

RMCG

MAY 2024

Work Health & Safety Management Plan

Final

Table of Contents

1	RMCG Work Health and Safety Policy	1
1.1	GENERAL POLICY	1
1.2	COMPLIANCE WITH LEGISLATION, REGULATIONS AND THEIR LEGISLATIVE SUCCESSORS	1
1.2.1	OUR VISION	1
1.3	RESPONSIBILITIES	2
1.3.1	OFFICERS (PRINCIPALS)	2
1.3.2	WORKERS (EMPLOYEES)	3
1.3.3	OTHERS	3
1.3.4	WHS/OHS COMMITTEE	4
1.3.5	HEALTH AND SAFETY REPRESENTATIVES (HSRS)	4
1.4	CONSULTATION	4
1.5	REVIEW AND UPDATE	5
1.6	PERFORMANCE REPORTING	5
1.7	WORK COVER PERFORMANCE RATING	5
2	Hazard identification, risk assessment and control	6
2.1	WHS/OHS PROCESS	6
2.1.1	HAZARD IDENTIFICATION	6
2.1.2	RISK ASSESSMENT	6
2.1.3	HAZARD CONTROL	7
3	Work Health and Safety Procedures	9
3.1	PSYCHOLOGICAL WELLBEING	9
3.1.1	SECTION OVERVIEW	9
3.1.2	HAZARDS, CONTROLS AND RESPONSE PROCEDURES	9
3.2	OFFICE/HOME	10
3.2.1	SECTION OVERVIEW	10
3.2.2	HAZARDS, CONTROLS AND RESPONSE PROCEDURES	10
3.2.3	PREVENTATIVE MEASURES	13
3.3	TRAVEL	15
3.3.1	SECTION OVERVIEW	15
3.3.2	HAZARDS, CONTROLS AND RESPONSE PROCEDURES	16
3.4	FIELD WORK	18
3.4.1	SECTION OVERVIEW	18
3.4.2	HAZARDS, CONTROLS AND RESPONSE PROCEDURES	19
3.4.3	SUB CONSULTANTS	23
4	Process for dealing with health and safety issues	24
4.1	SECTION OVERVIEW	24
4.2	REPORTING	24
4.3	INVESTIGATION	24

4.4	RESOLUTION	24
4.5	NOTIFICATION	25
4.5.1	REGISTER OF INJURIES	26
4.6	REHABILITATION/RETURN TO WORK	26
4.6.1	GENERAL POLICY	26
4.6.2	FOLLOW-UP AFTER INJURY	26
4.6.3	RETURN-TO-WORK PLAN	26
4.6.4	DESIGNATION OF RESPONSIBLE STAFF	26
4.6.5	MEDICAL REVIEWS	27
4.6.6	DISPUTED CLAIMS	27
4.7	PERFORMANCE MONITORING AND REPORTING	27
5	References	28
	Appendix 1: Risk Assessment Matrix	29
	Appendix 2: RMCG WHS/OHS Risk Register	31
	Appendix 3: ESM Maintenance Schedule	33
	Appendix 4: Employee Assistance Program	36
	Appendix 5: SWMS template	39

1 RMCG Work Health and Safety Policy

1.1 GENERAL POLICY

People are our greatest asset. RM Consulting Group Pty Ltd (RMCG) is committed to this principle. RMCG as the person conducting the business or undertaking (PCBU) will demonstrate this commitment by, as far as reasonably practicable, ensuring the health, safety and welfare of officers, workers, contractors, self-employed and others in our workplace(s). Officers will be diligent that RMCG complies with work/occupational. Health and safety (WHS/OHS) legislation. Workers will take reasonable care for their own health and safety and the health and safety of others.

RMCG will achieve this by providing and/or maintaining our work environment, structures, safe systems of work, adequate facilities and necessary information, training, instruction and supervision. Additionally, where applicable, plant, structures and substances will be safely used, handled, stored and transported as necessary to eliminate or if not reasonably practicable, minimise the risks associated with our workplace(s). To prevent illness and/or injury the health of workers and the condition at our workplace(s) will be monitored.

RMCG will demonstrate commitment to work/occupation health and safety (WHS/OHS/OHS)) by providing adequate financial, human and physical resources to secure this commitment. Workers will be consulted on issues affecting their health, safety or welfare. RMCG is committed to legal compliance with current legislation applicable in each of Australia's nine jurisdictions, e.g. in Victoria the Occupational Health and Safety Act 2004 and Occupational Health and Safety Regulations 2017, Codes of Practice and Australian Standards.

Planning, implementation and monitoring of our WHS/OHS/OHS Management System will at all times be commensurate with this policy.

This policy will be authorised by the officers of RMCG and will be implemented and maintained by these officers. It will be communicated to all existing and new workers. This policy will be reviewed by the Directors of RMCG in consultation with the workers at intervals no greater than 12 months or sooner if requested. Policy review is a fundamental step in our search for continuous improvement, to which RMCG is committed.

RMCG is committed to compliance with legislation, regulations and their legislative successors.

1.2 COMPLIANCE WITH LEGISLATION, REGULATIONS AND THEIR LEGISLATIVE SUCCESSORS

1.2.1 OUR VISION

Our vision is:

'RMCG is unequivocally committed to developing, implementing and observing a safe and healthy work environment for workers, sub-consultants, contractors, visitors and the public and to continually improve the systems, practices and appropriate resources to achieve this. A safe and healthy work environment is achieved through the co-operation and compliance of every staff member through business procedures and work standards, which have been developed through WHS/OHS/OHS consultation.'

RMCG's WHS/OHS Policy and Management Plan adheres to current legislation applicable in each of Australia's nine jurisdictions and legislative successors. These acts, with supporting regulations, applies to all RMCG workplaces.

RMCG recognises that the responsibilities for WHS/OHS lie with RMCG, our officers, supervisors and workers. A personal commitment and involvement of everyone working with RMCG is essential in establishing and maintaining healthy and safe working environments.

1.3 RESPONSIBILITIES

It is understood that there is a shared legal responsibility and accountability between, and a commitment by, all persons to implement RMCG's WHS/OHS Policy, procedures and practices.

RMCG recognises that there are hazards that may occur whilst working to manage the business. RMCG will take all reasonably practicable steps to provide and maintain a safe and healthy work environment for all employees and other persons. All workers have a responsibility to take reasonable care for their own health and safety and for the health and safety of others who may be affected by their actions.

To this end officers and workers adopt a range of responsibilities detailed in the following sections.

1.3.1 OFFICERS (PRINCIPALS)

The promotion and maintenance of WHS/OHS is primarily the responsibility of RMCG. Officers are obligated to ensure RMCG fulfill this responsibility. Officers are required to contribute to the health and safety of all employees and others engaged or caused to be engaged by RMCG in our workplaces. To this end, it is the responsibility of officers to develop, implement and keep under review (in consultation with its workers) the organisation's WHS/OHS Program.

Officers are committed to:

- Monitoring the health and safety of the business's workers and the conditions at any workplace under RMCG control
- Being responsible for the effective implementation of the organisation's WHS/OHS Policy
- Observing, implementing and fulfilling its WHS/OHS responsibilities
- Ensuring that the agreed procedures for regular consultation between officers and those with designated and elected health and safety responsibilities are followed
- Making regular assessments of health and safety performance and resources in cooperation with those designated and elected health and safety functions
- Ensuring that the health and safety procedures and systems are periodically revised and consistent with the level of risk of the organisation's health and safety objectives
- Being informed and keeping information and records relating to the health and safety of its workers so that health and safety performance can be accurately gauged and improved
- Nominating a PCBU representative, authorised to speak on behalf of the organisation about health and safety issues and provide for consultative arrangements between officers and employees.

RMCG Officers will exercise due diligence to ensure the realisation of RMCG's policy and legal compliance through:

- Proactively acquiring and keeping up to date all necessary knowledge of work health and safety matters
- Diligently understanding the nature of RMCG operations, hazards and risks
- Ensuring RMCG has appropriate resources and processes available that are utilised to eliminate or minimise risks to health, safety and welfare
- Ensuring RMCG has appropriate processes for receiving and considering information regarding incidents, hazards and risks that are responded to in a timely manner

- Ensuring RMCG implements processes compliant with all duties and obligations required of RMCG under the legislation, including:
 - Reporting notifiable incidents
 - Consulting with workers
 - Ensuring compliance with notices issued
 - Ensuring the provision of information, training instruction and supervision of workers regarding work health and safety
 - Ensuring health and safety representatives (HSRs) receive mandated training entitlements.
- Officers must verify the provision and implementation by RMCG of the abovementioned resources and processes.

1.3.2 WORKERS (EMPLOYEES)

All workers have a duty to take reasonable care for their own health and safety and for the health and safety of persons who may be affected by their actions.

Workers must:

- Take reasonable care by act or omission of their own health safety and welfare
- Take reasonable care by act or omission for the health safety and welfare of others in our place(s) of work
- Comply, as far as is reasonably practicable, with all reasonable instructions given by RMCG for legal compliance and policy success
- Co-operate with all reasonable policies and procedures of WHS/OHS relating to health, safety or welfare.
- Comply with the organisation's procedures for reporting an accident, incident or near-miss
- Report any hazard or potential hazard to their supervisor, a senior manager or WHS/OHS representative
- Follow the issue resolution mechanism.

1.3.3 OTHERS

Others whilst at RMCG must:

- Take reasonable care by act or omission for their own health safety and welfare
- Take reasonable care by act or omission for the health safety and welfare of others in our place(s) of work
- Comply, as far as is reasonably practicable, with all reasonable instructions given by RMCG for legal compliance and policy success.

Self-employed persons:

- Contractors, subcontractors and self-employed persons must fulfil their duties as a person conducting a business or undertaking (PCBU) under the legislation
- RMCG policy must be complied with at all times
- Officers and workers of contractors, subcontractors and self-employed must by act or omission ensure their own health, safety and welfare and the health, safety and welfare of others at our workplace(s)
- Contractors, subcontractors and self-employed persons must ensure that all work complies with the legislation and all relevant Codes of Practice and all relevant Australian Standards.

1.3.4 WHS/OHS COMMITTEE

Consultation processes must be reviewed and comply with legislative requirements by the end of transitional period as set out in the legislation.

The WHS/OHS committee comprises our Health and Safety Representatives (HSRs), RMCG's HR Co-ordinator and a member of the Leadership Team who is authorised to speak on behalf of RMCG on WHS/OHS issues, as the management representative (PCBU).

The WHS/OHS committee meets on a quarterly basis to discuss various issues relating to the business's health and safety system. The group is primarily responsible for reviewing the business's health and safety risks, ensuring relevant hazard controls are identified and implemented, developing and reviewing organisational policies and procedures, consulting and communicating with workers about WHS/OHS matters and providing the appropriate professional development and training requirements in order for workers to comply with safety policies and procedures.

1.3.5 HEALTH AND SAFETY REPRESENTATIVES (HSRS)

RMCG has elected workers that act as HSRs in each work location. HSRs have the important functions of:

- Representing workers in their work group on health and safety matters
- Monitoring health and safety measures implemented by RMCG
- Investigating complaints from their work location relating to health and safety
- Looking into potential health and safety risks in their work location

1.4 CONSULTATION

RMCG will consult as far as reasonably practicable with our workers on all matters that could affect their health, safety and welfare. Consultation will be conducted in compliance with the legislation and the Codes of Practice.

Consultation, representation and participation at RMCG are defined by:

- Sharing relevant information between RMCG and our workers
- Giving workers reasonable opportunity to raise the WHS/OHS issues and to express their views on these matters
- Workers views will be considered by RMCG, and workers will be advised, in a timely manner of the outcomes derived through consultation, representation and participation.

This policy will be authorised by the officers of RMCG. It is to be proactively implemented, driven and maintained by the officers of RMCG. It will be communicated to all existing and new officers, workers, contractor's, subcontractors and self-employed persons as well as their staff.

This policy will be reviewed by RMCG officers in consultation with the workers and the HSRs at:

- Intervals determined in consultation with the HSRs
- At intervals no greater than 24 months, or sooner if requested by an HSR or a majority of workers, following a notifiable or dangerous incident, serious illness and/or injury as defined in the WHS/OHS Act 2004 and the WHS/OHS Regulations 2007
- RMCG's WHS/OHS plan is available electronically within the internal filing system
- RMCG provides information about its WHS/OHS policies and procedures for new workers via the induction process. Communication about any changes or updates to WHS/OHS policies and procedures is undertaken on an as needs basis via the internal staff meetings.

1.5 REVIEW AND UPDATE

The WHS/OHS policy and management plan and the responsibilities documented above will be regularly reviewed in light of legislative or organisational changes, HSR or worker request, or on an annual basis (whichever is sooner). RMCG seeks cooperation from all workers to realise its health and safety objectives, and in creating a safe work environment. All workers will be advised, in writing, of agreed changes and arrangements for their implementation.

1.6 PERFORMANCE REPORTING

RMCG will report WHS/OHS performance on an annual basis via the business's annual report.

1.7 WORK COVER PERFORMANCE RATING

RMCG's Work Cover performance rating is 2.86% better than the average for the industries in which we operated (as at July 2023).



Claire Flanagan-Smith

Management representative – WHS/OHS