



When blank, this form is classed as **OFFICIAL**, when filled out, this form is classed as **OFFICIAL-SENSITIVE**.

Incident Action Plan

OHS Sub-Plan

Incident Name		
Date of This Plan		
Operational Period Date / Time	From:	
	To:	

Compiled By Planning Officer			
Name:			
Signature:		Date:	

Occupational Health and Safety (OHS) Sub-Plan

Incident Name:		Date Prepared:	
Location / Description:			
Operational Period			
From:		To:	
Assessment Conducted By:			
Name:		Position:	
Name:		Position:	
Consulted With:			
Name:		Position:	
Name:		Position:	

Describe what is being assessed <i>(e.g. process, task, equipment, item, merchandise) Include model number where relevant</i>	
People at Risk:	DoT Staff <input type="checkbox"/> State Response Team <input type="checkbox"/> Public <input type="checkbox"/> Partners <input type="checkbox"/>
List any previous risk assessments, incidents or similar analyses:	
List any relevant legislation, codes of practice, guidance notes/material and standards etc:	

Hazard Identification			
Manual Handling <input type="checkbox"/>	Thermal <input type="checkbox"/>	Radiation <input type="checkbox"/>	Electrical <input type="checkbox"/>
Fall from Heights <input type="checkbox"/>	Psychological <input type="checkbox"/>	Biological <input type="checkbox"/>	Chemical <input type="checkbox"/>
Plant/Equipment <input type="checkbox"/>	Noise <input type="checkbox"/>	Pressure <input type="checkbox"/>	Vibration <input type="checkbox"/>
Slip/Trip <input type="checkbox"/>	Other:		

Background Information

Severity (What is the potential consequence that would result from the hazard?)		
1. Catastrophic	<ul style="list-style-type: none"> • Death or permanent disability/illness • Sever property & business loss (e.g. explosion) • Severe environmental damage (e.g. containments release) 	
2. Major	<ul style="list-style-type: none"> • Long term illness or serious injury • Loss of business capability for greater than 1 day • Major property or environmental damage 	
3. Moderate	<ul style="list-style-type: none"> • Medical treatment or several days off work • Property damage resulting in some loss of business capability • Containment release contained without outside assistance 	
4. Minor	<ul style="list-style-type: none"> • First aid treatment • Minor property damage • On site containment release immediately contained. 	
Likelihood (What is the chance of an incident occurring and the chosen severity being the outcome)		
5. A – Very Likely	<ul style="list-style-type: none"> • Considering how often people are exposed to the hazard, the chosen severity would be expected to occur most times. 	
6. B – Likely	<ul style="list-style-type: none"> • Considering how often people are exposed to the hazard, the chosen severity would be expected to occur often. 	
7. C – Unlikely	<ul style="list-style-type: none"> • Considering how often people are exposed to the hazard, the chosen severity would be expected to occur sometimes. 	
8. D – Very Unlikely	<ul style="list-style-type: none"> • Considering how often people are exposed to the hazard, the chosen severity would hardly ever occur. 	
Hierarchy of Control		
Always attempt to implement a control from the top of the hierarchy, as these controls are the most effective. You may need to consider more than one control.		
9. Most Effective	Eliminate	Totally remove the hazard
	Substitute	Replace the hazard with something less hazardous
10.	Engineering	Place a guard on the equipment or change the process in some way.
11. Least Effective	Administration	Training, procedures, signage, supervision
	Personal Protective Equipment	Gloves, hearing protection

1. Introduction
The Site OHS Sub Plan provides guidelines for the development of site Occupational Health and Safety (OH&S) Plans for MOP/MTE Emergencies. Relevant legislation for Occupational Health and Safety for Western Australia responses are the <i>Occupational Safety and Health Act 1984</i> & <i>Occupational Safety and Health Regulations 1996</i> .

2. Objectives of a Site OH&S Sub Plan

The OH&S Sub Plan is to ensure that the oil spill response operation is completed without injury to either response personnel or to the general public, and without any damage to health.

Primary Objectives:

- To document and describe the systems and procedures proposed to respond to the hazards associated with each phase of the response.
- To provide plans of action for the management of known or predicted major and significant hazards
- To ensure compliance with the relevant legislation, guidelines and standards in relation to the storage, transport and disposal of dangerous goods and hazardous substances.

Secondary Objectives:

- Details of the hazard and risks association with the project
- Procedures for managing and minimising identified risks
- Increased awareness of hazards and risks associated with the response
- To be more pro-active and less reactive
- All spill response team personnel are aware of what is expected of them in respect to safe working practices and their responsibilities to other team members and the public.

3. Responsibilities of Health and Safety

3.1 Forward Operating Base (Operations Commander)

The Operations Commander has a duty of care to everyone involved in a response to “ensure so far as is reasonably practicable that the individual is, while on site, safe from injury and risks to health”. Stakeholder involved in spill response will delegate responsibility for company employees to the most senior on-scene employee.

The Operations Commander is responsible for ensuring that a Site OH&S Sub Plan is developed and implemented. In larger spill responses this will usually be undertaken by the nominated FOB OH&S Coordinator or, if appointed the FOB Incident Safety Officer.

3.2 FOB OHS Coordinator/Incident Safety Officer

In the event of a larger spill response, the Operations Commander may direct the FOB OHS Coordinator or the FOB Incident Safety Officer or both to assist with the implementation of the site OH&S Sub Plan. This will be in line with the Incident Action Plan planning process and in consultation with the other Section Officers, particularly the Operations Officer, and the Operational Unit Coordinators.

4. Hazard and Risk Management

All persons entering a site should assess the site for hazards. The first person on site should undertake a site assessment and report hazards to the relevant Coordinator. These should then be passed to the FOB OH&S Coordinator for inclusion in the Site OH&S Sub Plan and in the OH&S Induction.

All incidents involving workers or volunteers are to be reported to the supervisor immediately (or at the latest within 24 hours). The supervisor must ensure that incidents are recorded, investigated and incident reports kept for a minimum of **three years**. Serious injuries and work related deaths need to be reported to the Site Commander who will then inform **WorkSafe** on **1800 678 198 (24hrs)** according to section 231 if the *Occupational Safety and Health Act 1984*.

Refer to the site specific risk assessment for information on site specific hazards, risks and control measures.

5. OHS Induction

All personnel involved in an field activity must undertake general induction training. This will cover the following:

- | | |
|---|---|
| • Manual Handling Safety practices | • Working with chemicals (including oil) |
| • Avoiding slips and falls | • Fatigue |
| • Personnel hygiene | • Hypothermia and/or working in heat |
| • OH&S organisation | • Incident Reporting (<i>see Site Incident/Injury Report Form – Appendix xxx</i>) |
| • Working with equipment/machinery | • Correct use of relevant PPE |
| • Site specific emergency procedures | • OHS responsibilities and expectations |
| • First aid information | • Safety communication strategy |
| • Handling wildlife | • Traffic management |
| • Electrical safety | • Working on water |
| • Crown control (aggression, volunteers etc.) | • Taking rest breaks |

All of the above key points are covered in the **risk assessment** and in the **site induction training and checklist – Appendixes xxxxx**

6. On-going OHS Supervision

It is important that the activities of all teams are supervised and that safe practices are maintained. This requires that breaches of safe practices are identified. This will result in retraining or, for serious breaches, dismissal from the response team or reassignment. The Incident Report Form should be used for this purpose, this form should be used to report all incidents that relate to OHS, work effectiveness, equipment faults, or other occurrence that require remedial action.

7. Emergency Response Procedures

It is important that:

- Should an incident occur, injured people are treated rapidly and effectively
- Should it be required, injured personnel will be conveyed to suitable hospital or other medical assistance as quickly as possible.

The procedures for initiating and OHS response must be clearly documented and included in all inductions for IMT members.

Please refer to **Appendix 5 – Available Medical and Emergency Support Services** for the contact details for all relevant emergency services support. These include emergency rescue services, ambulance, hospitals and local doctors.

Site First Aiders and equipment should be identified in the induction process. See **Appendix 4 – First Contact for Emergency Response** for details.

8. Risk Assessment	
12.	Identify each step in the task
13.	Identify all hazard associated with each step or work environment factor. Record in the hazard table below. Use the Hazard Identification Checklist as a guide
14.	Identify the 'severity' and likelihood (using the information on page 1) for each hazard with no controls in place. Determine the 'risk score' for each hazard using the grid shown and record it in the table below.
15.	Identify all existing controls and/or actions required for each hazard (using the hierarchy of control on page 1) and record them in the table below.
16.	Identify the 'severity' and likelihood (using the information on page 1) for each hazard with controls implemented. Determine the 'risk score' for each hazard using the grid shown and record it in the table below.
17.	Identify any future controls that may assist in reducing the risk further and record them below.

18. Likelihood				
Severity	19. A – Very Likely	20. B – Likely	21. C – Unlikely	22. D – Very Unlikely
23. 1 - Catastrophic	High (1A)	High (1B)	High (1C)	Medium (1D)
24. 2 – Major	High (2A)	High (2B)	Medium (2C)	Medium (2D)
25. 3 – Moderate	High (3A)	Medium (3B)	Medium (3C)	Low (3D)
26. 4 – Minor	Medium (4A)	Medium (4B)	Low (4C)	Low (4D)

Hazard	Risk Rating <i>(with no controls)</i>	Hierarchy of Control	Existing Controls and/or Actions Required <i>(clearly identify if it is an existing control or an action required)</i>	Risk Rating <i>(controls implemented)</i>	Hierarchy of Control	Possible Future Controls
Manual Handling - Lifting of equipment Musculoskeletal injuries						
Exposure Hazardous Substances <i>(Ingestion, eyes, respiratory, skin contact, inhalation)</i>						
Illness or injury to responder						
Slips, trips walking on slippery surfaces (oil and water)						
Plant Operation (oil spill equipment, forklifts, cranes, trailer etc.)						
Weather conditions						
UV Radiation						
Thermal (Heat stress)						
Noise						
Traffic Management						
Access to oiled foreshore by community						
Fatigue Management						
Electrical Safety – electrocution, damaged cords, in wet conditions.						
Psychological (stress)						

27. Site Manager Sign Off and/or National Sign Off (where applicable)

Site Manager:		Signature:		Date:		Time (24hrs)	
National Officer:		Signature:		Date:		Time (24hrs)	

<p>28. I acknowledge that I have reviewed this Risk Assessment Form and to the best of my knowledge the control methods are appropriate. Transfer actions to be undertaken to the Operations Health and Safety Plan (for sites) or actions that require reviewing.</p>	Name:
	Signature:
	Date:

Recovery Management Sub-Plan

Incident Name:		Date Prepared:	
Location / Description:			
Planning Period			
From:		To:	
Prepared By			
Name:		Section:	
Role:		Contact Number:	

Aim
The aim of this sub plan is to develop a recovery plan to rehabilitate environmental, economic, and social and infrastructure of (insert location) and surrounds following the (insert incident name).

Objectives
<p>Key Objectives Include:</p> <ul style="list-style-type: none"> • Establishment of a Recovery Committee that includes stakeholders, community, scientific personnel and other key government agencies in line with WestPlan - MOP and MTE. • Identification of key values of the region and assessment of current and projected status of key values • Development of (insert location) Ecosystem Restoration Task Force • Rehabilitation of affected environment, prioritising the high value sensitivities including (insert list) • Return of affected socio-economic community, including return of beaches to pre-existing condition.

Scope of Recovery
<ul style="list-style-type: none"> • Environment • Economic Cost Recovery • Cultural • Social • Infrastructure - returning staging areas to their original condition

Key Environmental Impacts		
Environmental Impact	Recovery Objectives	Recovery Method

Science Coordination and Research Stakeholders		
Agency	Contact Person	Contact Details
CSIRO		
University of Western Australia		

Australian Institute of Marine Science		
Office of Environmental Protection Authority		
Department of Parks and Wildlife		

Recovery Committee Stakeholders		
Agency	Contact Person	Contact Details
CSIRO		
Industry Representative		
Local Government Representative		
Local Non-Government Organisations		
Local Business Owners Association		
Commercial Fisheries Association		
Community Representative		