



Managing occupational health and safety (OH&S) in meat processing plants resource kit

This resource kit is made up of:

- OH&S induction for meat processing workers
– video and guidelines for video
- OH&S for meat processing workers – compact disk (CD)
- OH&S management for meat processing plants
– video and guidelines for video
- Managing OH&S
- Hazard management
- Assessment of a specific hazard
- Supervisors OH&S responsibilities
- Incident management
- Emergency procedures
- Injury management
- OH&S reference guide – compact disk (CD)
- OH&S sources of information



Published by Meat & Livestock Australia Limited
November 2001 © Meat & Livestock Australia ISBN: 1 74036 811 8

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**OH&S induction for
meat processing workers
guidelines for video**



OH&S induction for *meat processing workers* guidelines for video

Introduction to guidelines

These guidelines are to be used in association with the *OH&S induction for meat processing workers* video. They provide guidance for trainers on how to use the video.

The guidelines include:

- a checklist of site information to be collected by the trainer, included with this material and used to apply the general material in the video to the specific application at the site
- practical training activities that may be used to address particular OH&S issues that may exist at each site.

Target group for OH&S induction video

The OH&S induction video is directed to new recruits in meat processing plants.

Objective of OH&S induction video

The objective of the OH&S induction video is to provide new recruits in meat processing plants with the OH&S knowledge and skills they need prior to commencing work in the plant.

How to use the OH&S induction video

The video is divided into parts, with each part covering separate areas.

The parts are:

- OH&S policy, consultation and hazards
- hygiene, housekeeping and personal protective equipment (PPE)
- specific hazards
- injury management and emergency procedures.

The video is best used by showing the footage related to an area and then stopping the video and discussing site specific policies and procedures related to the area. Training activities related to each area may also be conducted.



Checklist of site specific information

The following checklist lists the site specific information to be added to this material to relate the areas covered in the video to the site.

If the site does not have one or more components then the trainer should collect information about the area prior to the session.

The checklist is presented in sections that reflect the sequencing of areas in the video.

OH&S policy, consultation and hazards

- OH&S policy
- the OH&S consultation procedures or process covering the following where it exists:
 - OH&S committee
 - OH&S representatives
 - other agreed arrangements
- hazard reporting and recording procedures.

Hygiene, housekeeping and personal protective equipment (PPE)

- work instructions and standard operating procedures related to personal hygiene. Link hygiene to stopping transmission of disease from animal to person, as well as contamination of product from workers.
- work instructions related to PPE
- examples of all PPE used on site
- any specific PPE procedures.

Specific hazards

- work instructions related to safety with knives
- manual handling policies, procedures and programs
- work instructions related to the safe use of machinery and equipment. Include the lock out tag system
- work instructions related to using hot water including for cleaning and in sterilisers
- site procedures for hazardous substances covering storage and use and the material safety data sheets
- a list of confined spaces and their locations, signage used, and the protocol for entry permits.

Injury management

- injury reporting protocol and location of first aid facilities, first aid officers etc.
- emergency procedures.

Training Activities

How to use training activities

The video is divided into parts with each part covering separate areas. The parts are:

- OH&S policy, consultation and hazards
- hygiene, housekeeping and personal protective equipment (PPE)
- specific hazards
- injury management.

The video is best used by showing the footage related to each area and then stopping the video and discussing site specific policies and procedures related to the area.

Training activities may also be conducted to reinforce OH&S issues that may exist at each site.

The training activities relevant to each part of the video follow.

OH&S policy, consultation and hazards

Activity 1: Policy, programs and consultation

Provide participants with a copy of the OH&S policy.

Discuss the objectives of OH&S and how they relate to the participants.

Go through the OH&S responsibilities of each workplace group and discuss what the objectives mean in terms of practice at the site.

Discuss workers OH&S responsibilities particularly relating each responsibility to what they mean on the job.

Discuss methods of communicating OH&S matters at the worksite.

Activity 2: Hazards

Discuss the definition of a hazard.

Ask participants to list hazards in the meat processing industry.

Discuss the specific hazards they raise and the worker's role in reducing the hazards.

Cover health as well as safety hazards.

Inspect work area to identify hazards.

Fit participants with PPE for inspection.

Discuss personal hygiene requirements for entry to plant.

Follow hygiene requirements for entry to plant.

On return to training room list hazards identified on inspection.

Discuss existing controls for these hazards.

Discuss worker's roles in identifying hazards and implementing controls.

Discuss the effectiveness of control measures by identifying which controls are more effective than others.



Hygiene, housekeeping and personal protective equipment (PPE)

Activity 3: Personal hygiene practices

Outline work instructions for personal hygiene practices for the site.

Ask trainees the reasons for these practices including minimising the risk of contamination of the product and protecting the health of the workforce.

Relate each hygiene practice to the health and safety implication of each.

Discuss the rules about clothing and the laundering of clothing. Show participants where they obtain clothing and laundering procedures.

Discuss the rules about food and drink.

Discuss the rules about not smoking.

Discuss the washing/cleaning requirements of entering and leaving a production area. Practice with participants hands and boots washing.

Discuss the rules about jewellery.

Discuss the rules about covering cuts.

Activity 4: Personal protective equipment (PPE)

Demonstrate the fit, use and storage of PPE participants will be wearing when they commence work.

Describe the OH&S aspects of each item of PPE.

Provide participants with items of PPE and let them practice fitting, wearing, checking, maintaining, storage and disposal of PPE. Show participants where they can obtain PPE.

Specific hazards

Activity 5: The 'do not' list

Ask participants to generate a list of tasks and or equipment that they should not do or use unless they have received specific training. This list should include:

- use of knives
- use of any machinery from bandsaws to forklifts
- use of hazardous substances
- entry into confined spaces.

Generate a list of consequences for themselves, other workers, and the plant and equipment if they do any of the above without appropriate training.

Activity 6: Signage

Take participants on a tour of the plant or all areas where the trainee will work or transit. Ask them prior to the tour to note down all safety signage they see.

Equip participants with appropriate PPE and ensure they are wearing it properly.

Follow hygiene practices for entry to plant. Demonstrate correct hand and boot wash techniques. Provide feedback to participants on their hands and boots wash techniques.

On return to the training room generate a list of all signage, the hazard the sign relates to and the OH&S issues related to the signs.

Discuss the role of the participants in relation to the signs.

Activity 7: Machinery, guarding and lockout tag procedures

Take the participants on a tour on the plant or specific areas.

Equip participants with appropriate PPE and follow hygiene procedures.

Ask participants to record all machinery with moving parts that they observe.

On return to the training area generate a list of all the machinery.

Generate a list of potential hazards related to the machinery.

Generate a list of guards, isolation or safety mechanisms in place for each machine.

Show a lockout tag. Ask participants what this means when attached to a machine.

Outline and discuss the steps and responsibilities related to lock and tag out procedure.

Injury management

Activity 8: Emergency plan

Discuss causes of emergencies in a meat processing plant.

Work with the trainees to generate the steps to be taken in an emergency.

Relate each step to the actual procedures at the site.

Participate in an emergency evacuation drill.

Activity 9: Duties of workers

Record the OH&S duties of workers including taking care of their own health and safety and taking care of the health and safety of others.

From the video and site information given to them ask participants to generate a list of what they have to do to meet these requirements.

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**OH&S management for
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OH&S management for *meat processing plants* guidelines for video

Introduction to guidelines

These guidelines are to be used in association with the *OH&S management for meat processing plants* video. They provide guidance for trainers on how to use the video.

The guidelines include:

- information about the overall approach to managing OH&S taken in the video
- a checklist of site information to be collected by the trainer, included with this material and used to apply the general material in the video to the specific application at the site.
- practical training activities that may be used to reinforce the systematic approach to managing OH&S and to address particular OH&S issues that may exist at each site.

Target group for OH&S management video

The video is primarily directed to first line managers including supervisors and foremen. It is also relevant for all levels of management, OH&S officers, OH&S representatives, OH&S committee members and maintenance personnel.

How to use the OH&S management video

The video is divided into parts, with each part covering separate areas. The parts are:

- OH&S planning and administration
- hazard management
- incident management
- injury management

The video is best used by showing the footage related to an area and then stopping the video and discussing site specific policies and procedures related to the area.

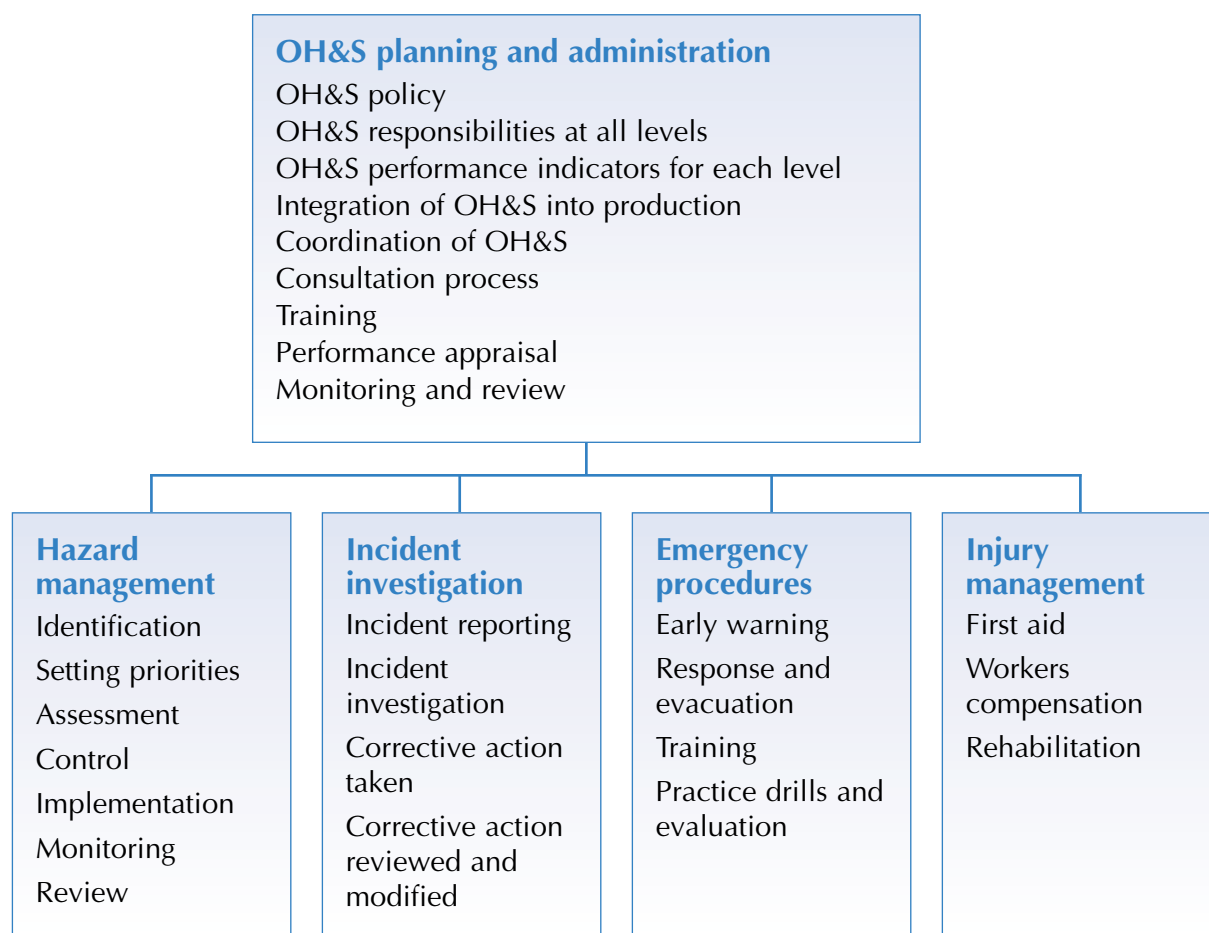
Training activities related to each area may also be conducted.

Overview of approach taken to managing OH&S in the video

The objective of the video is to apply a systematic approach to the management of OH&S. This approach focuses on the prevention of illness/injury but also includes incident and illness/injury management. The approach emphasises application through consultation and problem solving.



Components of the OH&S management system



There are numerous models for OH&S management systems. The above representation is one way of presenting the components of an OH&S management system.

Checklist of site specific information

This checklist lists the site specific information to be added to this material to relate the topics covered in the video to the site.

If the site does not have one or more components then the trainer should collect information about the topic prior to the session.

The checklist is presented in sections that reflect the system for managing OH&S and the sequencing of topics in the video.

OH&S planning and administration

- OH&S policy
- OH&S responsibilities at each level including managers, supervisors, workers
- OH&S performance indicators for each level (i.e. the measures to assess each level is carrying out their responsibilities)
- OH&S consultation process to include all levels, OH&S committee, OH&S representatives and other mechanisms
- where to access information on OH&S at the site (e.g. where to access material safety data sheets)
- details of any model or safety system that is used in the management of OH&S on site.

Hazard management

For the following steps in hazard management each site should be able to detail what is done, how it is done, who is involved, and when it occurs.

- site information on the identification of potential and existing hazards including:
 - past records and statistical information on workers compensation claims, incidents, illnesses etc.
 - workplace inspection/audit procedures
- site information on the assessment process – how, who and when assessments are conducted including:
 - the setting of priorities and ranking of hazards
 - the risk assessment process conducted for specific hazards, tasks, or processes
- site information on the development and implementation of control measures
- the reporting and recording system used
- control or actions plans
- programs for any high risk hazards in the workplace such as manual handling.



Incident investigation

- the procedure for reporting incidents and the forms used
- the incident investigation procedure and the forms used
- examples of completed incident reporting and investigation forms.

Injury management

- first aid policies and procedures
- record-keeping procedures for work-related illnesses and injuries
- the workers compensation claims procedure
- the occupational rehabilitation procedures.

Training activities

How to use training activities

The video is divided into parts with each part covering separate areas. The parts are:

- OH&S planning and administration
- hazard management
- incident management
- injury management.

The video is best used by showing the footage related to each area and then stopping the video and discussing site specific policies and procedures related to the area. Training activities may also be conducted to reinforce the systematic approach to managing OH&S and address particular OH&S issues that may exist at each site.

The training activities relevant to each part of the video follow.

Training activities related to OH&S planning and administration

Activity 1: OH&S policy and responsibilities

Hand out copies of the site OH&S policy.

Discuss the objectives of OH&S set out in the policy and how they apply to the site. In particular discuss how each objective applies to participants own work areas.

Discuss whether the workforce is aware of the policy and whether the policy works in practice.

Go through each of the responsibilities for each work group listed in the policy and ask participants to give practical examples of what each responsibility means in practice.

Discuss whether all those with OH&S responsibilities are familiar with those responsibilities and are implementing them. If not discuss how this could be achieved.

Activity 2: Consultation

Discuss reasons for consulting on OH&S issues.

Ask participants to list all the methods of consultation available on site including both informal and formal methods. The methods should include one to one communications between workers and supervisors and communication with OH&S representatives and OH&S committee.

Ask participants whether the communication systems work – does everyone know about OH&S, do they carry out their OH&S responsibilities, do they report hazards etc? If the system doesn't work ask participants how it could be improved. Ask participants who would be responsible for making the improvements they have proposed and suggest that they approach that person about the changes.

Discuss whether workers report hazards and whether action is taken on OH&S issues. If not, discuss what changes need to occur to encourage reporting and action on OH&S issues.

Training activities related to hazard management

Activity 3: Identification of hazards

Ask participants to make a list of the hazards in the workplace.

Ask participants to nominate specific tasks, or specific locations, or specific jobs where the hazard is of concern.

Ensure the answers are hazards and not the end results such as 'back injury'.

Provide trainees with statistical information for the company or site on site hazards

Compare with the list of hazards they have generated.

Activity 4: Inspection

Hand out copies of site inspection forms and procedures.

Discuss the forms, procedures, responsibilities and frequency for carrying out inspections.

Discuss the purpose of inspections, the reasons for a systematic approach to inspections, who is responsible for inspections, outcomes of inspections etc.

Conduct an inspection of a work area and complete the site inspection procedure in the training room.

Ensure the completed form is passed to the person responsible for action.

Activity 5: Hazards and priorities

Compile a list of known hazards in the workplace using any statical information on injuries and incident investigations, previous audits, and from the previous identification activities including the inspection.

Record on a whiteboard the hazards, detailing specifics such as task and location (e.g. manual handling – head removal on the kill floor; slips and trips – loading dock).

Ask participants to nominate any additional hazards that should be considered.

Ask the participants to rate the top five hazards for immediate action.

Ask the participants what factors they considered in coming up with their top five priorities e.g. numerous risk factors, site past history, number of workers doing the task, the potential injuries that could occur.

Activity 6: Hazard assessment

Ask participants to choose one high risk hazard in a specific location. Ask them how they would carry out an assessment of the hazard:

- who would do it
- what information would they need prior to assessment
- how would they access that information
- how they would assess the task or process
- when would be a suitable time to do the assessment
- what they would record during the assessment
- what should happen after an assessment.

Activity 7: Hierarchy of controls

Discuss the most effective controls for hazards and the reasons why they are most effective. Ask participants to list the hierarchy of controls from the most effective to the least effective with the reasons for their level of effectiveness.

Ask participants why PPE is the least effective control.

For each control measure ask the participants to nominate examples from the site.

Activity 8: Assessment and control

Observe a task or area on site.

Break the task or area into its component parts and list the parts.

Identify the hazards and risk factors associated with each part of the task or area.

Return to the training area and discuss the breakdown of the area or task into its parts and the hazards with risk factors.

Generate possible controls for each risk factor and overall.

Discuss whether any further information is required about factors that may contribute to the specific hazard.

Discuss the feasibility of controls.

Select controls – there may be a combination of short term controls to reduce the risk immediately, with long term controls that may be more effective in eliminating the hazard.

Draw up an action plan that includes tasks, responsibilities and timeframes for implementation of controls.

Training activities related to incident management

Activity 9: Site procedures for incident management

Hand out copies of site information on the reporting, investigation and recording of incidents.

Discuss the procedures including going through the forms, discussing who is responsible to complete, when they have to be completed and where they have to be sent.

Hand out copies of a completed set of procedures. Work through the scenario associated with the particular incident with the participants.

Give the participants a hypothetical scenario and ask them to complete the incident report form for the scenario.

Activity 10: Incident management after a near miss

Discuss near misses or near hits.

Ask the participants to give examples of near hits from their areas.

Discuss whether near hits are reported, recorded, investigated and factors contributing are fixed. If they are not, discuss why and whether they should. Discuss the rationale for investigating near hits?

If near hits are recorded obtain the site's records and hand out copies of the site's near hits. Discuss any trends indicated from the records.

Ask participants for examples they know where a near hit has occurred, and then subsequently an injury or damage has occurred.

Activity 11: Incident management following an injury to a worker

Present a typical injury scenario from the site.

Ask participants how they would establish the facts and circumstances about what happened.

Ask participants what hazards contributed to the scenario.

Ask participants what procedures or controls were in place. Discuss the adequacy of the controls.

Consider the hierarchy of controls and ask the participants to identify controls that could eliminate the hazards.

Ask the participants to make recommendations that could prevent the injury happening in the future.

Activity 12: Incident management following an illness to a worker

Discuss the types of work related illnesses.

Discuss whether work related illnesses are reported - if not whether they should be.

Hand out copies of site records of work related illnesses. Discuss types of illnesses and procedures to manage.

Discuss zoonotic diseases including examples, procedures to reduce risk and procedures in the event of contracting a zoonotic disease or suspecting one.

Follow a typical scenario of a work related illness at the site.

Training activities related to injury management

Activity 13: Site procedures for injury management

Hand out copies of site information on injury management including policies and procedures related to first aid, workers compensation and occupational rehabilitation.

Go through the procedures using a scenario for each so that the participants can explain what procedures must be completed and what action taken at each stage of the scenario.

Activity 14: Role of participants in injury management.

Present an injury scenario that would require first aid, time off work, a workers compensation claim and a graduated return to work.

Ask participants about:

- their role in the injured worker receiving first aid
- their role, if any, in providing the information to the injured worker about workers compensation
- their role in a graduated return to work program for the worker – including identifying suitable duties, monitoring, upgrading, communicating with worker, other workers, health professionals etc.

Discuss what they consider the role of the supervisor in a successful return to work program.

Activity 15: Overview of supervisor's role in the systematic management of OH&S

Discuss the current role of the participants at each stage in the management of OH&S including:

- identifying hazards
- consulting with workers
- ensuring an injured worker receives first aid
- investigating an incident
- taking action to prevent incidents happening again.
- conducting inspections
- implementing procedures to identify, assess and control hazards
- ensuring an incident form is filled in

Discuss any changes that should occur in their role at each stage.

Discuss whether the OH&S management system works in practice – if not, identify the gaps and discuss what can be done about them.

Sources of information on OH&S

Sources of additional information for trainers include:

- the OH&S sources of information fact sheet in this kit
- the fact sheets on OH&S management in this kit
- the *OH&S reference guide Australian meat industry* in this kit.

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OH&S management fact sheets



Managing occupational health and safety (OH&S)

Goal of OH&S

The primary goal of occupational health and safety is the prevention of injury and illness.

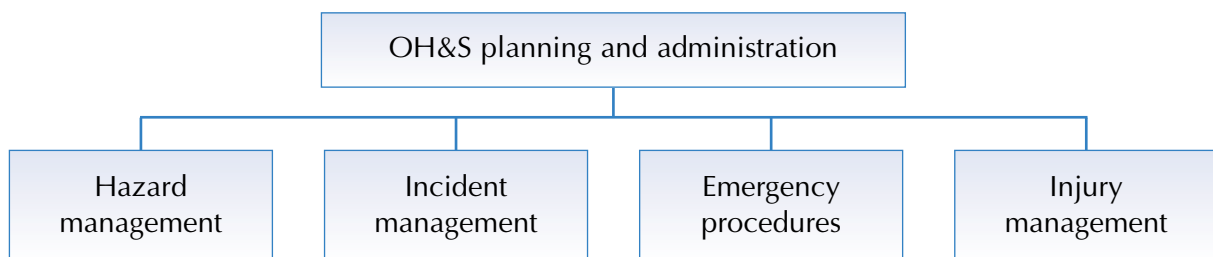
OH&S responsibilities

By law everyone in the workplace has OH&S responsibilities. Managers and supervisors are responsible for the health and safety of those working in their area. Workers must take reasonable care for their own health and safety and that of others. Workers must also co-operate with action to protect health and safety.

Systematic management of OH&S

A systematic approach is required to effectively manage health and safety. There are numerous models for OH&S management systems. Any system to manage OH&S includes systems to prevent injury and illness through the management of hazards and potential emergencies. It also includes systems to minimise the losses if accident and emergencies occur. Losses are minimised through accident and injury management programs. Injury management programs include first aid, workers compensation and rehabilitation management systems.

OH&S management system



Management commitment

The commitment and leadership of management is required for any system to work. The commitment to OH&S should be part of the plant's business plan. In order to meet the objective in the business plan OH&S policy, programs and procedures should be developed. OH&S should be incorporated into standard operating procedures and work instructions so that OH&S is an integral part of all aspects of the business. Management should also demonstrate their commitment through the allocation of human and financial resources to OH&S and promptly acting on OH&S issues.

Consultation

Meaningful and effective consultation processes are essential for the whole plant to work together to achieve health and safety outcomes.

Prevention

The main system to prevent illness and injury is the management of potential hazards. This system involves the identification, assessment and control of hazards.

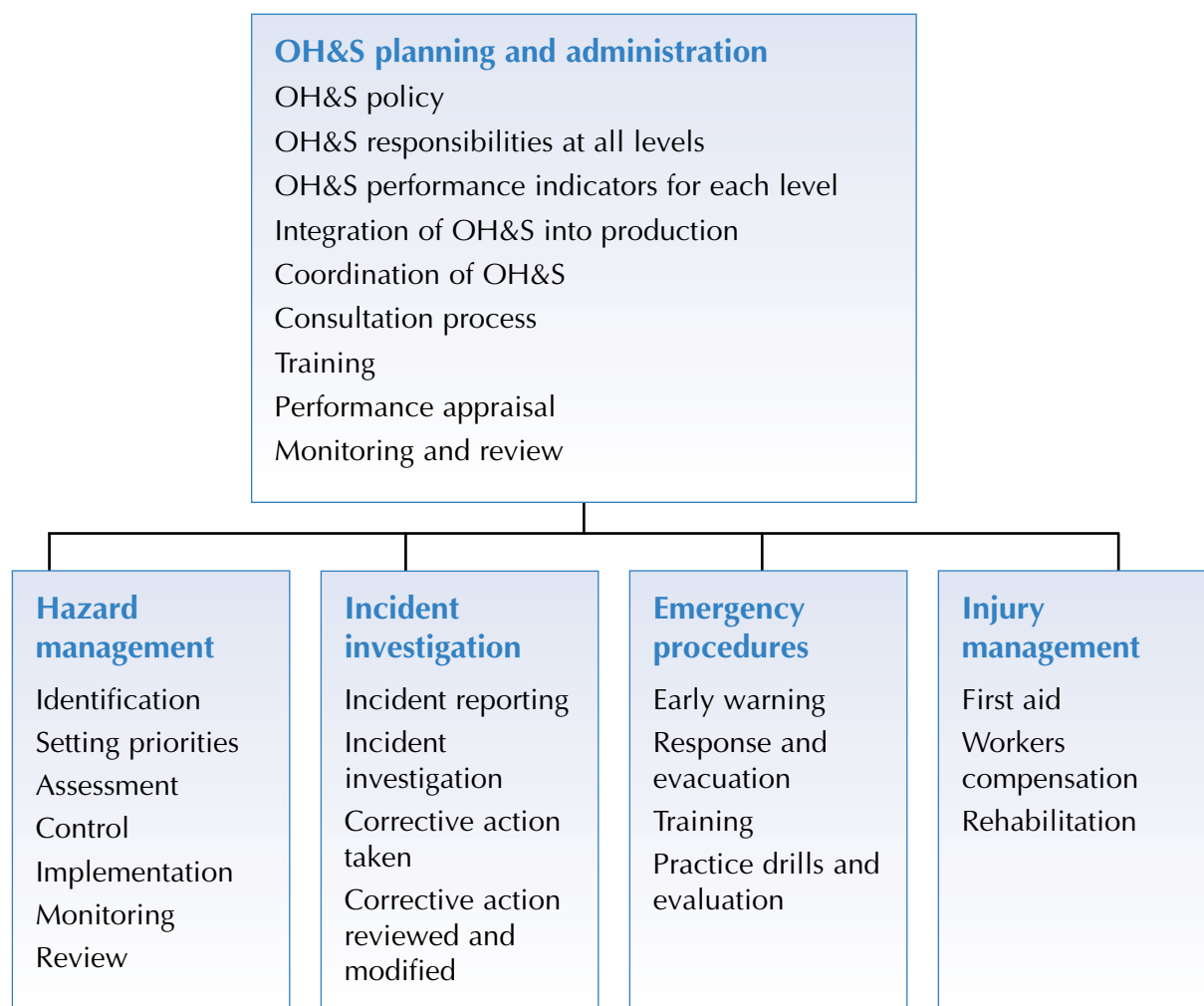
Implementation

The system must be implemented with OH&S included in all aspects of the business including the plant's training program.

Evaluation

An OH&S management system should have a built in review system to check whether it is working or not, and, if not, what it is that requires changing to meet the objectives.

Components of the OH&S management system



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Hazard management

Preventing illness and injury through hazard management

Managers and supervisors have a legal responsibility to do whatever is reasonably practicable to make the workplace safe and free of the risk of illness. Prevention by managing hazards is an effective way of doing this. The process is most effective if employees participate through a consultation process.

Definition of hazards

A hazard is anything with the potential to cause injury or illness. Hazards may be related to the work environment, the plant, equipment, tools and substances or the way work is organised.

Steps in managing hazards

The steps to eliminate hazards are identification of hazards, assessment of the factors contributing to the hazards and controlling the hazards, ideally by eliminating them.

Identification

Hazards can be identified by inspecting the workplace, observing tasks, talking to employees and checking records, e.g. workers compensation claims.

Components of assessment

Assessment has two components. They are setting priorities and identifying the factors contributing to the hazard.

Assessment – setting priorities



If all the hazards in the workplace are found and recorded it is necessary to set priorities so that the hazards that have the potential to cause the most harm can be identified and managed as a priority. This involves ranking hazards by their estimated level of risk (the likelihood of an accident occurring and the severity of the consequences).

Hazard	Estimated level of risk		Ranking of priority
	Likelihood of accident	Severity of consequences	

Assessment – identifying factors contributing to the hazard

Assessment involves working out all the risk factors that may have contributed to that hazard. This step is vital to provide direction for appropriate controls.

In order to identify risk factors associated with specific hazards refer to relevant regulations, advisory standards, codes of practice or industry guidance material.

Control

The best way to control a hazard is to eliminate the hazard. If this is not feasible, apply the hierarchy of control to reduce the risk. Apply the hierarchy of controls in the order of substitution, isolation, engineering, administration, and personal protective equipment (PPE).

Implementation

An action or implementation plan defining tasks, responsibilities and timeframe for completion should be developed to ensure controls are implemented.

Monitoring and review

Controls should be monitored and reviewed to check the hazards are eliminated and no unintended outcomes have resulted.

Components of hazard management process

Identification

Inspections, surveys, observation
Consultation
Review of past records.

Assessment

Set priorities by ranking all hazards
Assess specific hazard in a task/process by:

- reviewing information on hazard
- identifying and investigating all risk factors
- considering current controls in place to decrease risk.

Control

Work through hierarchy of controls
Decide on effective controls
Allocate responsibility and timeframes for implementation of controls
Implement
Monitor and review.

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Assessment of a specific hazard

Definition of assessment

Risk assessment involves the investigation of a task or process to determine the specific factors that have the potential to cause injury and to indicate their relative importance. Often a number of factors combine to increase the risk associated with a hazard. The assessment process provides an indication of priority for the development of control measures and their implementation.

Risk factors

Every hazard has particular factors that contribute to the level of risk posed by that hazard.

Prior to the assessment of a hazard, information on the specific factors related to that hazard should be obtained. Information may be obtained from relevant guidelines and codes published by the National OH&S Commission (NOHSC) or the state or territory OH&S authority, relevant *Australian Standards*, information from plant, equipment and substance suppliers, and specific industry guidelines and reference material. The *OH&S reference guide Australian meat industry* details common meat industry hazards.

Method of assessment

To identify all the risk factors it is necessary to observe the task or process being performed in the usual way. For some hazards it may be necessary to observe the work over a set period of time to identify all the risk factors. For example it may be necessary to observe the use of forklifts or knives in an area over time to identify all risk factors.

Although each hazard is different, the risk factors may be related to the working environment, the plant, equipment and substances used, and the work organisation.

During an assessment it is important to consider systems of work as well as the specific task. For example, an assessment of a task involving manual handling, may identify double handling, wasted trips and inefficient layout.

The majority of assessments may be carried out by the supervisor or local team who understand the work area and tasks. Some complicated assessments may require internal or external technical experience. Maintenance may assist with mechanical and electrical hazards, while a hazardous substance issue may require an external scientific expert.



Generic assessment

Many processes and tasks are similar in different sites. An industry generic assessment listing possible risk factors with related control options may be used to assist or provide a template for a site. For example, Worksafe Western Australia has on its website *Manual Handling in the Meat Industry*. This details possible risk factors and controls for common tasks and processes.

Results

An assessment will result in identification of all the factors contributing to the hazard.

For example,

Hazard may be wet stairs.

Factors contributing to the risk of an accident occurring may include:

- leaking tap
- blocked drain
- poor surface of stairs
- no hand rail
- inadequate footwear.

By identifying all the factors contributing to the hazard, all controls can be identified to eliminate the hazard.

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Supervisors OH&S responsibilities

Overall OH&S responsibility

In this context 'supervisor' is defined as anyone who has responsibilities for overseeing the work of others. Supervisors have a vital role in ensuring the work environment and the work itself is safe so that workers are not injured or made ill as a result of their work.

Responsibilities related to hazards

Responsibilities related to hazards include:

- facilitating the reporting of hazards by workers
 - conducting inspections of area
 - participating in assessment of risks associated with hazards
 - taking action to fix hazards, or if a supervisor doesn't have the authority to fix the hazard it must be reported to a manager who does
 - checking the hazard has been fixed, and controls are in place to minimise the risks.
-

Responsibilities related to incidents

Responsibilities related to incidents include:

- securing the incident area so that it is safe
 - ensuring the person involved has received first aid
 - facilitating the reporting of incidents if an injury occurs
 - completing the site incident reporting procedures
 - investigating the incident as soon as possible after it occurs
 - taking action to prevent it happening again
 - completing the appropriate forms, paperwork.
-

Responsibilities related to injury management

Responsibilities related to injury management include:

- directing an injured worker to appropriate person to make a workers compensation claim (as appropriate)
- completing any paperwork associated with workers compensation claim in line with site and state legal requirements
- if rehabilitation is required, monitoring and supporting the injured worker's return to work program.

Responsibilities related to safe work methods

Responsibilities related to safe work methods include:

- instructing employees in safe and healthy work methods
- detailing any particular hazards and fixing them
- providing practical information, training and supervision
- ensuring safety signs and protocols for equipment are in place and followed
- monitoring work practices and taking action if there is a problem.



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Incident management

Definition of incident

Incident refers not only to events that lead to illness, injury or property damage (accidents) but also to 'near hits' or 'near misses', i.e. events that nearly cause injury, illness or damage.

Events following an incident

The following steps should be followed after an incident:

- site secured
- first aid administered
- incident reported
- incident investigated
- controls implemented.

Site secured

The first person at the site of an incident must secure the safety of the site before putting themselves or anyone else in danger. For example a confined space should not be entered alone to retrieve a person already overcome.

First aid

Where injury has occurred appropriate first aid should be administered and/or an ambulance rung.

Incident reporting

All incidents should be reported in line with the site's procedures. The procedures should also be followed to report certain injuries to the relevant state OH&S authority in line with local legislation.

Incident investigation

An investigation should be initiated as soon as possible after the incident (preferably within 24 hours of the incident). The investigation should be conducted by the injured employee's supervisor. In the case of a serious incident, or if the hazards are complex, the investigation may be conducted by a team including the OH&S officer.

Incidents are rarely, if ever, caused by a single factor. All factors need to be identified to prevent the incident happening again.

The incident investigation process involves the following steps:

- Establish the facts
 - find out the circumstances that led to the incident.
 - identify the hazards which contributed to the occurrence
- Analyse
 - consider the hazards and risk factors
 - consider whether controls were in place and whether they were adequate
 - consider other controls
- Recommend solutions
 - recommend solutions with a plan for their implementation
- Implement solutions
 - check they are adequate
 - check there are no unintended outcomes.



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Emergency procedures

Definition of emergency

An emergency is an abnormal and dangerous situation needing prompt action to control, correct and return to a safe condition.

Types of emergencies

Potential emergencies in the meat industry include fire, explosion, power or equipment failure, refrigerant or gas leakage and confined space mishaps.

Emergency plan

It is important to plan for emergencies as they may arise at any time and simple events may result in serious injury and property damage. It is also important that the entire workforce understands and has practised their roles in emergencies.

The goal of the emergency plan is to ensure the safety of all occupants of the affected area and minimise damage.

The emergency plan must include:

- identification of all potential emergencies on the site
- an early warning system
- response to the emergency including an evacuation plan and shut down procedures
- training to ensure all personnel are aware of the procedures to be followed
- practise of evacuation procedures
- maintenance of all equipment including fire extinguishers, warning systems, emergency lighting and exits
- training in the use of emergency equipment such as fire extinguishers.

Emergency preparedness

The employer should ensure:

- fire wardens and emergency crews are trained
- practice drills are conducted and their effectiveness evaluated.



Supervisor's role

The supervisor should:

- have knowledge of the emergency procedures for the site, and the application to his or her area of responsibility
- ensure all workers under his/her supervision are aware of the procedures including early warning and evacuation
- ensure all workers have been trained and have practiced emergency procedures.

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Injury management

Definition of injury management

The term injury management includes workers' compensation claims management and occupational rehabilitation.

Workers' compensation

Workers' compensation law

It is a legal requirement that employers hold workers' compensation insurance and that they comply with the requirements of their state or territory *Workers' Compensation Act*.

Entitlements

In general, compensation for the injured worker includes:

- payments for medical treatment
- weekly payments to compensate for loss of wages
- lump sum payments to compensate for permanent disability
- a payment for pain and suffering
- coverage for rehabilitation costs.

Workers' compensation administration

Employers or the designated workers' compensation officer should:

- ensure the procedures for handling claims are in place
- ensure claim forms are filled out correctly and lodged within prescribed timeframe
- records are maintained and are confidential
- liaise with the local insurance claims manager to manage claims.

Role of supervisor

Most companies have a designated person who deals with the management of the claims and liaison with the insurer.

The supervisor's role in regard to workers' who are ill or injured as a result of work, and seeking to make a claim is to:

- provide a claim form and information on lodging a claim to the worker or direct the worker to the appropriate workers' compensation officer or human resource person
- fill out the appropriate section of the form as required by site procedures and legislation.



Occupational rehabilitation

Rehabilitation law

In general, the rehabilitation sections of the relevant state or territory *Workers' Compensation Act* requires employers to provide workplace rehabilitation to workers' who are off work or not fully fit to return to their normal duties as the result of a workplace related event.

Administration of rehabilitation

Administration of rehabilitation involves:

- developing and implementing a procedure for rehabilitating workers'
- identifying the coordinator of the rehabilitation program
- identifying external rehabilitation providers (as per relevant legislative requirements) who can assist with the return to work programs.

Suitable duties

Suitable duties are designed to match the workers' capacity for work with the needs of the job. Suitable duties are always temporary and should be progressively upgraded until the worker has resumed all former duties (wherever possible).

Role of supervisor

The supervisor's role in rehabilitation is to assist with the implementation of any return to work program. This involves:

- liaising with in-house rehabilitation coordinator or appropriate others
- assisting with the identifying of possible duties
- monitoring and supporting the workers' return to work program.

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OH&S sources of information

Sources of information

State/Territory OH&S Authorities

NSW WorkCover Authority
Victorian WorkCover Authority
Workplace Health & Safety (Queensland)
WorkCover Corporation (South Australia)
WorkSafe Western Australia
Workplace Standards Authority (Tas)
Work Health Authority (NT)
ACT WorkCover

Website address

<http://www.workcover.nsw.gov.au>
<http://www.workcover.vic.gov.au>
<http://www.whs.qld.gov.au/index.htm>
<http://www.workcover.com>
<http://www.safetyline.wa.gov.au>
<http://www.wsa.tas.gov.au/oh&s>
<http://www.nt.gov.au/dib/wha>
<http://www.workcover.act.gov.au>

Others

Australasian Meat Industry Employees' Union (AMIEU) <http://www.users.bigpond.com/amieu>
Australian Meat Processor Corporation <http://www.ampc.com.au>
Meat & Livestock Australia Limited <http://www.mla.com.au>
National Meat Association <http://nmaa.org.au>
National Meat Industry Training Advisory Council (MINTRAC) <http://www.mintrac.com.au>
National Occupational Health and Safety Commission (NOHSC) <http://www.nohsc.gov.au>



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