Consultant and HSR as requested.

4. Reviewing and evaluating the controls

- Work Unit Managers are required to review:
 - Risk controls regularly to ensure they are implemented correctly and in line with timeframes set;
 - Risk controls whenever changes are made to the workplace (e.g. changes to procedures or equipment) and revise if required;
 - Any outstanding risk control measure from the OHS Risk Assessment and discuss these issues at local management meetings; and
 - Risk control measures at the request of the HSR.
- Where control measures cannot be implemented at a local level, Work Unit Managers should ensure they are reviewed by the Health and Safety Committee. Hazards and control measures discussed at Health and Safety Committee meetings should be communicated to relevant Work Unit Managers for broader implementation.
- All identified hazards should be recorded on HR Assist and local mechanisms where appropriate.

5. Training

Victoria Police is committed to ensuring all relevant managers and employees are provided with and undertake hazard management training. For information about the

most appropriate hazard management training available, contact your local OHS Consultant.

6. Specific hazard management

In addition to the hazard identification and management process detailed in this section, specific legislative provisions may apply to particular types of hazard.

Employees must have regard to each of the following sections in this policy for managing specific hazards and meeting the legislative requirements.

7. Fire safety and emergency evacuation

Region/Department/Command Heads are responsible for ensuring that each Region/Department/Command develops and maintains an Emergency Preparedness and Response Plan to address fire safety and emergency evacuation. This should include trained floor wardens in each area. Please refer to section 71 to 80 of this policy for relevant procedures.

8. Safety fact sheets

Detailed information is also available to employees on managing and responding to other less common hazards (e.g. floods, mosquito borne disease) in the form of Safety Fact Sheets. These will be published in response to specific issues and made available via the intranet and Police Emergency & Events Command (PEEC) library.

Asbestos

9. Legislation

Part 4.4 of the OHS Regulations addresses the safe management of asbestos in the workplace. To comply with these requirements, Victoria Police aims to identify and manage any occurrence of asbestos in the workplace, safely and with minimum risk to the health of employees.

10. Identifying and assessing the hazards

10.1 *Property Services responsibilities*

Property Services is responsible for:

- Ensuring that any Victoria Police facilities which may contain asbestos are identified and relevant Work Unit Managers are notified;
- Advising contractors of existence of asbestos on site prior to commencement of works and providing them with a copy of the site's asbestos register before that work commences;
- Identifying the location and type of asbestos, as far as reasonably practicable, including labelling asbestos containing materials where it is reasonably practicable to do so; and
- Providing advice where materials are suspected to be asbestos related, including advising if sampling is required and process for taking samples.

10.2 *Occupational Health and Safety Operations*

OH&S Consultants are responsible for:

- Providing professional knowledge required to aid Victoria Police in maintaining and improving a safe system of work. This includes providing advice to the work unit manager on their legal responsibilities in relation to the OH&S Act 2004 and OH&S Regulations 2017 when managing asbestos in the workplace. OH&S Consultants have an accountability under the OH&S Act 2004, s23(2)(b), as a “suitably qualified person to provide health and safety advice”.

10.3 *Work Unit Manager Responsibilities*

Work Unit Managers are responsible for:

- contacting Properties Branch for advice and assistance where the presence of asbestos is suspected within a Victoria Police facility.
- obtaining a copy of the asbestos register for each Victoria Police facility they occupy
- maintaining an Asbestos Management Plan for each Victoria Police facility where asbestos is present. Refer to section 12.4 for details on the Asbestos Management Plan.
- where a facility is proposed to be used by Victoria Police (outside of incident response), ensuring a risk assessment is conducted prior to any entry or occupation. Refer to section 1 to 4 for details on the risk assessment process.

10.4 *Employee responsibilities*

When asbestos containing material is damaged or exposed, employees are required to inform their supervisor who will record the hazard on HR Assist.

11. Assessing the risks

To complete any risk assessment:

- OHS consultants must be engaged,
- the Work Unit Manager must sign and date the risk assessment to acknowledge that the controls identified within the risk assessment are appropriate and have been implemented.
- An Asbestos Management Plan, available from OHS Operations, must be implemented for each facility that has asbestos containing material present.
- The OHS consultant dedicated to the work unit must be consulted in the development of the Asbestos Management Plan to address the specific requirements of the work unit.
- Where damage to asbestos is identified, Property Services is to ensure an approved Occupational Hygienist (independent expert) assesses the risk to employees (e.g. if there is a potential exposure to damaged asbestos).

12. Controlling the risks

12.1 *Initial action*

So far as reasonably practicable, controls and recommendations identified within the risk assessment must be implemented prior to the occupation of the facility. In the event of an unexpected risk of exposure to asbestos, the Work Unit Manager should

consider:

- Evacuating or isolating the site, until otherwise advised by an Occupational Hygienist.
- Local risk controls, including:
 - Reducing staff on the day of scheduled asbestos removal;
 - Removal to be completed at a slow part of day/weekend/night; and
 - Isolation of the area for period of removal activity.

12.2 *Removing asbestos*

- Property Services should:
 - prior to commencing the removal and when there is risk of exposure to asbestos (during removal/demolition of building structures that contain asbestos), assess the risks using the OHS Risk Assessment.
 - Ensure asbestos removal is only undertaken by a licensed removalist. The licenced removalist must notify WorkSafe of any work taking place prior to its removal. See www.worksafe.vic.gov.au for a list of licensed asbestos removalists or contact the WorkSafe Advisory Service (1800 136 089) to find a removalist;
 - Ensure a licensed removalist is made aware of Victoria Police OHS contractors' obligations, including completing a Work Method Statement (WMS). Victoria Police must comply with any risk control measures identified by the contractor in its WMS, including isolating the area from which the asbestos is being removed; and
 - Obtain a clearance certificate from an approved independent Occupational Hygienist, prior to resuming full access to area.
- A copy of the WMS should be provided to the Work Unit Manager and relevant OHS Consultant and HSR, and made available for all employees.
- The Work Unit Manager must:
 - Inform all employees in the workplace that asbestos removal works are to be undertaken (i.e. day, time and WMS available).
 - Ensure access to the clearance certificate provided by the Occupational Hygienist arising from any request from employees or contractors working at the site.
- Where premises are subject to refurbishment or demolition works involving asbestos containing material, Property Services should appoint a specific project/property officer to oversee the works. Works should be conducted in accordance with the WorkSafe Compliance Code – Managing asbestos in workplaces.

12.3 *Monitor and review*

If Property Services becomes aware of any concerns regarding the measures adopted by the licensed contractors to control exposure risks throughout asbestos works, those concerns should be raised with the contractor and take the steps set out above in section 12.1 "Initial action" until satisfied the exposure risks are controlled.

12.4 *Asbestos register*

- Where asbestos is identified in the workplace, Property Services is required to maintain a local register. The details to be included on the register are:

- The location of the asbestos; and
 - The likely source of asbestos that is not fixed or installed; and
 - In relation to asbestos-containing material the type of asbestos-containing material and whether it is friable or non-friable;
 - The condition of the asbestos-containing material;
 - Whether the asbestos-containing material is likely to sustain damage or deterioration;
 - So far as is possible, any activities likely to be carried out in the workplace that are, in view of their nature or design, likely to damage or disturb any asbestos in the workplace;
 - The results of any identification of asbestos conducted;
 - Details of inaccessible areas that are likely to contain asbestos;
 - The date when any identification was made; and
 - Information in relation to any activity carried out by the employer that could give rise to a risk.
- Property Services is to:
 - Keep a consolidated asbestos register which includes the information from local registers and ensure it is made accessible to employees. In the case of both health and safety representatives for the site and any licensed asbestos removalists engaged by Victoria Police, a copy of the relevant sections of the register must be provided to both on request or where asbestos is to be removed; and
 - Comply with the Asbestos Audit Process every five years.

12.5 *Specialist Advice*

- Properties Services is to:
 - Provide Work Unit Managers and employees with appropriate information, advice, support and resources about exposure to asbestos.
 - Ensure that employees are aware of the location and have access to appropriate information about asbestos in police premises.
- Advice can also be provided by OHS Consultants on request.

12.6 *Contractor management*

When engaging a licensed removalist, Property Services must provide the contractor with a copy of the local Asbestos Register and acknowledge completion of their site induction and asbestos control plan for the removal works.

Confined Spaces

13. Legislation

- Victoria Police must, so far as is reasonably practicable, identify all hazards to health or safety associated with work in confined spaces.
- See section 22 of VPM OHS Fundamental Obligations for further guidance on what is 'reasonably practicable'.
- A confined space is any space that is intended to be entered, has limited or restricted means of entry and exit, and may contain harmful atmospheres or stored substances that pose a risk to employees working in them. Examples include tanks,

pits, pipes, ducts, flues, ovens, chimneys, silos, containers, underground sewers, trenches and tunnels with such conditions.

- Part 3.4 of the OHS Regulations applies to a confined space under the management or control of Victoria Police (r.54). This part does not apply where an emergency service employee is directed to rescue or perform first aid on a person in a confined space (r.50). In those circumstances only a Victoria Police officer trained to assist in such instances may participate in a rescue within a confined space.

14. Identifying and assessing the hazards

14.1 *General*

- Work Unit Managers should identify any confined spaces within workplaces and operational environments. If a confined space hazard is identified, prior to an employee entering the space, the Work Unit Manager should conduct a risk assessment using the OHS Risk Assessment Template. For more detailed information, refer to the WorkSafe Confined Spaces - Compliance Code.
- Other than when performing a rescue or first aid, employees who are required to work in confined spaces as part of their duties (e.g. Specialist Response Division, Operations Support Department) are required to possess a completed confined space entry permit. A Confined Space Entry Permit Form is available from the local OHS consultant.

14.2 *Obtaining specialist advice*

- Where a confined space is identified and concerns exist regarding potential harmful atmospheric contaminants, the Work Unit Manager/supervisor should contact a specialist provider to complete atmospheric testing. Contact the Health, Safety and Wellbeing Division to identify a qualified service provider or contact the Metropolitan Fire and Emergency Services Board (MFB).
- Where prompt access is required, the Work Unit Manager/supervisor should request the relevant emergency service attend with appropriate breathing apparatus and confined space entry equipment.
- The service provider may need to carry out atmospheric testing, as many toxic gases and vapours (such as carbon monoxide) cannot be seen or smelt. In certain circumstances, plant or services may need to be isolated to prevent:
 - The introduction of contaminants through piping, ducts, vents and drains;
 - Hot or cold conditions that may increase the risk to people working in the space;
 - The activation or energising of machinery in the space; and
 - The use of electrical equipment.

15. Controlling the risk

- Use the hierarchy of controls detailed on the OHS Risk Assessment to assist in the assessment and determination of control measure.
- Include relevant stakeholders in the development of control measures (e.g. HSRs, affected employees).
- Implement risk controls as advised by service providers.

16. Monitor and review

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy; and
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.

17. Contractors

When engaging a contractor to undertake confined space entry works, Work Unit Managers must:

- Ensure that the Confined Space Entry Permit Form is completed by the contractor and Victoria Police representative prior to the contractor entering a confined space; and
- Comply with VPM Purchasing, Contractor Management and Workplace Design – OHS Considerations.

Electrical Safety

18. Identifying and assessing the hazards

18.1 *Assessing possible risks*

Work Unit Managers must use the OHS Risk Assessment to determine how to manage risks associated with electrical equipment in the workplace.

18.2 *Electrical incident reporting and investigation*

In the event of an electrical incident (involving persons or equipment):

- Cease use of the equipment immediately;
- Disconnect the power if possible and make the area safe and tag-out the equipment so that other will know not to use it;
- Report the incident to a Supervisor or the Work Unit Manager;
- Check the welfare of effected employee and arrange medical treatment if required;
- Contact your OHS Consultant to determine if the incident is notifiable to WorkSafe; and
- Create an incident report on HR Assist to determine the root cause of the incident and to determine appropriate actions and controls.

19. Controlling the risks

19.1 *General safety requirements*

To minimise the risk of electrical hazards in the workplace, employees should:

- Only use electrical equipment and tools that have been tested and tagged, and that has a current tag (except computer hard drives and monitors).

- Immediately report unsafe/faulty/damaged equipment to a Work Unit Manager or Supervisor.
- Disconnect the power supply if safe to do so.
- Not use damaged electrical leads, tools or equipment.
- Not operate unsafe/faulty/damaged equipment if a 'Danger' or 'Out of Service' label is attached.
- Only use weather-proofed and approved electrical leads, tools and equipment when required to work in damp and wet conditions.
- Seek the purchase of RCD protected power boards where RCD protection is not possible.
- Take care when using electrical leads, tools and equipment in hazardous conditions/areas to ensure that no damage is incurred.
- Not overload electrical circuits.
- Keep the use of electrical socket outlet adaptors to a minimum and in accordance with the following principles:
 - Avoid using double adaptors;
 - Avoid piggybacking of power-boards;
 - Ensure power boards include overload protection and surge protection devices; and
 - Avoid using extension cords in lieu of permanent wiring.

19.2 *Work Unit Manager Responsibilities*

Work Unit Managers should ensure that:

- Electrical equipment is kept in good working order and damaged electrical equipment is replaced as required.
- Electrical equipment is tested and tagged (see section 21 below).
- Electrical switchboards are lockable and are accessible only to authorised persons
- Visual inspections are conducted prior to initial use and every three months thereafter, and in accordance with the Victoria Police Visual Inspection of Electrical Appliance Checklist, of portable field equipment, portable power tools and portable office equipment.
- Portable RCDs (with a maximum rated residual current of 30mA) are used when operating portable or hand-held electrical equipment in potentially hazardous locations.

20. Monitor and review

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy.
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.

21. Testing and tagging electrical equipment

21.1 General

- Work Unit Managers should ensure all electrical equipment is inspected, tested and tagged by a qualified person in accordance with AS/NZS 3760: 2010: In-Service Safety Inspection and Testing of Electrical Equipment. This involves:
 - Including on the tags who performed the test and the date of the next test; and
 - Recording the tester's name, test results and next scheduled test in the equipment register.
- Electrical equipment should be tested and tagged before it is used for the first time and following a repair or service that could have affected its electrical safety.

Refer to the following table for examples of testing frequency:

Type of Environment	Frequency
Workshops, places of assembly, maintenance or fabrication	6 months
Environment where the equipment or supply flexible cord is subject to flexing in normal use, or is open to abuse, or is in a hostile environment, e.g. extension leads, handheld power tool, bench-top kitchen appliances, portable computers.	12 months
Environment where the equipment or supply flexible cord is not subject to flexing in normal use and is not open to abuse, and is not in a hostile environment, e.g. fridges, TVs, drink dispensers.	5 years
Residential type areas of residential institutions, halls, hostels, accommodation houses and the like.	2 years
Equipment used for commercial cleaning.	6 months
Hire Equipment Inspection	Prior to hire
Hire Equipment Testing	3 months

- New equipment should have a certificate of compliance with Australian Standards. Where a certificate is not supplied by the manufacturer, Work Unit Managers should arrange for compliance testing and tagging of the equipment before the item is used.

21.2 Hire equipment

- Testing and tagging hired or contracted equipment is the responsibility of the provider.
- Hired equipment or equipment under contract should only be used if it is tagged and the tag indicates the equipment is not due for testing. Where testing is due, the equipment should not be used and the Work Unit Manager should arrange for item to be returned to the provider. Faulty or damaged equipment should be reported to the supplier.

21.3 Faulty equipment and repairs

Where visual inspection or testing identifies that equipment is damaged or defective, Work Unit Managers should arrange for:

- The equipment to be labelled with a "danger/out of service" tag or equivalent, withdrawn from service and referred for repair or disposal by an authorised agent or service personnel (e.g. product provider).

- The repair, disposal or destruction of unsafe or damaged equipment.
- A licensed electrical contractor or qualified person to repair the faulty equipment; for more information contact Property Services.
- A Certificate of Electrical Safety (or similar) to be obtained from the electrical contractor who performed the works. A copy of the certificate is provided to the Work Unit Manager.
- The isolation and/or withdrawal from service of unsafe/damaged electrical equipment and appropriate records of action taken.
- Records of repairs and faulty equipment to be kept.

21.4 *Personal or non-police electrical equipment*

- Work Unit Managers should ensure that any personal or non-police electrical equipment is tested and tagged prior to being used within the workplace in accordance with AS/NZ 3760:2010.
- Do not use personal or non-police electrical equipment which is not authorised and has not been appropriately tested, in the workplace.
- In the case of seized equipment for a police investigation, ensure the equipment is tested and tagged prior to use.

21.5 *Specialist Advice*

- Ensure general information and instruction is available on safe use of electrical equipment.
- Contact the OHS Branch or your local OHS Consultant for advice.

Fatigue Management

22. General

- Fatigue can affect a person's decision making skills and their ability to work effectively, so it is essential to manage fatigue to minimise the possible risks.
- Managing fatigue is a collective responsibility and it is essential for all employees to be aware of their own health and fitness. Measures the organisation can introduce to support the minimisation of fatigue risk include consultation, flexible rostering and promotion of Health and Wellbeing issues.

23. Identifying and assessing the hazards

- Work Unit Managers and supervisors should discuss the risk of fatigue with employees under their supervision and be mindful of signs of fatigue in the workplace (e.g. review incident reports to identify potential signs of fatigue involvement). Refer to the WorkSafe publication, Fatigue Prevention in the Workplace.
- Where fatigue is identified as a workplace hazard, the Work Unit Manager should conduct a risk assessment using the OHS Risk Assessment Form.
- Employees should immediately advise a supervisor if fatigued.

24. Controlling the risks

24.1 General

- Use the OHS Risk Assessment to assist in the assessment and determination of control measure.
- Include relevant stakeholders in the development of control measures (e.g. HSRs, affected employees).
- Implement risk controls as recommended by relevant stakeholders or as advised by service providers.

24.2 Rostering

To assist in managing rosters to minimise the effects of fatigue, Work Unit Managers should:

- Have regard to the requirements in workplace agreements.
- As far as practicable, consult with employees in developing flexible rosters.
- Establish a Local Roster Working Group comprising of local OHS consultant and HSRs.
- Maintain a 12 month leave roster and ensure it is also approved by the appropriate delegate.
- Refer to **CCI 03/24 General duties rostering** for rostering principles.

25. Monitor and review

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy.
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.
- Implementing effective measures and monitoring controls at local management level to address fatigue.
- Creating a broad awareness of fatigue signs and symptoms, document controls, persons responsible and timeframes for implementation of actions on the OHS Risk Assessment form.
- Monitoring the Risk Assessment and Local Roster Working group control processes. This should be carried out in consultation with stakeholders.

Oppressive Heat Conditions

26. General

- Victoria Police expects oppressive heat conditions to be treated as any other health and safety hazard. Heat related injuries can be prevented. Managers must implement control measure to eliminate or reduce potential exposures to oppressive heat conditions in order to protect employees from the effects of heat stress.

27. Identifying and assessing the hazards

27.1 *Imperative Duties and Oppressive Heat Conditions*

Where members are exposed to oppressive heat conditions and imperative duties are required to be conducted, local management must, where reasonably practicable, consult with any relevant HSRs and the affected employees or contractors.

- Conditions under which imperative duties are to be carried out safely should be agreed through this mechanism.
- Managers must consider the provision of alternative duties during periods of oppressive heat.
- Where exposure to oppressive heat conditions cannot be eliminated, exposures must be reduced so far as is reasonably practicable.
- Where agreement cannot be reached on actions in relation to this policy, refer the issue to senior management in order to resolve the situation.

27.2 *Elective Duties and Oppressive Heat Conditions*

- Elective Duties must, so far as is reasonably practicable, be rescheduled to cooler days or cooler parts of the day.
- Elective Duties may be modified providing that the modified duties do not unnecessarily expose staff to potential thermal stress conditions.

28. Controlling the risks

28.1 *Performing duties in oppressive heat conditions*

Where duties continue during periods of oppressive heat, managers must ensure:

- First aid and emergency procedures are in place and relevant staff trained.
- Appropriate clothing and protective equipment, such as hats, sunscreen, and Australian standard rated eye protection (tinted or clear) available.
- Members seeking an exemption from wearing an IOEV adhere to any relevant risk assessment conducted pursuant to CCI 08/15.
- Rotation of employees is used as a risk control measure and includes adequate recovery breaks to be taken in shaded, cool or air conditioned areas.
- Members have access to drinking water.

Where duties continue during periods of oppressive heat, members must ensure they:

- Take reasonable care for their health and safety.
- Advise their supervisor of any relevant change to their circumstances that relates to the hot conditions, including a change in weather conditions, a requirement to work outdoors and a change in the availability of water.
- Seek medical attention where required.

29. Monitor and review

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy.
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.
- Implementing effective measures and monitoring controls at local management level to address fatigue.
- Creating a broad awareness of heat stress signs and symptoms, document controls, persons responsible and timeframes for implementation of actions on the OHS Risk Assessment form.
- Monitoring the Risk Assessment control processes. This should be carried out in consultation with stakeholders.

Hazardous Substances and Dangerous Goods

30. Managing and Recording Hazardous Substances (HS) and Dangerous Goods (DGs)

30.1 *Managing HS/DGs*

- When a HS/DG is brought into the workplace, advice on the selection, suitability and safe use of the substance should be sought from the relevant OHS Consultant, ideally before bringing that substance into the workplace.
- Work Unit Managers must ensure that hazard identification and risk assessments are undertaken on all tasks involving the use, handling and storage of these substances.

30.2 *Recording HS/DGs*

- Managers of Work Units that have HS/DGs are required to keep a Chemical Register. All chemicals in the workplace (including common household items) are to be recorded on the register, including the following specific details:
 - Product name;
 - Product type;
 - Manufacturer/supplier;
 - Quantities held; and
 - Safety Data Sheet (see below).

For more information and assistance with compiling the Chemical Register, refer to the Chemical Register Template (see Health, Safety and Wellbeing Division intranet site) and contact your OHS Consultant.

- A DG Manifest provides emergency services with information on the quantity, type and location of dangerous goods stored on the premises. Work Unit Managers are only required to compile a DG Manifest for workplaces where the DG exceeds the prescribed quantities (e.g. Forensic Services Department). For more information refer to:
 - WorkSafe Code of Practice for the Storage and Handling of Dangerous Goods (2013); and
 - Your local OHS Consultant.

30.3 *Safety Data Sheets (SDSs)*

- All employees are to have access to current SDSs for chemicals held on site.
- A SDS describes:
 - Properties of the substance;
 - Health hazard information;
 - Precautions for safe use and handling within the workplace;
 - Clean up procedures; and
 - Application of First Aid.
- A SDS is provided by the supplier of the HS/DG or can be accessed on www.msds.com.au (see Human Resource Department intranet for Victoria Police log-on details).
- All SDS must be updated at least every five years or any time the SDS is updated. Updated versions should be obtained from the manufacturer or Australian supplier where possible, or otherwise a reliable database service.

31. Applying the hazard identification and management process

31.1 *Identifying the hazards*

Managers should use the following approaches to identify hazards relating to HS/DG:

- Hazard Inspection Checklists;
- Review of the SDS; and
- Observations/discussions with contractors relating to use of chemicals during contract works.

Where relevant, Managers must provide hazard identification training with respect to:

- Workplaces where large quantities of HS/DGs are present (e.g. understanding "Hazchem" placarding conventions);
- Accident sites, including roadways, involving HS/DGs that are uncontained or in danger of experience loss of containment; and
- Unlawful activities involving potential HS/DGs, such as illegal drug labs or cannabis grow houses; or
- Any other site where there is a risk of exposure to HS/DGs.

31.2 *Assess the risks*

- Work Unit Managers are responsible for conducting the OHS Risk Assessment, in consultation with the HSR, for HS/DGs in their workplace and HS/DGs that will be brought into the workplace. Contact your OHS Consultant for assistance.
- For immediate risks involving HS/DGs, ensure that all persons are removed from the area of risk and the area is cordoned off.

31.3 *Control the risks*

- Identify suitable controls to eliminate or manage the hazard as required by this policy and in accordance with the following WorkSafe documents:
 - WorkSafe Code of Practice - Hazardous Substances (2000); and

- WorkSafe Code of Practice for the Storage and Handling of Dangerous Goods (2013).
- Implement recommended controls from any completed risk assessment.
- If usage of specific HS/DG cannot be eliminated then contact your OHS Consultant regarding any specific health monitoring requirements. Regular health monitoring may be required for specific workplaces, including forensics workers and units that deal with the manufacture of unlawful drugs.
- Work Unit Managers should ensure employees handling HS/DGs are provided with, and trained on the use, of effective Personal Protective Equipment (PPE) where required, and are able to understand SDSs to identify and adhere to necessary usage, storage, handling and maintenance of any required PPE.
- Ensure relevant PPE hazard signage is clearly displayed.
- Contact your OHS Consultant for further assistance and advice as required.

31.4 *Monitor and review*

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy.
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.

31.5 *OHS incident management*

Work Unit Managers should create an incident report on HR Assist for incidents or near misses involving HS/DGs.

31.6 *Fire protection*

Work Unit Managers of workplaces with over the prescribed levels of HS/DGs held on site, need to have an appropriate Fire Protection System and accompanying Emergency Plan relevant to the HS/DG stored on site. Contact your OHS Consultant for further advice on whether you hold prescribed levels that require fire protection.

31.7 *Contractors*

Work Unit Managers must communicate to all contractors that they are required to:

- Provide a SDS for all HS/DG they intend to bring / use on Victoria Police worksites; and
- Store and handle HS/DGs pursuant to SDS stipulations during the fulfilment of the contract.

Lead

32. General

Where there is a potential risk of lead exposure through a lead process (e.g. at firing ranges), employees will be monitored and tested, and work places assessed and maintained so that any risk to employees is minimised.

33. Legislation

- Lead processes are defined in r.178 of the OHS Regulations and generally include work that generates lead dust, fumes or mist, including exposure to lead dust or lead fumes arising from the firing of weapons at an indoor firing range.
- Lead blood level limits included are those included in the Occupational Health and Safety Amendment Regulations 2018, and become effective on and after the two year anniversary of this amendment. Victoria Police will accept the future levels as current levels.
- A lead-risk job is a lead process in which the blood levels of the employee are likely to exceed:
 - 0.97 $\mu\text{mol/L}$; or
 - 0.24 $\mu\text{mol/L}$ for female employees of reproductive capacity.
- Victoria Police must eliminate, so far as is reasonably practicable, any risk associated with exposure to lead.
- See section 22 of the VPM OHS Fundamental Obligations for further guidance on what is 'reasonably practicable'.

34. Identifying and assessing the hazards

34.1 *Risk assessments*

Work Unit Managers are responsible for conducting a risk assessment in the workplace and determining whether lead exposure is a hazard. Use the OHS Risk Assessment, your local OHS Consultant and refer to the WorkSafe Compliance Code - Lead for additional information. Once completed, these risk assessments are to be retained for 30 years with a copy forwarded to the OHS Branch.

34.2 *Monitoring exposure*

- Work Unit Managers are responsible for ensuring that medical assessments by the Police Medical Officer (PMO) are conducted every two years and blood lead level tests are arranged for employees who undertake duties involving the frequent use, testing and servicing of firearms (e.g. Firearms Instructors and Armourers) in accordance with prescribed intervals in r. 198.
- If employees are identified to be involved in a lead risk job in which the blood level of the employee is reasonably likely to exceed 0.97 $\mu\text{mol/L}$ or 0.24 $\mu\text{mol/L}$ for females of reproductive capacity (refer to r. 179 for definition), these employees are to be monitored by their Work Unit Managers as per r. 198 of the OHS Regulations.
- The medical assessment and tests are conducted by the PMO in accordance with part 4.3 of the OHS Regulations.
- The PMO is to record, analyse and retain the results as required by the OHS Regulations and distribute them as necessary.
- The Work Unit Manager is required to respond to recommendations made by the PMO (see section 35 below for guidance where lead exposure is reported).

35. Controlling the risk

35.1 *Elevated blood levels*

- In the event of elevated blood lead levels being reported by the PMO, the Work Unit Manager must, in conjunction with the PMO, create a hazard report and an Employee Incident Report in HR Assist. Where the employee agrees, the HSR for the Designated Work Group may be informed.
- Ensure the effected employee continues to be monitored at the intervals prescribed in r.198, OHS Regulations.
- The employee may not return to any role involving lead risk/process duties, until their blood lead levels fall below the prescribed levels.
- The PMO or Work Unit Manager must notify WorkSafe of the results within 48 hours including the name of the registered medical practitioner who has undertaken the medical examinations.

35.2 *Removal from duties*

- Where an employee's blood lead results exceed the prescribed levels for removal from duties, the employee must be removed from their duties.
- The Work Unit Manager should arrange suitable temporary alternative duties.

35.3 *Firing ranges*

- When constructing firing ranges, Property Services must consult with the local OHS Consultant at the planning and design stage to ensure relevant safety considerations are included to reduce lead exposure hazards.
- Managers of firing ranges must have Standard Operating Procedures in place for the range which include strategies to prevent lead ingestion and inhalation (e.g. maintenance of good hygiene practices). For more detailed information, contact the local OHS Consultant or refer to Part 4.3, OHS Regulations.
- Managers of firing ranges must ensure ongoing training of employees in the appropriate use of personal protective equipment, personal hygiene, and ways to minimise exposure and maintain equipment.

35.4 *Employment conditions*

- Work Unit Managers of workplaces that use lead processes must ensure that the position descriptions for all positions involved in a lead process include the requirements for medical assessment.
- OSTT Work Unit Managers must arrange for successful applicants for OSTT Instructor courses to undergo medical testing by the PMO prior commencing in the role.

35.5 *Contractors*

- Work Unit Managers who engage contractors for lead exposure works, should monitor that they work within the provisions of Victoria Police's OHS Contractor Obligations and VPM Purchasing, Contractor Management and Workplace Design – OHS Considerations.

- This includes their acceptance and requirements to fulfil the medical monitoring responsibilities required by the OHS Regulations and should be included in a written contract prior to work commencing.

Manual Handling

36. Legislation

- Victoria Police must, so far as reasonably practicable, identify any task undertaken, or to be undertaken, by an employee involving hazardous manual handling.
- If it is not reasonably practicable to eliminate the risk of a musculoskeletal disorder associated with a manual handling hazard, the risk must be reduced so far as is reasonably practicable by:
 - Altering the workplace layout, environment or systems of work;
 - Changing the objects handled;
 - Using mechanical aids; or
 - A combination of the above.

For more information on assessing manual handling risk, refer to the WorkSafe Manual Handling Code of Practice 2000.

- Hazard manual handling includes;
 - Repetitive or sustained force, posture or movement;
 - Exposure to sustained vibration; and
 - Handling of unstable or unbalanced loads.
- Within Victoria Police, manual handling injuries represent a significant proportion of all workplace injuries. By using the hazard management process, manual handling hazards can be identified, assessed, controlled/mitigated and reviewed to assist in the reduction of musculoskeletal disorders.

37. Identifying and assessing the hazards

- Any employee may identify tasks that involve manual handling, (i.e. arresting offenders, placing items in the property store, placing items in and out of vehicles).
- Identification methods include:
 - Consultation with employees as early as possible when planning to:
 - Introduce new manual handling tasks; or
 - Change existing manual handling tasks.
 - Incidents or injuries involving manual handling;
 - Hazard inspections;
 - Employee reporting; and
 - Hazard alerts.
- Document and assess the hazards using an OHS Risk Assessment Form.

38. Controlling the risk

- If the risk control is not immediately obvious, go to the Victoria Police Manual Handling Risk Assessment Database and determine if the same or similar manual handling risk has been assessed and suitable controls recommended. Consider the following, in consultation with the affected people:

- If the same, apply the controls in your workplace;
- If similar but not quite the same, adapt the information to suit your workplace; and
- If not the same, determine suitable controls.
- The OHS Regulations require that certain factors are considered when determining an appropriate control. To meet these requirements, consideration should be given to the following factors:
 - Repetitive or sustained force
 - Repetitive movements (> twice/min);
 - Awkward postures (repetitive or sustained);
 - Handling of people, animals or other awkward loads;
 - The occurrence of an injury from this task;
 - Frequency of task;
 - Long duration; and
 - Any environmental conditions (heat, cold, vibration that can directly affect the person undertaking the task).
- Communicate findings to the local OHS Consultant so that the Victoria Police Manual Handling Risk Assessment Database can be amended as required.

39. Monitor and review

- Work Unit Managers are responsible for:
 - Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy; and
 - Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.
- Specifically when considering manual handling hazards, Work Unit Managers should review (and, if necessary, revise) risk controls:
 - Before any alteration is made to objects used in a workplace, or to systems of work that include a task involving manual handling, including a change in the workplace where that task is undertaken;
 - Before an object is used for a purpose, other than, that for which it was designed;
 - If new or additional information becomes available about manual handling being associated with a task;
 - If an occurrence of a musculoskeletal disorder is reported by or on behalf of an employee;
 - After any incident occurs that involves manual handling;
 - If, for any other reason, the risk control measures do not adequately control the risks;
 - After receiving a reasonable request for revision of controls from a HSR; and
 - Before it is undertaken in the workplace for the first time.
- Where control measures cannot be implemented at a local level, Work Unit Managers should escalate the issue through management. This may include notifying the relevant Health and Safety Committee so the circumstances may be discussed.
- Hazards and the relevant control measures submitted to the relevant Health and Safety Committee as part of the OHS Risk Assessment should be communicated to relevant Work Unit Managers in the Region/Department/Command for information.

40. Training

Work Unit Managers must provide training in the safe method of manual handling to all employees affected by applicable tasks.

Noise

41. Legislation

- The noise exposure standard is 85 decibels over an eight hour period. Noise levels in a workplace are dangerous if it exceeds the noise exposure standard.
- A specific hierarchy of control applies for managing noise which exceeds the noise exposure standard in the workplace, with priority given to eliminating the source, so far as reasonably practicable.

42. Identifying and assessing the hazards

42.1 *General*

- Work Unit Managers should identify any task involving exposure to noise and determine whether it exceeds the noise exposure limit. For assistance and advice Work Unit Managers should consult their relevant OHS Consultant.
- Where there is noise in the workplace, complete the OHS Risk Assessment in consultation with affected employees and the HSR.

42.2 *Obtaining specialist advice*

- Work Unit Manager should engage specialist providers to complete noise surveys:
 - Where they believe that noise in the workplace exceeds the exposure limit;
 - Where new equipment or processes are introduced which may cause noise; and
 - Every five years after noise has been surveyed.
- Contact Health, Safety & Wellbeing Division for advice on obtaining a qualified contractor to conduct a noise survey.
- Where noise hazards have been identified, Work Unit Managers must ensure that a noise control plan is written, indicating the proposed control measures within six months of a noise survey being completed.

43. Controlling the risk

43.1 *Hierarchy of controls*

When considering suitable noise controls, Work Unit Managers must apply the modified hierarchy of controls for noise. Priority must be given to eliminating the source of the noise as far as is reasonably practicable. If this is not reasonably practicable, the following hierarchy must be applied (in descending order of preference):

- Substitute quieter plant, equipment or processes or use noise barriers; then
- Administrative controls (e.g. change to process); and then
- Provision of appropriate hearing protection (see section below).

43.2 *Hearing protectors*

- Where a risk assessment has been completed and it has been identified that hearing protectors are required, Work Unit Managers should:
 - Select hearing protectors in accordance with Part 3: Hearing protector program, AS/NZS1269 Occupational noise management; and
 - Arrange for periodic audiometric testing to be conducted on affected employees within three months of commencing the work and at least every two years thereafter.
- Where it has been determined that hearing protectors are the appropriate control for noise in the workplace, affected employees are required to:
 - Use the hearing protection provided; and
 - Participate in audiometric testing as required.
- If the results of two consecutive audiometric tests of an employee indicate a reduction in hearing levels equal to or greater than 15dB at 3000 Hz, 4000 Hz or 6000 Hz, Victoria Police must provide for the employee to undergo an audiological examination as soon as is reasonably possible.
- Review and retain a copy of the audiological examination result and, if necessary, revise the risk control measures in place in relation to the source of the noise exposure to the relevant employee.

43.3 *Monitor and review*

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy.
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.
- Maintaining copies of noise survey reports provided by service providers as per VPM OHS Documents Control and Records Management.

43.4 *Education and training*

- Work unit managers must ensure that employees receive appropriate training in the use, fitting, maintenance, storage and handling of hearing protection devices provided.
- Nominated employees must participate in training regarding the use/fit, storage, handling and maintenance of hearing protection devices that may be provided as a control measure.

Personal Protective Equipment

44. Purpose

- Employees are to be provided with appropriate Personal Protective Equipment (PPE) to suit the environment they are working in and the tasks that they are undertaking. This includes providing instruction and training in the use/fit, handling, storage and maintenance of PPE.

- PPE is equipment or clothing used to provide protection, e.g. gloves, safety glasses, hard hats, goggles, earmuffs, safety shoes, respirators and fall arrest systems.

45. Identifying and assessing the hazards

- Work Unit Managers should use the OHS Risk Assessment to:
 1. Identify and assess potential risks in the workplace; and
 2. Determine whether PPE should be used to manage an identified risk.
- In the hierarchy of controls (see the OHS Risk Assessment), PPE is the lowest order control mechanism and should be used in support of higher order controls or when no other alternative is available/practical.

46. Control the risks

Where the OHS Risk Assessment has identified PPE as a suitable control, Work Unit Managers should ensure that appropriate PPE is supplied to members who may be exposed to the risk. The following PPE may be required:

- Mask
 - When potential exposure to hazards is not controlled by disposable masks, obtain suitable respirators. Respiratory equipment is included in Personal Protection Kits (PPKs).
 - Facial hair can make the wearing of respiratory masks ineffective and unsafe. For this reason, users should always be free of any facial hair that may affect the seal of the mask.
- Eye
 - Provide eye protection that meets Australian Standard AS/NZAS 1337.1:2010 where a risk of eye injury exists. Typical hazards include flying particles, dust, splashing substances, harmful gases, vapours, aerosols.
- Clothing and Footwear
 - Ensure protective clothing and footwear is issued in line with current uniform standards.
 - Ensure high visibility safety vests are provided and worn where there is an unacceptable level of risk or increase potential of injury.
- Hearing / Noise
 - Where reasonably practicable, eliminate noise related risks. Use hearing protection in circumstances where appropriate assessments have been conducted and effective controls have been identified. Determine by risk elimination and reduction processes, the selection of ear plugs and muffs.

47. Monitor and review

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy.
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.

48. Communication

Work Unit Managers and supervisors are responsible for providing instruction to employees in the use/fit, handling, storage and maintenance of PPE. Information may be obtained from the suppliers of the equipment and records should be maintained.

49. Storage and maintenance of PPE

- Employees who have access to PPE in their workplace must use, maintain and store all PPE in accordance with instructions from the manufacturer and supplier where practicable.
- Work Unit Managers are responsible for monitoring stock levels of PPE and re-ordering from Collingwood Stores as required (e.g. when PPE is lost, past expiry date, damaged, or effectiveness is compromised).

50. Purchasing PPE

Where PPE or services are purchased, Work Unit Managers should:

- Purchase PPE through Collingwood Stores (most equipment is under an approved Victoria Police contract); and
- Upon receipt of requisitioned PPE, check items to ensure they are consistent with those ordered and that they meet relevant Australian Standards.

Specific information may be obtained from local OHS Consultants.

Plant and Equipment

51. Legislation

- Victoria Police must, so far as is reasonably practicable, identify all hazards to health and safety associated with the installation, commissioning, decommissioning, dismantling, erection and use of plant and the systems of work associated with that plant'.
- See section 22 of VPM OHS Fundamental Obligations for further guidance on what is 'reasonably practicable'.

52. Identifying and assessing the hazards

52.1 *Plant*

In workplaces that use plant, the Work Unit Manager is required to:

- Maintain a list of all existing plant and determine if they require registration or operator licensing. Copies of the certificate of registration should be kept at site level and by Property Services.
- Refer to the manufacturer's instructions and guidelines on the installation, use and maintenance of the plant.
- Conduct hazard inspections of items of plant using the WorkSafe Plant Hazard Checklist in the following circumstances:
 - Before and during the introduction of plant or if any alteration or changes are done in the use of the plant;
 - If new information associated with the safe use of the plant becomes available;

- Before plant is used for any other purpose than which it was designed; and
- When plant is modified.
- Use an OHS Risk Assessment when a hazard is identified.
- Maintain all records related to the plant.

For more information on identifying plant hazards, refer to the WorkSafe Plant Hazard Checklist.

52.2 Contract/Project Manager responsibilities

- Prior to purchasing, hiring, or commissioning and using any item of plant, Contract/Project Managers should ensure that the manufacturer, importer and supplier have:
 - Undertaken a comprehensive hazard identification and risk assessment;
 - Provided comprehensive product information to the purchaser, including OHS information from the designer, manufacturer and importer; and
 - Provided a copy of the assessment and control measures to the Victoria Police Contract Manager.

For more information, refer to VPM Purchasing, Contractor Management & Workplace Design - OHS Considerations.

- Project/Contract Managers should ensure that commissioning in accordance with the requirements specified in the design of the plant is completed.

53. Controlling the risk

- The Work Unit Manager, in consultation with the local OHS Consultant and HSR should use the OHS Risk Assessment and WorkSafe Plant Hazard Checklist to identify suitable controls to address identified hazards.
- Once controls have been identified, Work Unit Managers are responsible for ensuring implementation and communication of these controls to affected employees.

54. Monitor and review

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy.
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.

55. Maintenance and inspection of plant

55.1 General

- Work Unit Managers should ensure that items of the plant are maintained, inspected and cleaned according to the designer and manufacturer specifications by suitably competent, qualified and trained persons, and that records are maintained.

- Where it is necessary to shutdown plant for maintenance during normal working hours, prior to works, Work Unit Managers should ensure all relevant employees and contractors are informed of the planned shutdown.

55.2 *Pre-operational checks*

- Work Unit Managers must ensure a Pre-operational Checklist is available for all motorised plant or when required for other plant.
- Employees operating motorised mobile plant (e.g. walkie stackers, forklifts, motorised pallet movers) must complete the pre-operational checklist before using the plant.

56. Contractors and suppliers

- Contractors are not authorised to utilise any Victoria Police plant and equipment unless written authorisation to do so is included in contract specification.
- When contractors are engaged, Work Unit Managers are to ensure that contractors:
 - Provide relevant information to the purchaser, including OHS information from the designer, manufacturer and/or importer;
 - Provide their own plant and equipment consistent with VPM Purchasing, Contractor Management & Workplace Design - OHS Considerations and the Contractor's Plant Register; and
 - Are appropriately supervised to ensure their compliance with VPM Purchasing, Contractor Management & Workplace Design - OHS Considerations.

57. Training and education

- Work Unit Managers must ensure appropriate safety information and instruction is provided to:
 - Employees prior to using plant/equipment; and
 - Employees/contractors who may be subject to risks associated with working in the immediate vicinity of plant/equipment.
- Work Unit Managers must ensure employees using plant/equipment are competent in its use. Relevant qualifications (e.g. licences) or Certificates of Competency must be obtained where relevant.

58. Managing faulty plant/equipment

- When broken or unsafe plant/equipment is identified, it must be removed or isolated, and reported to a Supervisor or a Work Unit Manager.
- Once broken or unsafe plant/equipment has been reported, Work Unit Managers are to:
 - Advise all relevant employees and contractors that the plant or equipment is inoperable/unsafe and that they must not use it until it has been repaired or replaced;
 - Isolate all forms of energy (this may include electrical energy, e.g. turning off power). Plant or equipment should be shutdown where possible. Once powered plant has been isolated test to ensure it cannot be started;
 - Arrange for a label to be securely attached to the plant/equipment in a prominent position, indicating damage/fault; and

- Contact the relevant contractor responsible for the maintenance of plant/equipment and arrange repairs or disposal of the equipment.
- Work Unit Managers should ensure that the label is left in situ until the plant or equipment has been repaired or replaced.

59. Disposal of plant

- Property Services is responsible for disposing of plant. When plant is to be dismantled, stored or disposed of, all practicable steps are to be taken to ensure disposal is carried out by a qualified person and in a manner that minimises any risk to the health and safety of employees.
- Records (such as details of tests, maintenance, inspections) should be forwarded to a person that purchases or otherwise acquires the plant for storage.

Psychological and Psycho-social Hazards

60. Background

- Victoria Police is committed to the identification, assessment, control/minimisation and on-going monitoring of potential psychological hazards in the workplace.
- Prevention strategies are required for sustained positive change. The most effective prevention solutions address the sources of stress in the workplace and may include: job redesign, changes to the system of work or organizational processes, and strategies to improve relationships in the workplace.
- Active management of factors that can create stress is the most effective course of action.
- The benefits of preventing work-related stress are many, both for employees and the organisation as a whole. They include:
 - Fewer injuries, less illness and less lost time;
 - Improved staff morale;
 - Reduced symptoms of poor mental and physical health;
 - Reduced unplanned leave;
 - Greater job satisfaction;
 - Increased work engagement;
 - Better services to the community; and
 - Reduced costs to Victoria Police.

61. Hazard management – psychological hazards

- Similar to physical hazards, employees must take a risk management approach to manage psychological hazards. This approach involves
 - Identifying the hazard;
 - Assessing the risk associated with the hazard;
 - Controlling (eliminating or minimising) the risk; and
 - Monitoring and reviewing the effectiveness of the control measures.
- Employees at all levels are responsible for identifying factors that create stress or pose psychological hazards. This includes all forms of mental harm, including anxiety, depression and PTSD. Management should work with employees in planning action to address these factors. Use the OHS Risk Assessment Form to

document this process and refer to WorkSafe's publication, Stresswise - Preventing Work-related Stress, for further information.

- Management must proactively engage with at-risk employees by initiating a supportive and genuine conversation to facilitate access to relevant help resources and problem solving any work issues.
- The employee wellbeing risk register must be maintained to support the OHS risk identification and when wellbeing support is required.
- Training on psychosocial risk will be provided to employees with a specific programme for training managers.

62. Workplace bullying as a hazard to health and safety

WorkSafe considers workplace bullying as being characterised by persistent and repeated negative behaviour directed at an employee that creates a risk to health and safety. See VPMG Bullying, Discrimination and Harassment for guidance on workplace bullying.

63. Assistance and support

63.1 *Programs and tools*

In addition to the WorkSafe publication, Stresswise - Preventing Work-related Stress, programs have been developed by Victoria Police to assist Work Unit Managers, supervisors and employees to prevent and manage stress in the workplace.

Induction training for new recruits should cover resilience-building, mental health literacy and physical health education as foundational knowledge and skills in recruit training on the same level as operational skills training.

63.2 *Support and advice*

There are a number of support services that may further assist with stress prevention advice and information, including:

- OHS Consultants;
- HSRs;
- Injury Management Consultants;
- Peer support network; and
- Police Psychology Unit.

Employees affected by psychological hazards should be offered support and treatment services through Victoria Police Psychology Unit.

Managers must ensure counselling is offered and encouraged to a member following an incident in addition to application of Psychological First Aid and Peer Support.

Working at Height

64. General

- Suitable equipment and appropriate control measures should be implemented to ensure hazards associated with fall from height and risks to employees are, as reasonably practicable, eliminated or reduced.
- For more information on preventing falls in emergency services operations, refer to the WorkSafe publication, Prevention of Falls - Emergency Services (2005).

65. Legislation

- Victoria Police must, so far as is reasonably practicable, identify any task that an employee is required to undertake at a workplace that involves a fall hazard including:
 - On any plant or structure being constructed, demolished, inspected, tested, maintained, repaired or cleaned;
 - On a fragile, slippery or potentially unstable surface;
 - Using equipment to gain access to an elevated level or to undertake the task at an elevated level;
 - On a sloping surface on which it is difficult to maintain balance;
 - In proximity to an unprotected edge; and
 - In proximity to a hole, shaft or pit that is of sufficient dimensions to allow a person to fall into the hole, shaft or pit.'
- See section 22 of VPM OHS Fundamental Obligations for further guidance on what constitutes 'reasonably practicable'.

66. Identifying and assessing the hazards

- Work Unit Managers should identify tasks where someone may be exposed to a fall hazard and complete a risk assessment using the OHS Risk Assessment Form, before commencing work.
- Work Unit Managers must ensure that fall prevention measures are identified where work occurs on:
 - Unstable surface, fragile or slippery areas;
 - Scaffold or ladders to gain access to an elevated work height;
 - Edges or in proximity to a hole, shaft or pit;
 - Accessing shelving; and
 - Accessing mezzanine areas.
- Where a task or planned operation involves a fall hazard, Work Unit Managers should ensure that all relevant parties are consulted, including HSRs, employees, contractors and other staff who are directly involved in the proposed work.

67. Controlling the risk

- Where a fall hazard has been identified, priority should be given to eliminating the risk of falling.
- Fall risks that involve a height of 2 metres require a specific hierarchy of risk controls to be considered. Some exceptions to this apply under the OHS Regulations to accommodate emergency situations. The hierarchy of controls

adopted must be recorded on the OHS Risk Assessment to assist in the assessment and determination of control measures.

- Where reasonably practicable, work must be completed at ground level or on a solid construction.
- Where work cannot reasonably practicably be completed at ground level, the following measures must be implemented, so far as is reasonably practicable, in descending order:
 - Scaffolding, temporary step or elevating work platform, building maintenance;
 - Industrial rope access system or travel restraint system;
 - Safety net, catch platform or safety harness system; and
 - Fixed or portable ladder.
- If administrative controls (e.g. procedures to reduce the risk, but without physical control or personal protective equipment) are the primary risk control measure, ensure the OHS Risk Assessment illustrates the consideration of higher order controls and reasons for adoption of lower order controls.
- Any equipment or materials used to control fall risk must be appropriately designed and constructed for the task. Only use fixed or portable ladders when suitable for the task.
- Prior to commencing work at height, Work Unit Managers should ensure employees receive the relevant information in fall prevention and hazard identification.
- Work Unit Managers should ensure that emergency procedures are established and known by employees exposed to fall hazards prior to them commencing work at height.

68. Monitor and review

Work Unit Managers are responsible for:

- Ensuring the OHS Risk Assessment Form is completed, implemented and reviewed in accordance with this policy.
- Complying with section 4 of this policy to ensure risk controls are reviewed and evaluated effectively.

69. Unplanned incidents

An unplanned incident, for the purposes of the OHS regulation exemptions, means:

- Undertaking the rescue of a person;
- Providing first aid to a person; or
- Undertaking training to deal with emergency and rescue operations; or carrying out an emergency response.

When an unplanned incident or emergency occurs involving working at height, apply the following:

- Take every opportunity to convert an unplanned response into a planned operation, and apply the requirements outlined above;
- Call out relevant emergency services or Victoria Police specialist support units, as required upon identification of incident requiring working at height i.e. MFB or Search and Rescue;

- Throughout the emergency, conduct on-going risk assessments, as situation/environmental impacts shift and ensure members comply with the OHS Regulations so far as is reasonably practicable; and
- Ensure that all risk assessments and control measures used during the emergency are recorded as soon as practicable after the emergency is controlled.

70. Contractors

- When engaging contractors who are required to work at height with employees or on Victoria Police premises, Work Unit Managers should ensure the contractors:
- Comply with the VPM Purchasing, Contractor Management and Design – OHS Considerations
- Identify work at height hazards and implement risk control measures;
- Have appropriately qualified staff; and
- Are inducted in line with these instructions, prior to commencing work.

For more information, refer to VPM Purchasing, Contractor Management & Workplace Design - OHS Considerations.

Workplace Emergency Preparedness and Evacuation

71. General requirements

Region/Department/Command Heads must ensure that workplaces in their Region/Department/Command have current and effective Workplace Emergency Manual. Plans are required to ensure the safety of all employees, contractors and visitors to Victoria Police workplaces in the event of an emergency.

Effective emergency preparedness and response plans include regular training and practice elements, including consultation and co-operation with relevant internal and external emergency personnel.

72. Emergency control organisation (ECO)

- To meet the requirements of the Emergency Preparedness and Response Plans, Region/Department/Command Heads and Work Unit Managers should ensure that each workplace has the following:
 - Chief Warden;
 - Deputy Chief Warden/s; and
 - Floor/Area Wardens.
- The Chief Warden should identify and assess emergency preparedness issues, and consider control measures on a quarterly basis. See the next section for further responsibilities of the Chief Warden.

73. Planning

- Each Region/Department/Command is required to have an Emergency Manual applicable and accessible to each workplace. This should be kept in a prominent area and made available to all employees.
- Refer to the Workplace Emergency Manual Template for an example.

- Consider establishing and maintaining an Emergency Management Planning Committee (EMPC) at your workplace.

74. Roles and responsibilities

74.1 *Chief Warden –white hat*

The Chief Warden has overall responsibility for all emergency responses and is usually the Officer-in-Charge. When the Chief Warden is unavailable, a Warden assumes control. In stations where the Chief Warden and Deputy Chief Warden are unavailable, the Watch House Keeper (WHK) will assume this responsibility.

On becoming aware of an emergency, the Chief Warden should:

- Respond and take control, as appropriate.
- Ascertain the nature of the emergency and implement appropriate action.
- Ensure that the appropriate emergency service has been notified.
- Ensure that Floor or Area Wardens are advised of the situation, as appropriate.
- If necessary, after evaluation of the situation and using all of the information, and resources available, initiate an action plan in accordance with the emergency response procedures and control entry to the affected areas.
- Monitor the progress of the evacuation and record any action taken in an incident log.
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.
- Any other actions as considered to be necessary or as directed by emergency services.

74.2 *Deputy Chief Warden – white hat*

The Deputy Chief Warden should assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

74.3 *Communications officer*

An optional role, the communications officer, on becoming aware of the emergency, shall take the following actions:

- Ascertain the nature and location of the emergency.
- Confirm that the appropriate Emergency Service has been notified.
- Notify appropriate ECO members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.

74.4 *Floor / Area Warden - yellow hat*

On hearing an alarm or on becoming aware of an emergency, the Floor or Area Wardens should:

- Implement the emergency response procedures for their floor or area.

- Ensure that the appropriate emergency service has been notified.
- Direct wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances on their floor or area warrant this
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and action taken.
- Co-opt persons as required to assist a warden during an emergency.
- Confirm that the activities of Wardens have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.

74.5 Warden – red hat

Persons selected as Wardens shall carry out activities as set out in the emergency response procedures and as directed by the floor or area warden. Wardens' activities may include the following:

- Act as Floor or Area Wardens.
- Operate the communication system(s) in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected areas, for example, stairways.
- Assist occupants with disabilities.
- Act as leader of groups moving to nominated assembly areas.
- Report status of required activities to the floor or area warden on their completion.
- Emergency response team members of the emergency response team shall carry out activities as set out in the emergency response procedures and the following:
- Respond to the emergency as directed by the Chief Warden.
- Communicate the status of the situation with the Chief Warden.
- Hand over and brief emergency services on arrival.

74.6 Individual / employee responsibilities

- Sound the alarm upon discovery of a fire or emergency.
- Assess the requirement for Fire Brigade notification and notify the Chief Fire Warden.
- If it is safe to do so, attempt to fight the fire. If the fire is large or you are not familiar with the use of the fire extinguisher, do not attempt to extinguish the fire, instead raise the alarm.
- Must not use lifts in an emergency evacuation (unless authorised by the Chief Warden or the Controlling Body).

- Follow the instructions of Floor Wardens to ensure the smooth evacuation of the workplace.
- Where safe to do so, take personal belongings.
- Never run, push, or overtake.
- Do not return to desk or building until the all clear is given.

74.7 Property Services (or building manager in leased premises)

- Develop, display and maintain a Floor Plan including locations of designated emergency exits, firefighting equipment and assembly points. These must be revised when any refurbishment takes place or any other changes to the site takes place.
- Ensure that any fire-fighting device (e.g. sprinkler system, water pumps) provided for use in the emergency procedures is maintained so that it is fit for use.
- Evidence of regular maintenance to Emergency Systems should be monitored on site.
- Signs indicating the location of fire extinguishers and hose reels are to be clearly displayed.

75. Assisting disabled persons

- Wardens are to be made aware of disabled persons within their area. In the case of permanent employees who are disabled, Wardens should make a record of their name and their location to ensure that assistance can be rendered should evacuation be necessary.
- During the evacuation, disabled persons should be assisted to a safe area prior to be transported to the assembly point. When the Fire Brigade arrive they will determine what further action should be taken for the safety of disabled persons and whether lifts can be used safely for their evacuation.

76. Training

Members of the ECO must be trained in:

- Their role and responsibilities;
- Types of fire extinguishers;
- Location of fire extinguishers; and
- Use of fire extinguishers;

Training providers include, but are not limited to:

- Metropolitan Fire Brigade (MFB);
- Country Fire Authority (CFA); and
- First 5 Minutes.

The ECO should meet regularly to review roles, responsibilities and conduct necessary planning.

77. Trial Evacuations

The Chief Warden is to conduct trial evacuations six monthly as follows:

- Conduct trial evacuations and complete post-evacuation debriefs following trial evacuations and actual evacuations.
- Ensure any corrective actions are implemented and formally documented and communicated to all ECO members.
- Amend evacuation procedures accordingly.

78. Reporting

Managers must report all emergency situations that occur at the workplace to the Regional Properties Manager and the relevant OHS Consultant.

79. Information and awareness

Work Unit Managers must ensure that employees, contractors and visitors receive information regarding local emergency procedures including:

- Location of emergency exits;
- Assembly points;
- Emergency alarms (warning noises) that indicate potential/need for evacuation; and
- ECO members.

80. Emergency equipment

Work Unit Managers are responsible for:

- Ensuring that details relating to the inspection, testing and maintenance of emergency equipment located at their workplace are recorded in the Essential Services Binder (red in colour), where available. For more information, contact Property Services.
- Completing the Site Responsibilities Checklists, included in the Essential Services Binder, and forward documentation as directed by the instructions contained in the binder.

Workplace Hazard Inspections

81. Hazard identification and management

81.1 *General*

Hazards are a potential source of harm, injury, illness or disease and should be eliminated or minimised by:

- Identifying and reporting hazards;
- Assessing the risks associated with the identified hazards;
- Developing an action plan for the implementation of control measures; and
- Evaluating the effectiveness of the control measures.

As required by this policy, workplaces are to be regularly assessed for hazards and identified hazards should be reported as they are observed. Work Unit Managers should consult with employees under their supervision throughout the hazard identification and management process.

81.2 *Hazard alerts*

- A Hazard Alert enables the sharing of information, learnings, and prevention strategies following the identification of significant hazards.
- Hazard alerts will be posted on the Intranet by the Health, Safety and Wellbeing Division as soon as possible following the identification of a hazard that has the potential to cause significant injury.
- For the creation of a hazard alert, or to view current documents, refer to Health, Safety and Wellbeing Division intranet page.

82. Hazard Identification Checklists (HICs)

82.1 *Completing HICs*

- As stated in this policy, Work Unit Managers or delegated employee are required to conduct regular inspections of the workplace using one of following Hazard Inspection Checklists (HIC):
 - Station HIC;
 - Small Department/Office HIC; or
 - Warehouse HIC.
- Although informal observational workplace inspections should be completed daily, formal HIC's should be undertaken quarterly (or at more regular intervals as agreed to by the local Health and Safety Committee).

82.2 *Implementing control measures*

- Where a hazard has been identified during the completion of a HIC, an action plan must be developed to address any issues which cannot be controlled or rectified immediately. These should be recorded on the HIC and assessed using an OHS Risk Assessment.
- Employees should be advised of the implementation of control measures through regular feedback.
- Work Unit Managers and HSRs must monitor and review the action plan to ensure the control measures have been implemented and the hazard has been effectively controlled. An update on action plans must be provided to the Senior Manager (e.g. Divisional Manager) for review in addition to providing them with the completed HIC.
- Copies of completed HICs must be kept for management and OHS consultant reviews, action plan monitoring and Safe-T-Works audits for at least two years.

Related documents

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulation 2017
- Dangerous Goods Act 1985
- Dangerous Goods (Storage & Handling) Regulations 2012
- Building Act 1993
- Building Code of Australia

- WorkSafe Section 12 Guideline How WorkSafe Applies the Law In Relation To Reasonably Practicable
- Victoria Police Mental Health Review, May 2016
- OHS Risk Assessment Form
- WorkSafe Compliance Code – Managing asbestos in workplaces
- Properties Branch - Asbestos Guide
- WorkSafe Confined Spaces - Compliance Code
- AS/NZS: 2865:2001 Safe working in a confined space
- Confined Space Entry Permit Form
- Visual Inspection of Electrical Appliance Checklist
- Electrical testing and tag frequency matrix
- AS/NZS 3820: 2009: Essential Safety Requirements for Low Voltage Electrical Equipment
- AS/NZS 3760: 2010: In-Service Safety Inspection and Testing of Electrical Equipment
- Australian Standards Online: AS/NZS: 3745–2010 Emergency control organisation and procedures for buildings, structures and workplaces
- Workplace Emergency Manual Template
- WorkSafe – Fatigue Prevention in the Workplace
- Chemical Register Template
- Chemical Risk Assessment
- WorkSafe Code of Practice - Hazardous Substances (2000)
- WorkSafe Code of Practice for the Storage and Handling of Dangerous Goods (2013).
- WorkSafe Code of Practice - Lead
- Victoria Police Manual Handling Risk Assessment Database
- WorkSafe Code of Practice - Manual Handling (2000)
- Australian Standards Online: AS/NZS: 1269-2005 Occupational Noise
- WorkSafe Plant Hazard Checklist
- WorkSafe Publication: Stresswise - Preventing Work-related Stress
- WorkSafe Publication: Preventing and Responding to Bullying at Work
- Refer to the Health, Safety and Wellbeing Division intranet site for further information
- WorkSafe Compliance Code - Prevention of Falls in General Construction (2008)
- WorkSafe Prevention of Falls - Emergency Services (2005)
- State Highway Patrol Solo Unit Environmental Weather Policy
- WorkSafe Victoria (2012) Working in Heat
- Practice Guide – Oppressive Heat
- Australian Standards Online:
- AS: 1657:2013- Fixed platforms, walkways, stairways and ladders - Design construction and installation

- AS/NZS 1892.5:2000 - Portable ladders - Selection, safe use and care
- AS/NZS 1891.4:2009 - Industrial fall-arrest systems and devices - Selection, use and maintenance
- AS/NZAS 1337.1:2010 - Personal eye protection, Part 1: Eye and face protectors for occupational applications.

Further advice and information

For further advice and assistance regarding this policy, contact the OHS Branch, Health, Safety and Wellbeing Division or the local OHS Consultant.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
09/06/2020	VPM OHS Hazard and risk management replaces and consolidates VPMP OHS hazard and risk management , VPMG Asbestos , VPMG Confined spaces , VPMG Electrical safety , VPMG Fatigue management , VPMG Hazardous substances and dangerous goods , VPMG Lead , VPMG Manual handling , VPMG Noise , VPMG Personal protective equipment , VPMG Plant and equipment , VPMG Psychological hazards , VPMG Working at height , VPMG Workplace emergency preparedness and evacuation and VPMG Workplace hazard inspections .	FF – 118486 (drafts and PLO feedback) FF – 085816 (approval)
29/02/2024	Updated to reference CCI 03/24 General duties rostering	FF-221918
26/08/2025	Updated to include reference to Australian standard rated eye protection.	FF-221238