



Work Health and Safety Manual

WHS-MAN-001 Work Health and Safety Manual					
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02	Various	Mary Darwell (CEO)	May 2019	Full review and update of system	May 2020
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INTRODUCTION

The Sydney Harbour Federation Trust is a operationally self-funded agency created by the Australian Government responsible for vision planning and management of Sydney Harbour sites including Cockatoo Island and Snapper Island in Sydney Harbour, Woolwich Dock and Parklands in Woolwich, Sub Base Platypus in Neutral Bay, Georges Heights, Middle Head and Chowder Bay in Mosman, North Head Sanctuary in Manly, Marine Biological Station in Watsons Bay and Macquarie Lightstation in Vaucluse.

The Harbour Trust's role is to cultivate a long-term vision plan for these sites to ensure they are integrated into the life of the city and create a lasting legacy for the people of Sydney and Australia. To find out more about the Harbour Trust's key priorities, view the current Sydney Harbour Federation Trust Corporate Plan [here](#).

As a self-funding statutory authority, the Harbour Trust aims to provide leading urban parkland experiences. Sites that were for many years hidden away from public view are now open for all, containing an extraordinary mix of historic buildings, magnificent harbour views, pristine natural landscapes and defence heritage. These public spaces and parklands now offer major events, exhibitions, venue hire, accommodation, tours and business tenancy.

PURPOSE

The Sydney Harbour Federation Trust's Work Health and Safety (WHS) Management System is prepared for the purpose of defining the Sydney Harbour Federation Trust's interpretations of AS/NZS 4801:2001 Occupational Health and Safety Management Systems.

The Sydney Harbour Federation Trust has established, implemented, maintained the processes needed and their interactions, in accordance with the requirements of Standards. To the extent necessary, Sydney Harbour Federation Trust shall:

- maintain documented information to support the operation of its processes;
- retain documented information to have confidence that the processes are being carried out as planned.

OBJECTIVES

The objectives of the Work Health and Safety (WHS) Management System are:

- To maintain an effective Work Health and Safety (WHS) Management System complying with AS/NZS 4801:2001 Occupational Health and Safety Management Systems.
- To assist Sydney Harbour Federation Trust to fulfil its applicable legal requirements.
- To develop and implement Corporate IMS Policies, Objectives, Targets and programs.
- To ensure top management demonstrate leadership and commitment with respect to the IMS.
- To establish systematic processes which consider the operations and which take into account its risks and its opportunities, determining the risks associated with its activities; seeking to eliminate them, or putting in controls to minimize their potential effects.
- Increasing awareness of its risks, and associated operational controls, through information, communication and training.
- Ensuring that employees are informed, consulted and participate and ensure that staff at all levels have an operational understanding of the Work Health and Safety (WHS) Management System.
- To make Work Health and Safety an integral part of every managerial and supervisory position.
- Establishing and developing the necessary competencies for all employees.
- To ensure Work Health and Safety (WHS) management is considered in all planning and work activities and achieve and maintain a level of quality which enhances Sydney Harbour Federation Trust reputation with clients.
- Evaluating its Work Health and Safety (WHS) performance and seeking to improve it.

TERMS AND DEFINITIONS

The terms and definitions given in AS/NZS 4801:2001 Occupational Health and Safety Management Systems apply and the following verbal forms are used:

- “shall” indicates a requirement;
- “should” indicates a recommendation;
- “may” indicates a permission;
- “can” indicates a possibility or a capability.

Key Definitions and Abbreviations also include:

- **WHS** - Work Health and Safety
- **Act** - A law (legislation) passed and enacted by a state or territory parliament, also commonly known as an Act of Parliament. Acts are the principal pieces of law covering, in this case, health and safety in the workplace.
- **Approved Code of Practice (COP)** - Is a practical guide to achieving the standards of WHS required under WHS legislation. A COP applies to anyone who has a duty of care in the circumstances described in the code. Mostly, following an approved COP would achieve compliance with the health and safety duties in the WHS Act, in relation to the subject matter of the code. Approved COP’s are admissible in court proceedings under the WHS legislation. Compliance with the WHS legislation may be achieved by following another method, such as a technical or an industry standard, if it provides an equivalent or higher standard of WHS than the code.
- **Contractor** - Is any person (other than a Sydney Harbour Federation Trust employee) or a company performing work for, or on behalf of the Sydney Harbour Federation Trust.
- **Regulations** - Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.
- **Employee** - A person, who carries out work in any capacity for the Sydney Harbour Federation Trust, including work as:
 - A worker/employee, or
 - A contractor or subcontractor, or
 - An employee of a contractor or subcontractor, or
 - An employee of a labour hire company who has been assigned to work in the person’s business or undertaking, or
 - An outworker, or
 - An apprentice or trainee, or
 - A student gaining work experience, or
 - A volunteer.

INTEGRATED MANAGEMENT SYSTEM CONTENTS AND STRUCTURE

Policy Statements

- Essential Corporate WHS Policy Statements which act as a compass by providing the direction and framework for establishing key corporate level performance measures and related improvement objectives and targets.

Work Health and Safety (WHS) Manual

- The Work Health and Safety (WHS) Manual outlines what we will do to meet the requirements of AS/NZS 4801:2001 Occupational Health and Safety Management Systems, and business objectives. In fulfilling these requirements, we expect to satisfy the objectives of our Corporate WHS Policies.
- The Work Health and Safety (WHS) Manual provides direction and guidance for the effective continual implementation of the Work Health and Safety (WHS) Management System and defines the structure, procedures and policies on all Work Health and Safety (WHS) issues. It addresses all sections of the relevant published standards in terms of the processes undertaken by Sydney Harbour Federation Trust

WHS Procedures

- The procedures contained within the Work Health and Safety (WHS) Management System are a series of documents that cover specific management issues for each element and provide an integrated, uniform, enterprise-wide application of Work Health and Safety (WHS).
- Procedures are developed which clearly identify the expected inputs and outputs expected from the processes.
- Each procedure clearly identifies and assigns the responsibilities and authorities.

Standard Operating Procedures (SOP's)

- Detail the necessary steps for each WHS related or critical-related activity in logical sequence so that the activities can be consistently repeated to the standard required in the procedures. SOP's include workplace health and safety safeguards and control measures where required.

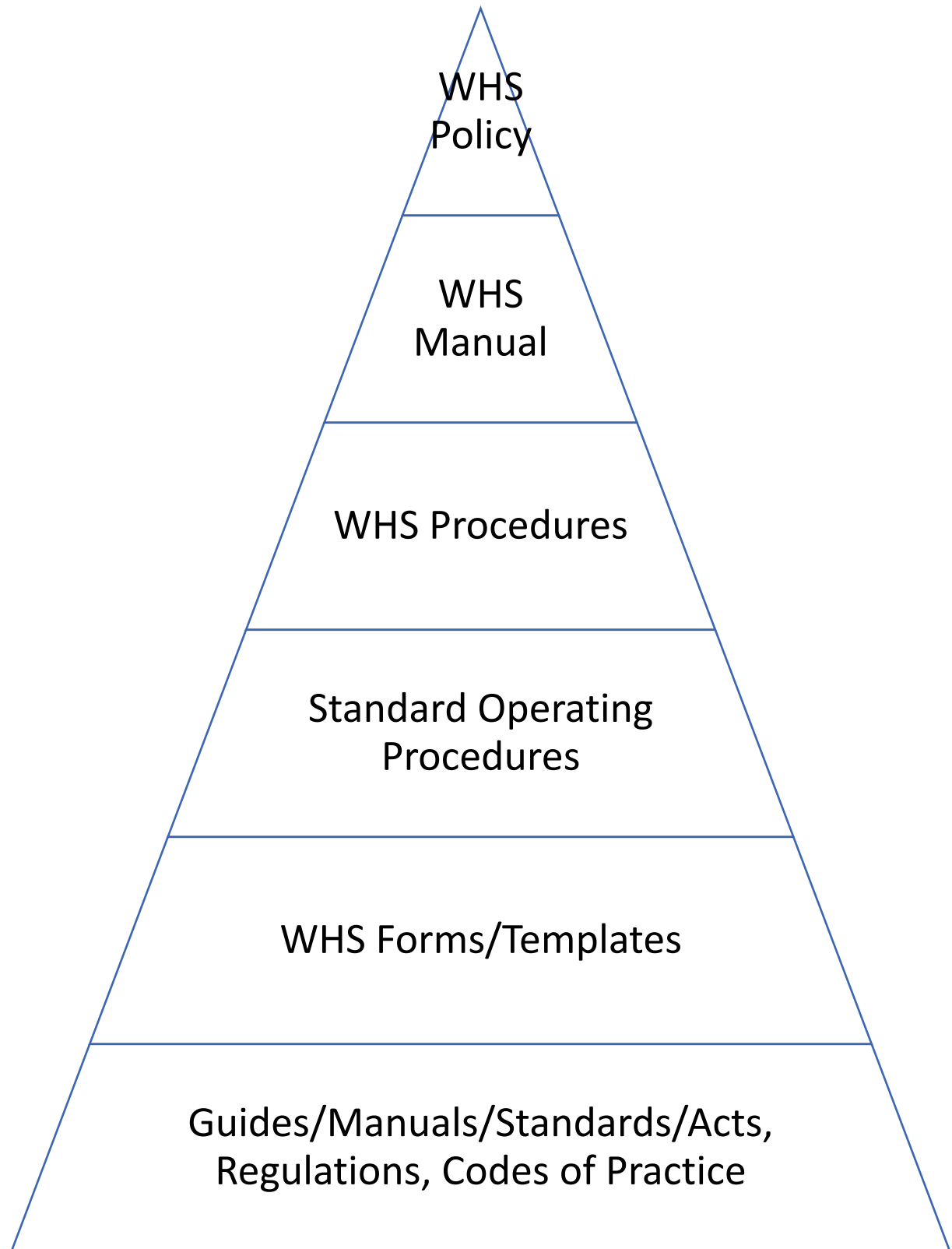
Forms and Templates

- Tools developed to be used to record and support the program and procedures. The forms have been developed as generic forms that can be used and templates are files that serves as a starting point for a new document which is pre-formatted.

Guides / Manuals / Standards / Acts & Regulations, Codes of Practice

- Acts & Regulations are Legislation which must be complied with at all times. Practical guides and reference material are provided to assist our organisation in achieving the requirements of the Work Health and Safety (WHS) Management System.

The Work Health and Safety (WHS) Management System is a 6-tiered structure



ORGANISATION CHART

The Sydney Harbour Federation Trust Organisation can be found on the local intranet. Click on the link below to view.

[Organisation Chart](#)

APPENDIX 1. - LEGAL & OTHER REQUIREMENTS REGISTER

Sydney Harbour Federation Trust WHS Management System	AS 4801 Clause	Legislative References
WHS-MAN-001 Work Health and Safety Manual	4.1	
WHS-001-PRO-WHS Policies	4.2	
WHS-002-PRO-Legal and Other Requirements	4.3.2	
WHS-003-PRO-Objectives, Targets and Plans	4.3.3 4.3.4	
WHS-004-PRO-Responsibility and Accountability	4.4.1	
WHS-005-PRO-WHS Training and Competency	4.4.2	<ul style="list-style-type: none"> WHS Regulations 2011 – Part 3.2 General Workplace Management, Division 1 – Information, training and instruction
WHS-006-PRO-Consultation and Communication	4.4.3 4.4.3.1 4.4.3.2	<ul style="list-style-type: none"> WHS Act 2011 - Part 5 Consultation, representation and participation WHS Regulation 2011 - Chapter 2 Representation and participation, Code of Practice – Work health and safety consultation, coordination and cooperation.
WHS-007-PRO-Document and Data Control	4.4.4 4.4.5	
WHS-008-PRO-WHS Risk Management	4.3.1 4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 – Chapter 3 General risk and workplace management, Part 3.1 Managing risks to health and safety Code of Practice How to Manage WHS Risks AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
WHS-009-PRO-Drugs and Alcohol in the Workplace	4.4.6	<ul style="list-style-type: none"> Comcare Guide – Promoting Safe and Healthy Practices Around Alcohol—How To Effect Change In The Culture Of Your Workplace AS/NZS 4308 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine”.

Sydney Harbour Federation Trust WHS Management System	AS 4801 Clause	Legislative References
WHS-010-PRO-Harassment, Bullying and Violence in the Workplace	4.4.6	<ul style="list-style-type: none"> • Commonwealth Anti-Discrimination Act 1977 • SafeWork Australia - Dealing With Workplace Bullying - A Employee's Guide
WHS-011-PRO-Emergency Preparedness and Response	4.4.7	<ul style="list-style-type: none"> • WHS Regulation 2011 – Chapter 3 General risk and workplace management, Division 4 Emergency Plans • Code of Practice - Managing the Work Environment and Facilities • Code of Practice - First Aid In The Workplace • AS/NZS 1319 - Safety Signs for the Occupational Environment • AS/NZS 1851 - Routine Service of Fire Protection Systems
WHS-012-PRO-Injury Management		<ul style="list-style-type: none"> • Safety, Rehabilitation and Compensation Act 1988
WHS-013-PRO-Construction Project Safety Management	4.3.1 4.4.6	<ul style="list-style-type: none"> • WHS Regulation 2011 - Chapter 6 Construction work • Code of Practice – Construction work
WHS-015-PRO-Construction General Hazard Management	4.3.1 4.4.6	<ul style="list-style-type: none"> • WHS Regulation 2011 - Chapter 6 Construction work • Code of Practice – Construction work
WHS-016-PRO-Purchasing and Contractor Management	4.4.6	
WHS-017-PRO-Plant and Equipment	4.4.6	<ul style="list-style-type: none"> • WHS Regulation 2011 - Chapter 5 Plant and structures • Code of Practice – Managing the risks of plant in the workplace
WHS-018-PRO-Hazardous Substances	4.4.6	<ul style="list-style-type: none"> • WHS Regulation 2011 – Chapter 7 Hazardous chemicals • Code of Practice – Labelling of workplace hazardous chemicals

Sydney Harbour Federation Trust WHS Management System	AS 4801 Clause	Legislative References
		<ul style="list-style-type: none"> Code of Practice – Managing risks of hazardous chemicals in the workplace
WHS-019-PRO-Electrical Safety	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 - Chapter 4 Hazardous work, Part 4.7 General electrical safety in workplaces and energised electrical work Code of Practice – Managing electrical risks in the workplace AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment AS/NZS 3012:2010: Electrical installations – Construction and demolition sites.
WHS-020-PRO-Manual Handling	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 - Chapter 4 Hazardous work, Part 4.2 Hazardous manual tasks Code of Practice – Hazardous manual tasks
WHS-021-PRO-Personal Protective Equipment	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 – Chapter 3 General risk and workplace management, Division 5 Personal protective equipment
WHS-022-PRO-Office Safety	4.4.6	<ul style="list-style-type: none"> Code of Practice – Managing the Work Environment and Facilities AS/NZS 3590 Screen-based workstations AS/NZS 1680.2.2:2008 Interior and workplace lighting
WHS-023-PRO-Fatigue and Wellbeing	4.4.6	<ul style="list-style-type: none"> SafeWork Guide Managing the Risk of Fatigue
WHS-024-PRO-Remote or Isolated Work	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 Chapter 3, General Workplace Management Part 3.2, Division 6 Remote or Isolated Work Remote or isolated work Code of Practice – Managing the Work Environment and Facilities.
WHS-025-PRO-Confined Spaces Management	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 – Chapter 4 Hazardous work, Part 4.3 Confined spaces Code of Practice – Confined spaces

Sydney Harbour Federation Trust WHS Management System	AS 4801 Clause	Legislative References
		<ul style="list-style-type: none"> AS/NZS 2865 Safe Working in a Confined Space
WHS-026-PRO-Asbestos Management	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 – Chapter 8 Asbestos Code of Practice – How to manage and control asbestos in the workplace Code of Practice – How to safely remove asbestos
WHS-027-PRO-Excavation Work	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 – Chapter 6 Construction Work, Division 3 Excavation Work. Code of Practice – Excavation
WHS-028-PRO-Noise Management	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 – Chapter 4 Hazardous work, Part 4.1 Noise Code of Practice – Managing noise and preventing hearing loss at work
WHS-029-PRO-Working at Heights	4.4.6	<ul style="list-style-type: none"> WHS Regulation 2011 – Chapter 3 General risk and workplace management, Division 10 Falling objects WHS Regulation 2011 – Chapter 4 Hazardous work, Part 4.4 Falls Code of Practice – Managing the risk of falls at workplaces Code of Practice – Preventing falls in housing construction
WHS-030-PRO-Monitoring and Measurement	4.5.1	
WHS-031-PRO-WHS Incident Management	4.5.2	<ul style="list-style-type: none"> WHS Act - Part 3 Incident notification
WHS-032-PRO-WHS Records Management	4.5.3	
WHS-033-PRO-WHS Management System Audits	4.5.4	
WHS-034-PRO-Corrective and Preventative Action	4.5.2	
WHS-035-PRO-Management Review	4.6	