



PAA Health & Safety (H&S) Policy

Commitment

The Porepunkah Airfield Association (PAA) is committed to eliminating risks to health and safety, and reducing risks where elimination is not reasonably practicable. This policy outlines how we manage Health and Safety (H&S) on the Airfield, in line with legislation and standards.

Scope

This policy relates to anyone entering the Porepunkah Airfield including PAA members, contractors and visitors.

This policy outlines the requirements for:

- communication and consultation
- appropriate procedures and measures to identify, report and minimise H&S risks
- appropriate and maintained tools and equipment
- induction and training
- documentation, investigation and review of incidents with a view to future risk minimisation.

Communication and consultation

The PAA committee will communicate and consult with stakeholders on matters of health, safety and wellbeing. Communication of H&S matters will be made by the PAA President who is the representative for safety in this policy.

Communication of H&S information to PAA members can be made by

- email through regular airfield updates or immediate safety alerts
- formal or informal meetings
- scheduled six-monthly member Information Sessions

Communication of H&S information to Airfield Visitors and all Users will be through signage at the Airfield main entrance.

Consultation will occur when:

- identifying hazards, assessing risks and making decisions on appropriate controls
- proposing changes to the Airfield, equipment or operations that may affect H&S
- reviewing or developing the H&S policies and procedures.

The PAA committee must consult with affected people so far as it is 'reasonably practicable,' taking into consideration the circumstances, including:

- nature of the task and hazards
- nature and urgency of the particular decision or action
- diversity of individuals including language, literacy or disability.

Reporting and documenting H&S Issues

H&S issues or hazards can be reported in a variety of ways, including:

- phone call or email to PAA President or committee members
- to the Duty ARO
- site inspections
- maintenance requests
- risk assessments
- meetings

In accordance with the PAA MOU with the Alpine Shire Council the PAA will be responsible for taking action, or where appropriate, notifying Council of action required, regarding issues arising from the serviceability inspections”” The Association will, to a reasonable and practicable extent, monitor operations at the airfield. Where the PAA becomes aware of practices which are unsafe or do not conform to aviation legislation, rule and regulations, it will contact the operator and instruct them to cease from such practices and will report to Council’s Facilities Manager, as soon as practicable, that it has taken that action. The PAA will be responsible for compliance with legislation relating to occupational health and safety, and civil aviation safety.

Resolving H&S Issues

All H&S issues need to be resolved as soon as possible. Consultation and communication are the best ways to achieve resolution. The issue, process and outcome should be documented. Generally discussing issues identifies acceptable solutions. If this is not possible, the issue resolution process below is used.

If the hazard/issue cannot be rectified immediately, or there is dispute regarding a solution, the President should be notified as soon as practicable.

Where the issue involves an *immediate threat to the health and safety of any person*, any person may direct that the area is isolated and/or all activities cease.

Any reported issue and its resolution must be documented. The issue and agreed outcomes will be communicated to stakeholders using appropriate communication methods.

If an issue takes longer to resolve than anticipated, the President must update stakeholders at regular intervals, to ensure that all parties are aware of the progress.

If resolution cannot be achieved, or an immediate threat remains, WorkSafe may be notified for an inspector to visit and help determine a resolution.

Hazard Management Procedure

Hazard Identification

A hazard is anything that has the potential to cause an injury or damage. They can be identified by:

- observations and/or concerns by anyone.
- **hazard and maintenance Inspections**
- incident reports – either verbal or written
- **risk assessments**

- Information in work method statements or Chemical [Safety Data Sheets \(SDSs\)](#).

The PAA committee will maintain a Hazard Register that will list identified hazards and risks, controls implemented and any associated Risk assessments

Hazard and maintenance inspections

The Aerodrome Reporting Officer will conduct fortnightly hazard inspections. Refer to the PAA Aerodrome Reporting Officer Policy (ARO) for more details.

The committee and / or it's delegates will conduct a hazard and maintenance inspection at least every three months to:

- Review maintenance of the Airfield
- Identify any new hazards and implement controls
- monitor and evaluate the effectiveness of current H&S practices
- encourage involvement in H&S.

Inspections involve a physical walk around all areas of the airfield checking items listed on the [Hazard & Maintenance form](#).

The PAA President is responsible for ensuring that hazard and maintenance inspections are undertaken quarterly (within 2 weeks) prior to PAA Committee meetings

If any issues are identified, action should be taken to address and resolve. If appropriate resolution is not possible further actions may include:

- undertaking a documented risk assessment for committee consideration
- seeking specialist advice.

Issues that cannot be immediately rectified are to be documented and rectified as soon as possible. Issue is to be communicated to members of the PAA.

Hazard Reporting

If you identify a hazard you are responsible for ensuring it is reported on in a timeframe that is appropriate and reasonably practicable for that hazard. Report orally or in writing to a PAA Committee member. If not immediately resolved, the issue must be tracked on the H&S [Action Plan](#) maintained by the PAA Committee.

The PAA committee is responsible for ensuring any immediate risks to safety are addressed promptly, or that the hazard is appropriately isolated.

H&S risk management

Risk identification

There are a number of different ways of identifying risks, including:

- observations reported
- incidents
- hazard inspections or reports
- Chemical Safety Data Sheets (SDS)

When is a risk assessment required?

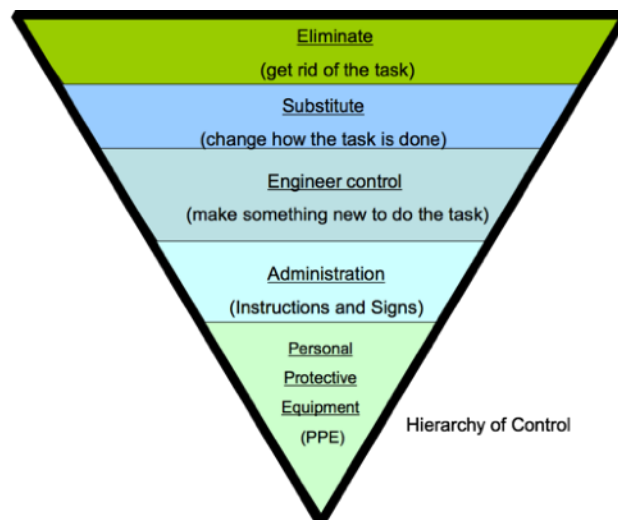
A risk assessment should be undertaken prior to new or changed tasks, procedures or equipment, to ensure it is not going to create other H&S risks. A risk assessment can be a dynamic “on the spot” consideration eg before opening a hangar door on a windy day or a complex and documented process eg engaging a contractor to spray weeds

An assessment of risk and control measures shall be undertaken:

- before purchasing goods and services
- on receipt of goods and services
- before manual handling
- prior to the new task or changed activity commencing
- when new information regarding H&S hazards and risks become available
- at least every five years
- following the implementation of new control measures (within 2 months or sooner if required).

Risk Control

Control mechanisms are used to manage risks. The hierarchy of control below should be used to consider the most effective and practical level of control. Elimination is considered most effective, and Personal Protective Equipment (PPE) the least effective. It may be necessary to use more than one control measure, or use an interim measure.



Risk Review

The PAA Hazard Register is a living document and should be reviewed regularly. Risk assessments should be reviewed every five years, however a review is required when:

- a concern is raised
- a process changes
- a legislative requirement changes
- the risk rating changes substantially.

Any new control must be reviewed within 2 months, or sooner if required.

First aid and personal protective equipment* (PPE)

The PAA is required to provide a safe environment, with adequate facilities including first aid kits and PPE for members. Contractors are required to provide their own PPE

The first aid kit must be in a container that is easily recognisable, accessible and protects the contents from dust and damage. It must contain:

- basic first aid notes
- disposable gloves*
- resuscitation mask
- individually wrapped sterile adhesive dressings
- sterile eye pads (packet)
- sterile coverings for serious wounds
- triangular bandages
- safety pins
- small sterile unmedicated wound dressings
- medium sterile unmedicated wound dressings
- large sterile unmedicated wound dressings
- non-allergenic tape
- rubber thread or crepe bandage
- scissors

Purchasing goods and services (including plant and machinery)

We must consider H&S when purchasing or acquiring any goods (including plant and equipment) or services, and ensure there are safe systems of work.

What are goods, services, plant and equipment?

Goods are consumable items, such as markers, chemicals and signs.

Services are tasks performed by individuals, such as contractor and maintenance work.

Plant is any piece of machinery, appliance or tool e.g tractors.

Equipment is any equipment used to undertake a task, including Radios, PPE

Selection of a supplier of goods and services

A supplier must:

- be able to provide the good or service at a competitive price and in a timely manner
- provide after sales support, advice and provision of technical information including Safety Data Sheets (SDS's) or safe operating instructions if required.

Purchasing and acquisition of plant and equipment

Our only plant and equipment requirements relate to mowers, tractors and minor equipment for maintaining the airfield. We will provide relevant training and information to members in the use of this equipment. (Contractors are responsible for meeting their plant and equipment requirements.) A pre-purchase check must be undertaken to ensure it is appropriate for the required task before purchase.

Equipment must meet applicable Australian Standards. The manufacturer or supplier also has a responsibility to advise of any known hazards and means of control. This will be detailed in the product operating manual, and should be used to inform the development of a Safe Work Practice for the item where required.

Asset/Equipment register

Plant and equipment must be maintained appropriately and in good working order. This includes preventative and emergency maintenance. An asset/equipment register supports this, and details relating to this are found in the Maintenance Procedure.

The register should include where relevant:

- Type of equipment
- Description of the equipment
- Manufacturer
- Make
- Model or Serial Number
- Registered item number
- Where the item is located
- Service Contract Name
- Date of last service
- Date of next service
- Service Frequency
- Disposal Date

The asset/equipment register will be held centrally by the PAA Secretary, with local copies onsite in the tractor shed.

All items of equipment or plant owned by PAA should be included on the asset/equipment register. These items include:

- Mowers and Tractors
- Small Equipment
 - Hand mower
 - Line trimmers
 - Blowers, etc.

There may be other equipment over the value of \$1,000 that do not require preventative maintenance or service agreements, eg computers. The purchase and disposal of this equipment should still be included on the asset/equipment register.

Risk assessments for use of equipment

Before powered equipment can be used, the associated risk assessments must be completed and any identified hazard controlled to an acceptable level. A Safe Work Practice must also be developed.

Disposal of assets and equipment

No powered mobile plant, plant or equipment may be disposed of without the authorisation of the PAA President, who updates the asset/equipment register and discusses how it will be disposed of.

Electrical safety

Electrical equipment (if any):

- should be inspected during quarterly hazard inspections
- requires scheduled tagging and testing by a qualified person
- should be tagged out if faulty until repaired or disposed of
- should be reviewed if equipment is rarely used
- should not be used or stored in wet areas

Prior to using electrical equipment staff should ensure:

- it has a current test and tag sticker
- there is no obvious damage or defects
- power cords do not have exposed wires
- it is not used near water
- double adaptors are connected directly into the wall outlet
- extension leads are uncoiled when in use.

New Equipment

Purchased new electrical items does not require testing and tagging until the next scheduled date of testing. New equipment must be recorded on the site asset/maintenance register to indicate the purchase date and schedule tag and testing based upon AS/NZ 3760 In-Service Safety Inspection and Testing of Electrical Equipment 2003. Tag and testing of hired equipment is built into the hire contract.

Chemical Management and Safety Data Sheets (SDSs)

SDSs (Safety Data Sheets) provide information about chemical substances, including usage, storage, ingredients, possible health affects , etc. There should be one for each chemical in the workplace. The SDS must be known to, and be accessible by all staff. The issue date (from the manufacturer) must fall within the last five years, or an update is required, which is the responsibility of the manufacturer. Where an SDS is required it will be listed on the policy matrix with an applicable review date.

Induction and training

PAA members and contractors will have H&S induction and training as required.

All new members will have an induction that covers our policies, procedures, and practices, as well as site specific requirements.

Site induction requirements vary, but the fundamental principles are ensuring the person is aware of:

- access and security
- how to safely navigate the site and find things like first aid kits or forms
- where they can store their belongings and access bathroom facilities
- how to safely operate any equipment on site
- site routines
- general amenities in the local area
- relevant H&S considerations
- emergency procedures and contacts.

Incidents, injuries and reporting

A Worksafe (Vic) notifiable incident is any incident involving any person at a workplace that results in:

- the death or serious injury of any person
- an injury requiring medical treatment within 48 hours of exposure to a substance
- an injury requiring immediate treatment as an in-patient in a hospital
- an injury that requires immediate medical treatment for:
 - loss of bodily function e.g. broken bones, loss of consciousness
 - serious laceration e.g. any laceration that requires one or more stitches or treatment to prevent loss of bodily fluids or infection
 - amputation of any part of the person's body
 - serious head injury
 - serious eye injury
 - electric shock
 - spinal injury.

An incident is also notifiable if it involves:

- the collapse or partial collapse of a building or structure
- an implosion, explosion or fire
- the escape, spillage or leakage of any harmful substance including dangerous goods that has potential to cause an injury that would have been notifiable.

- the fall or release from a height of any plant, substance or object that has potential to cause an injury that would have been notifiable.

Appropriate medical attention for the affected person and/or other emergency services according to the nature of the incident must be sought first. WorkSafe (Vic) must be notified of any notifiable incident that involves any person.

The PAA President or delegate at the incident scene must telephone the **Alpine Shire Council - Risk Officer on 03 5755 0555** to advise of a notifiable incident. ASC will notify WorkSafe immediately after a notifiable incident occurs, once the safety needs of all involved have been met. All actions must be documented.

When reporting a notifiable incident the following information must be supplied:

- address of where the incident occurred
- name of the injured/deceased person, details of the injury and a brief description of what happened
- contact details of a person at the incident site or the manager
- whether the police, ambulance or other emergency services were involved.

[WorkSafe](#) (Vic) must also receive written notification within 48 hours of the incident. Once the form is completed on line, a copy must be retained.

Any injuries must be documented.

The insurer must be notified within 48 hours.

WorkSafe Inspections

WorkSafe Inspectors have the legal power to enter any Victorian workplace where people are working, at any time.

On arrival the WorkSafe Inspector will

- Identify themselves using their identification badge
- Ask to speak to the site manager
- Ask to speak to the H&SR (if there is one on site)



During their visit an inspector can:

- Ask to be shown around
- Ask questions about the work done on site
- Ask to see (this list is not exhaustive)
 - copies of incident reports
 - Safe Work Practices
 - hazard inspections
 - maintenance records, equipment registers, emergency procedures
 - risk assessments
 - H&S action plan

At the end of their visit the inspector:

- writes an Entry Report, which will be left at the service
- may issue Improvement Notices.

PAA President must:

- check the identification of the inspector, and once satisfied with their identity, allow them to access the site.
- answer any questions asked by the inspector, and allow them to see any paperwork they request
- if the Inspector requests copies of documents get them to detail which documents they require in their Entry Report.

Responsibilities

Everyone is responsible for ensuring their own health and safety in the workplace, and H&S of others who may be affected by their actions or omissions.

PAA President is responsible for:

- ensuring H&S policies and procedures are kept up to date
- acting as the H&S representative for members, contractors and Worksafe.
- ensuring the first aid kit requirements are met and reviewing changed requirements

All Members are responsible for:

- working in line with this policy including reporting hazards
- dressing safely (PPE) for the task
- facilitating and reporting WorkSafe inspector visits
- participating in related training and development.

Contractors are responsible for:

- working in line with this policy, their contract and induction
- working in line with legislation applicable to their industry
- meeting specific H&S requirements such as safety signage, PPE, plant and equipment, chemical management etc
- maintaining own electrical equipment
- providing work method statements
- seeking approval for work required outside agreement
- written reports as agreed.

H&S Policy questions and feedback

If you would like a copy of this policy, or if you have any privacy questions or feedback, please contact us at: info@ypok.org.au

Legislation, Standards and Agreements

The following legislation applies to this policy and supporting documentation:

[Occupational Health and Safety Regulations 2017](#) (Vic)

Related internal documents

Machinery & Equipment Usage

The Machinery & Equipment Usage Policy

The Aerodrome Reporting Officer (ARO) Policy

Policy	
Version	Details
V1	11-11-19
Endorsed	Owen Jourdian