

Western Parkland City Authority Workplace Health & Safety (WHS) Manual

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Revision Status Record

Latest Revision Date and number	Revision Description	Author of change
Issue 1 -April 2021	New WHS System release April 2021	Dom Weir
September 2021 V2	Review to remove Commonwealth requirements following handover of lands. Added WPCA Bradfield Site Access Protocol to include access requirements for WPCA employees and contractors along with the Metro workers. Further review will be required within 2 months to <ul style="list-style-type: none"> a. expand on the HSR roles along with internal training for office workers to align with People & Culture. b. Incorporate psychosocial health and the further improvements to the WPCA worker mental health processes. 	Dom Weir
October 26 2021	Added the split of the office and site WHS Risk Registers. Define People and Culture as working with the WHS Advisor controlling WHS training requirements for Office works Defined WHS inductions and competencies onsite as part of onboarding and Bradfield Site induction process,	Dom Weir
Nov 1 st 2021	Changed formatting and location of flow chart explanation minor change only.	Dom Weir
02/11/2021— 25/11/2021)	<ul style="list-style-type: none"> • Defined WHS Advisor is developing the WPCA WHS Training Manual covering WHS training requirements for WPCA Staff and Contractors. • Detailed Objective as being the vessel for document control for ensuring Government compliance • Detailed the role of Protecht in relation to the Corrective Action ands incident and first aid Process. - noting this will need further improvements in a future workshop with the WPCA Principal Risk & Audit Officer, Governance and the WPCA Senior WHS Advisor. This has been initiated with an initial strategy planning meeting between the 2 dated 23/11/2021 • Further changes will be required to these sections of the plan as we make specific to the process- Refer to the WPCA Corrective Action Register for further details on future improvements. 	Dom Weir
08/04/2022- 29/04/2022	Updates to include new training procedure, strategy, and plan. Updated section 3. Manual overview- for new documents to be read as part of the WHS Systems	Dom Weir
09/05/2022	Added Covid Management and fixed some hyperlinks Added detail on Protecht for hazard, incident, and injury requirements for internal use, while detailing the CAR process for site and internal audit – non internal hazard, incident, or injuries etc. Updated section 3 to include additional and new WPCA WHS Documents	Dom Weir
24/05/2022	Terminology changes for employee to staff within document . Also added clearer reference to the Leadership Team meetings and ARC	Dom Weir
25-28 /07/2022	Improved Incident, Near Miss and Hazard Reporting and includes updates to online inductions, also cleaned up the Change Management section. And separation of the construction section into the new document titled “WPCA Bradfield Site Construction WHS Management”	Dom Weir
26/10/2022	Terminology change from protecht to Protecht. No other changes currently required.	Dom Weir

1. Introduction

This document sets out the Workplace Health & Safety and Environmental management strategy to be adopted by the Western Parkland City Authority (WPCA)

It is intended to be used as the document that gives guidance and control for all environmental and workplace health and safety requirements to be upheld during the development of the City of Bradfield and including any activities WPCA conduct across the greater Aerotropolis development.

This WHS Management Plan will be formally reviewed by WPCA as a minimum on an annual basis, the WPCA WHS Committee will assess the requirements for any more frequent reviews at the quarterly committee meetings.

This document and subsequent additions will be made available to interested parties for the purpose of pre project commencement reviews and auditing.

This document and its procedures will cover the office workers of the WPCA and the Aerotropolis development activities of the WPCA.

WPCA Terminology

- a. Within this document the Western Parkland City Authority will be referred by the following terms, all terms used will refer to the same entity.
 - Western Parkland City Authority
 - WPCA
 - The Authority
- b. Where the term “contractor” is referenced in this document, it is to mean the WPCA office professional serving WPCA as a third-party supplier.
- c. Where the term Staff is used, it will be meant to cover both direct employees who are public servants on the Authority payroll, and contractors as defined in point b above.
- d. Site based construction contractors will be specifically referred to as “Construction Contractor”.

WPCA WHS Strategic Objectives

The Authority has defined the following objectives within our WHS Policy.

WPCA is committed to:

- Creating safe and healthy workplaces within the Western Parkland City
- Valuing our people as our most important assets
- Going beyond compliance to ensure the health and safety of our workers and others affected by WPCA activities.

WPCA will do this by:

- Setting best practice for the design and management of healthy and safe workplaces
- Identifying and mitigating factors in the design or management of work that increase the risk of work-related stress
- Regularly surveying staff wellbeing and always offering a confidential Employee Assistance Program
- Providing appropriate and targeted WHS training for all staff
- Providing safe and healthy working conditions to prevent work-related injury or ill health, supported by a timely and durable return to work program
- Establishing a framework and measurable objectives for planning, monitoring, and reviewing our WHS performance. We shall use all data to assess and implement areas of improvement
- Establishing WHS risk management and due diligence processes that are proportionate, where focus and resources are determined by regular risk assessments
- Integrating compliance requirements under applicable legislation into our engagement, management and monitoring of third-party providers
- Ensuring fair and transparent consultation with our staff, third part providers and stakeholders on any workplace changes or other matters that may affect their health, safety & wellbeing.

[The current and authorised policy can be viewed via this Objective link](#)

Call for Action

Work health and safety roadmap for NSW 2022 <https://www.safework.nsw.gov.au/roadmap#intro>

- a. In the NSW construction industry, as of November 2020, there has been a total of 27 deaths this year. That is 9 more deaths in 2020 than at this same time in 2019
- b. The construction industry is consistently in the top 3 highest risk industries in NSW for death and serious injury
- c. The NSW Government has set out ambitious targets of reducing fatalities by 30% and serious injuries by 50% by 2022
- d. The NSW Governments strategy is to build exemplar regulatory services as well as alignment of the vision by peak bodies, authorities, employers, and workers.
- e. In NSW, the current death rate in the construction industry is approx. 2 deaths per 100,000 workers *Table 1: Worker fatalities: number of fatalities and fatality rate by industry of employer, 2018 <https://www.SafeWorkNSWaustralia.gov.au/statistics-and-research/statistics/fatalities/fatality-statistics-industry>
- f. Over the next 50 years circa 1.2 million of GFA will be constructed over 150Ha of land in the Aerotropolis Core, resulting in significant work hours and risk of multiple deaths if a BAU approach is adopted.
- g. Commitment is required from the Authority, its Staff and construction contractors to set targets of zero fatalities and maintain an industry leading low lost time injury rate over the next 6 years.

2. Flowcharts used in this System.

Flowcharts will be used in this Manual to visually explain certain procedures to be followed. Each flowchart has certain symbols which have different meanings.

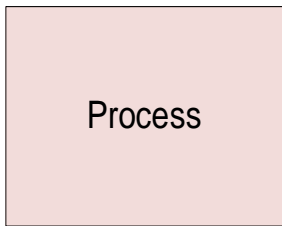
It is intended to be used by the WPCA Staff to become familiar with the systematic process behind each flowchart and guide the user through the individual steps of each part of the flowchart process.

To assist with the readers ability to read and understand this plan, please familiarise yourself with the meaning of the flowchart shapes in the explanation flowchart below.

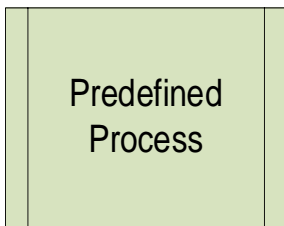
Flowchart shapes explained



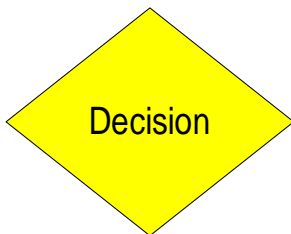
This symbol & colour means that the Organisation has a **Procedure** that defines the start and end points of a procedure



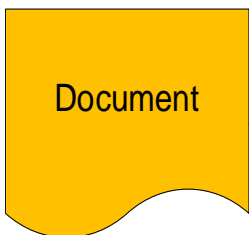
This symbol & colour means that during a procedure a **General Action** takes place



This symbol & colour means that the Organisation has a **Procedure** that defines how an action or process is conducted- in this safety plan the procedures will generally be in either a flowchart style form or in a table style form



This symbol & colour means that during a procedure a **Decision** is made or reached based on the actions being taken



This symbol & colour means that during a procedure a **Document** needs to be completed



This symbol & colour means that the Organisation has completed forms, training or other records stored, or required to be stored within the system

3. Manual overview, legislative requirements and objectives and targets

This Manual will detail the methods used at WPCA for WHS Compliance for the office and for the Bradfield site activities for which the Authority has control.

This plan should be read alongside the following WPCA WHS Documents

a. Western Parkland City Authority Work Health & Safety Commitment and Due Diligence Process	b. WPCA WHS Policy
c. WHS Action Plan	d. WPCA WHS Committee Terms of Reference
e. WPCA Bradfield Site WHS Risk Register	f. WPCA Office WHS Risk Register
g. WPCA Psychosocial Risk Register	h. WPCA Office Risk Register
i. WPCA Covid Safe Return to Office Guide	j. WPCA WHS Training Schedule
k. WPCA WHS Issue Resolution Process	l. WPCA Staff Training Strategy
m. WPCA Bradfield Site Construction WHS Management	

Legislative Requirements

This document, and associated WHS System documents are intended to satisfy the requirements of the NSW WHS Act 2011 and NSW WHS Regulations 2017 and all relevant Codes of Practice for NSW

The WPCA WHS Management will ensure they or their representatives will monitor for new or changed legislative requirements and will ensure all changes are assessed against the WHS System for possible changes

This will be also monitored within the WPCA WHS Committee Meetings.

WPCA Offices and Bradfield site address

Bradfield Site Entry Address	215 Badgerys Creek Road, Bringelly NSW 2556
WPCA Offices	Level 4, 45-47 Scott Street, Liverpool NSW 2170
	Level 2, 10 Valentine Avenue, Parramatta NSW 2150
	Placeholder for the planned Penrith Office address

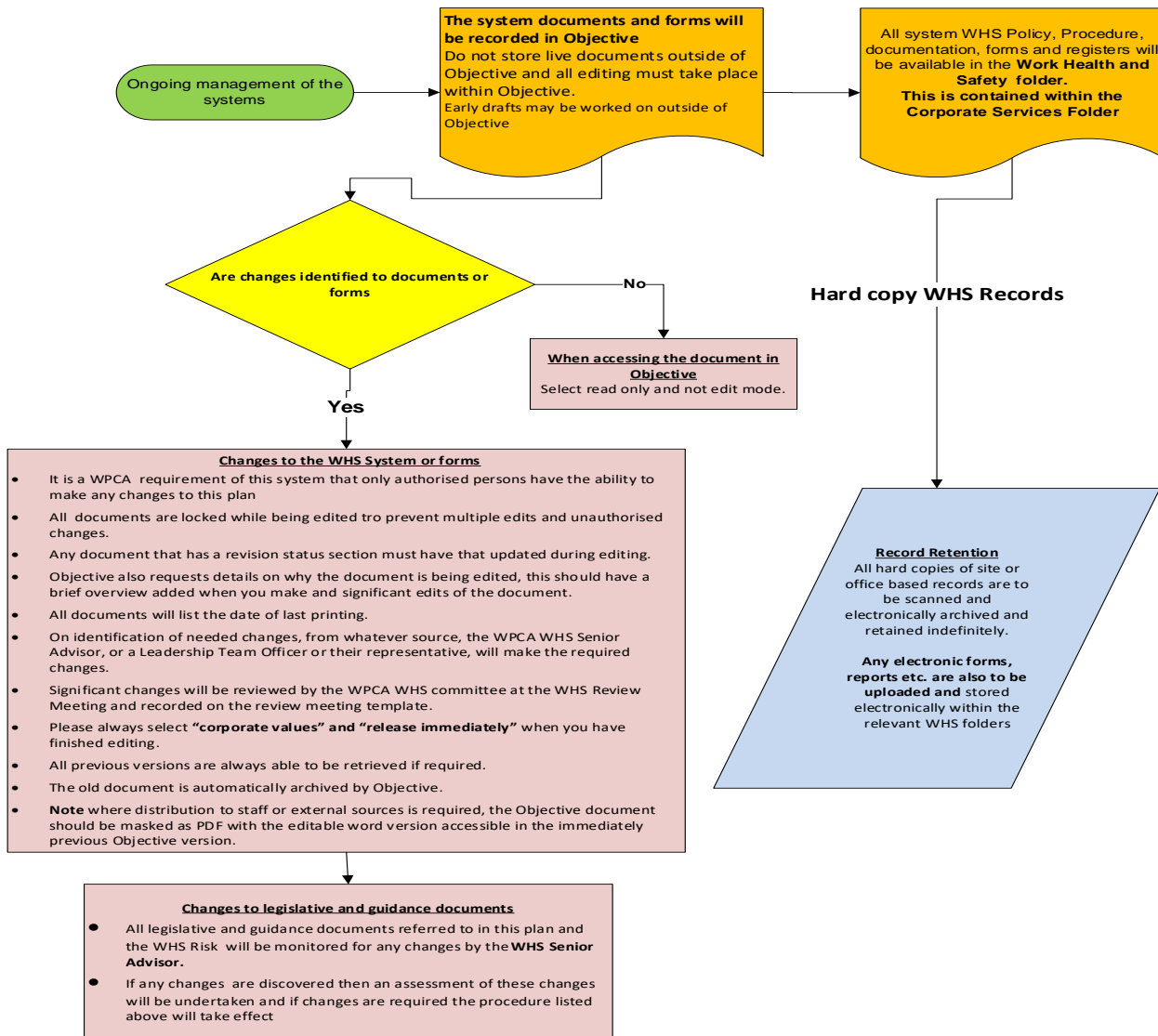
Objectives and Targets

Element	Objective	Targets	By whom
Monitoring of WHS compliance	WPCA Monthly WHS Status Report leadership team meetings summarising lead and lag data, containing both qualitative and quantitative data on general WHS activities and compliance for the WPCA Offices and Bradfield site activities.	1 each, every 5 weeks	WPCA WHS Senior Advisor
	Bradfield Site WHS summary- for all site-based summarising lead and lag data, containing both qualitative and quantitative data and compliance and audit planning	1 each, every 5 weeks	WPCA WHS Senior Advisor
Consultation and WHS Systems compliance	WPCA to conduct ongoing WHS Committee Meetings	1 every 3 months	WPCA WHS Committee
Adequate numbers of trained WHS support staff	Establish and maintain staff for the roles of HSR, First Aid, Mental Health First Officers and Emergency Wardens	1 every 3 months	WPCA WHS Committee

Note: for further detail on the above activities, refer to table one of the WPCA document titled [“Western Parkland City Authority Work Health & Safety Commitment and Due Diligence Process”](#)

Record and Document Management

Record and Document Management



All WPCA Staff and contractors receive WPCA Objective training and support in the use and compliance requirements for Objective. WPCA Staff and contractors may also view additional training and instruction on this process [via this link](#)

Office and Site inspection, audit, induction, and onboarding Records

All site records will be saved in the WPCA WHS Site Files in Objective.
<url:objective://id:qA576231@objective.dpc.nsw.gov.au>

Access of sensitive WHS Records, including links in this WHS Manual

Due to privacy requirements, if you do not have access to any documents via links listed in this WHS Manual, or other WPCA WHS documents, but think you are required to view them, permission for access will be considered on request via the Director of Governance, Audit & Risk, or their representative.

Master copies of flowcharts and online forms

All Visio native file flowcharts used in this WHS Manual or in other WPCA documents, along with the “backend” access to edit and issue any online WHS forms for WPCA are retained in this folder

[url:objective://id:qA596067@objective.dpc.nsw.gov.au](mailto:objective://id:qA596067@objective.dpc.nsw.gov.au)

These master files will be updated each time a new version or new creation of either type of document is made.

4. Context of the Authority

The WPCA is the NSW Government agency responsible for delivering, coordinating, and attracting investment to the Western Parkland City. A key component of this work is the delivery of Bradfield City Centre along with more strategic work such as the preparation of a Blueprint and Economic Development Strategy for the Western Parkland City.

In July 2020, it was announced that the Western Parkland City Authority was being established to bring a new focus on expansive collaboration between local, state, and federal government across the entire Western Parkland City. This expanded the remit of the Western Parkland City Authority (formerly the Western City & Aerotropolis Authority) to the entire Western Parkland City.

The WPCA’s role is to work closely with the eight Western Parkland City councils (Blue Mountains, Camden, Campbelltown, Fairfield, Hawkesbury, Liverpool, Penrith, and Wollondilly), multiple state and Commonwealth departments, business, higher education institutions, landholders, and the community.

Further details on the Authority and our people can be viewed via this link-

[The Authority - Western Parkland City Authority \(wpcasidney\)](http://wpcasidney.com.au)

Needs and expectations of internal and external stakeholders

WPCA have determined the relevant interested parties for our WHS and their relevant needs and expectations. We recognise our health, safety and environmental responsibilities and have made a commitment to improved performance wherever it can be achieved in our activities and practices.

Our main goal is to improve WHS performance considering our client requirements and compliance obligations to ensure the need for suitably engaged workers and procedures are in place and monitored.

Internal	Needs & Expectations		
Staff and management	<ul style="list-style-type: none"> • Safe and healthy working environment for all. • Training and support to carry out work duties. • Support for welfare and wellbeing. 		
Senior management and Board members	<ul style="list-style-type: none"> • Clear processes for reporting and management of compliance. • Timely dissemination of information to make decisions to maintain and improve a strong culture of WHS throughout the Authority. 		
External	Needs & Expectations		
Regulatory bodies SafeWork NSW and NSW EPA	<ul style="list-style-type: none"> • Compliant systems and work practices with competent persons managing systems. • Having in place monitoring and review processes to ensure compliance. • Regular checks of changes to legislation to ensure ongoing compliance. 		
Suppliers	<ul style="list-style-type: none"> • Adequate direction and support during procurement and onboarding and ongoing field management. • Systems of auditing, inspections, consultation, and participation. 		
Community	<ul style="list-style-type: none"> • WPCA to deliver the project with all regards to the health, welfare and safety of our workers and the community and with a care for our environment both now and into the future. 		
WPCA WHS	WPCA WHS Management Plan	Last Printed: 16/11/2022	Page 9 of 32

5. Leadership & Worker Participation

Leadership and Commitment

The Authority has a responsibility towards the safety and wellbeing of all those workers, and others exposed to the activities of the Authority and through the application of risk controls so far as reasonably practicable.

WPCA will be supported by its officers to direct actions required to achieve reasonably practicable management of the Authorities WHS duties.

WHS Policy

The [WPCA WHS Policy](#) can be viewed here.

Duties of the WPCA and its Officers

Our commitment of the Authority and our Officers can be viewed within the WPCA document titled

[Western Parkland City Authority Work Health & Safety Commitment and Due Diligence Process](#)

This document details the requirements the Authority has, as the PCBU, and the methods and means for demonstrating the due diligence requirements in place for our Officers within the Authority.

Duties of the WPCA WHS Advisor

The WPCA WHS Advisor has a duty to monitor ongoing WHS compliance of managers, workers, and contractors and to act on identified areas of WHS improvement.

Specific duties include but are not limited to the following.

1. To review, and approve WHS policy and procedures or other safety related documentation as identified as required
2. To assist and advise on any areas of safety management that may be determined as necessary
3. To monitor the overall system and its effectiveness through audits and through the ongoing monitoring and review processes, as detailed within table one of the WPCA document titled [“Western Parkland City Authority Work Health & Safety Commitment and Due Diligence Process”](#)
4. Report back to the Director of Governance, Audit & Risk on WPCA WHS System compliance through the WHS Summary within the monthly leadership team meetings, and through the WPCA WHS committee meetings. Other means include email, telephone or face-to-face discussions.
5. Act on reported issues raised including incidents and hazards, in consultation with affected stakeholders, and put in place appropriate remedial action to strive to prevent further occurrence.
6. To mentor and assist WPCA Staff and contractors with WHS related guidance and advice.
7. To identify and monitor training requirements for workers in WHS to the level of need they have, this will be by the development and implementation of a WPCA Training Manual that includes a training matrix outlining duties and any specific WHS training required for that role.

Duties of workers

While at work, WPCA workers must:

1. Take reasonable care for their own health and safety,
2. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons,
3. Comply, so far as reasonably able, with any reasonable instruction that is given by WPCA and its managers and supervisors. and
4. Once trained or aware, co-operate with any reasonable policy or procedure from WPCA or other PCBU requirements while conducting WPCA works relating to health or safety at the workplace.
5. Be responsible for completing any WHS documentation required and for maintaining and SWMS and Safe Work Procedures that they are required to use so that they are suitable and accurate to the works performed and the controls required.

Duties of others at the workplace

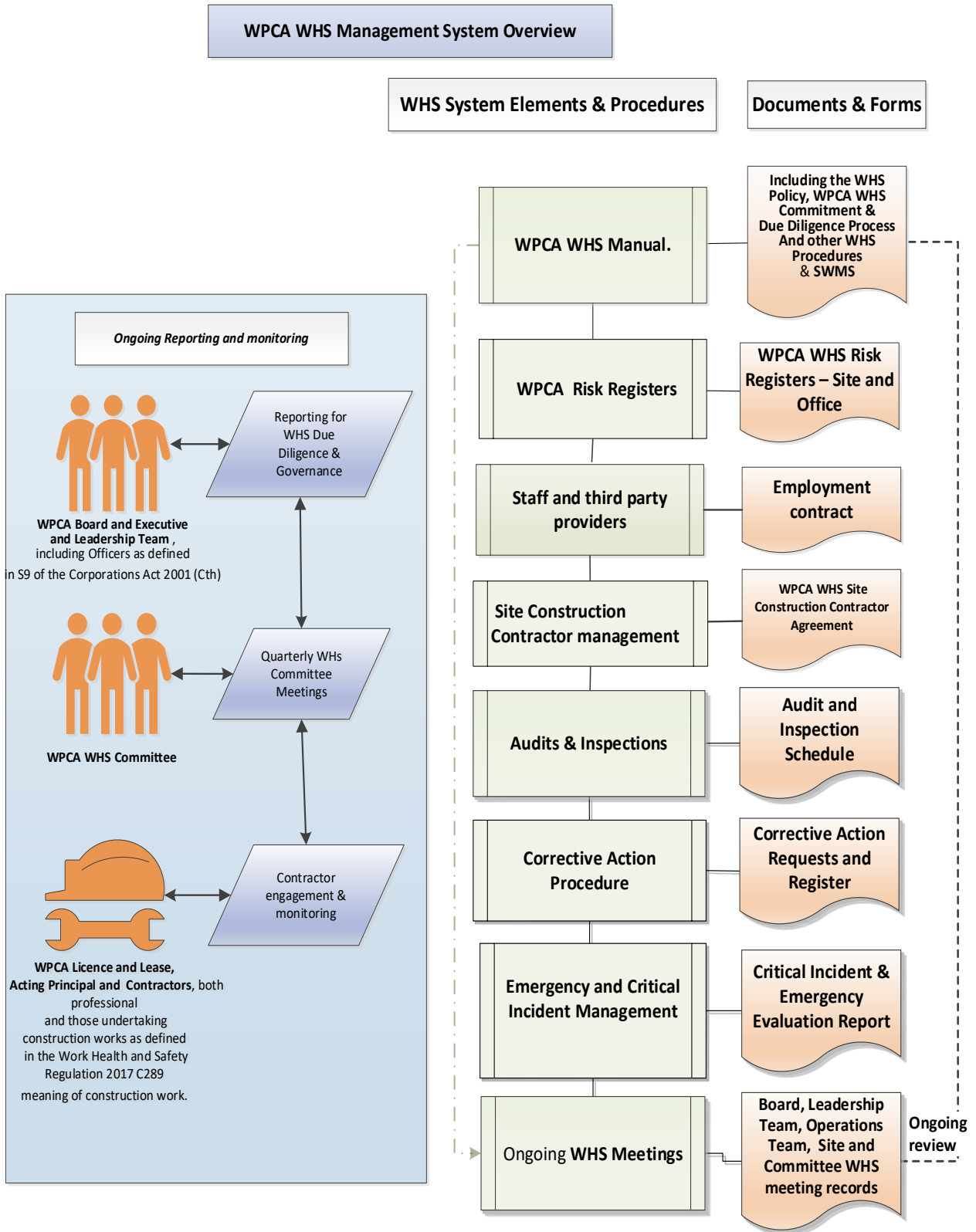
Others include persons such as WPCA visitors, cold callers, relatives, and friends of workers.

Other persons at the workplace must:

- (a) Take reasonable care of their health and safety,
- (b) Take reasonable care that their own acts or omissions do not adversely affect the health and safety of other persons. and
- (c) Comply, so far as reasonably able, with any reasonable instruction that is given by WPCA for the general health and safety of that person

6. Risk Management

Flowchart of the system structure



Hazard Identification and Assessment

Identify & Assess the Hazard

Once a hazard has been identified, it should be assessed using a tool known as in a risk matrix

The risk matrix follows the basic principle of Likelihood x Consequence = Risk Level

Risk level is determined using the Authorities “Enterprise Risk Profile” matrix.

Table 1 WPCA Risk Matrix

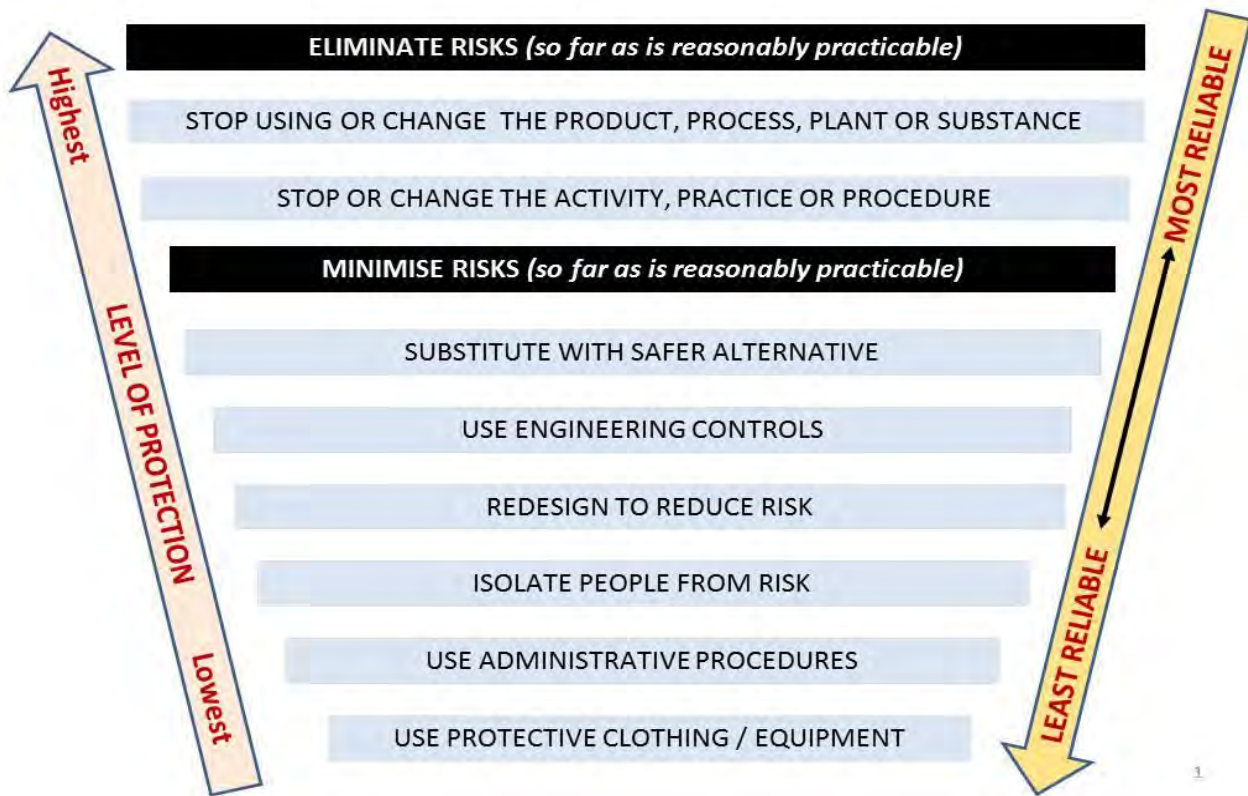
The Authority’s Risk Matrix						
		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Very Likely 5	Moderate 11	Significant 16	High 20	High 23	Extreme 25
	Likely 4	Low 7	Moderate 12	Significant 17	High 21	High 24
	Possible 3	Low 4	Moderate 9	Moderate 13	Significant 18	High 22
	Unlikely 2	Low 2	Low 5	Moderate 10	Moderate 14	Significant 19
	Rare 1	Low 1	Low 3	Low 6	Low 8	Moderate 15

Table 2 Likelihood and Consequence determinations

WORK, HEALTH AND SAFETY - physical and/or mental health injury (Our people and the public)	Consequence rating				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
	Minor injury, first aid treatment, or other impact with minimal or no lost work time.	Moderate injury or impact, medical treatment and lost work time resulting in compensation claim.	Serious injury or impact resulting in hospitalisation and/or significant compensation or public liability claim.	Potential for multiple injuries or impacts. Dangerous occurrence requiring notification to SafeWork NSW. Multiple worker’s compensation claims from the Authority’s Staff or public liability claims.	Extreme event involving multiple injuries and/or a fatality(s) and/or dangerous occurrence from extensive/catastrophic damage to property and infrastructure or sustained bullying or harassment with ensuing legal proceedings. Notification to an investigation by SafeWork NSW with publicised negative findings.
Likelihood Rating					
Rare (1)	Likelihood Unlikely (2)	Possible (3)	Likelihood Likely (4)	Very Likely (5)	
Risk event is not expected to occur for some time. Once during the next 5 to 10 years.	Risk event may occur during the next 2 to 5 years	Risk event may occur once during the next 12 to 24 months.	Risk event may occur during the next 12 months.	Risk event could occur several times within the next 12 months or during project life.	

Once the risk level has been determined WPCA will use the following **Hierarchy of Control** to manage and control risks to a level deemed as **Reasonably Practical**.

Table 3 Hierarchy of Control



What is Reasonably Practical?

1. Likelihood **x** Consequence
 2. What WPCA knows, or ought reasonably to know about the hazard or the risk
 3. The costs, resources and time required for implementation.
 4. Ways and available means to eliminating or minimising the risk so that the cost is not grossly disproportionate to the Risk Matrix
- = Reasonably Practical**

Residual Action Requirements -Re- assessing the risk once controls are agreed upon.

The WPCA has the following table directing action for each risk score once the risk is assessed using the same methods as discussed above.

This chart shows clearly what is acceptable risk, and what protocol is required for control once the scores are determined.

Table 4 Residual Review Requirements

	Residual Review Requirements
E 20-25	<p>Extreme Risk: Extreme adverse effect on WCPA Immediate Action Required, for CEO/Leadership Team attention Treatment action plans should be put in place to reduce the risk level further</p>
H 15-19	<p>High Risk: Potential for high adverse effect on WCPA Executive Management attention needed. Treatment action plans should be put in place to reduce the risk level further</p>
S 10-14	<p>Significant Risk: Potential for significant adverse effect on WCPA Senior Management attention needed. Treatment action plans could be used to reduce the risk level further</p>
M 5-9	<p>Moderate Risk: Moderate potential for adverse effect on WCPA Reviewed by the next level of management when initially rated Manage by Standard Procedures</p>
L 1-4	<p>Low Risk: Low potential for adverse effect on WCPA Ongoing control as part of a business-as-usual management.</p>

WPCA WHS Risk Registers

Based on what is reasonably practical above WPCA will, through consultation with its workers, gather information regarding hazards applicable to its operations.

This information will be detailed within in the WPCA Operational Risk Registers.

There are the following WPCA WHS Risk Register

- a. [WPCA Office WHS Risk Register](#)
- b. [WPCA Bradfield Site WHS Risk Register](#)
- c. [WPCA Psychosocial Health Risk Register](#)

The WPCA WHS Risk Registers will govern how further risk controls are employed within the Authority and will consist of the following.

1. identify all known or foreseeable tasks and events applicable to the Authority and its activities.
2. Using the risk matrix and Residual Review Requirements
3. Assessment each hazard relevant to those tasks that it is aware of
4. Identify possible ways to eliminate or control the risk.
5. Then identify actions required to control each hazard through procedural, instructional, training, and other nominated controls for that hazard.
6. Through these actions further application to risk management will occur. including application of the risk matrix and hierarchy of control, such as detailed within SWMS & Safe Work Procedures

WPCA Safe Work Procedures and Site based SWMS

WPCA Staff that go from the offices to undertake site-based activities will be required to have training in the activities relevant to their site activity.

Currently the documents include.

- a) [WPCA Staff Construction Site Visit SWMS](#)
- b) [WPCA SWP 1 Working Near Traffic & Driving Safe Work Procedure](#)
- c) [WPCA SWP 2 Property Visits Safe Work Procedure](#)

WPCA Event Risk Assessment

Any WPCA Staff that are conducting an internal or external event will be required to complete the [WPCA WHS Event Risk Assessment](#)

- a) This form will help capture and review the details and health and safety considerations for the event planning.
- b) The Event Risk Assessment allows the event planners and participants to add event specific details and go through a checklist that considers different types of potential hazards, risks, and controls.
- c) It also has an event day “toolbox talk” safety meeting form that involves all WPCA staff at the event to discuss the event and any specific WHS requirements.

WPCA Office maintenance providers

Contractors engaged to undertake works within our offices will be appointed by the Controller of the Premises or have had their WHS capability approved by the controller of the Premises .

for Parramatta Offices, CM3 certified contractors will be engaged through the WPCA Executive Assistant following confirmation between them and the Building Manager on their current CM3 compliance status, and be required to complete the online WPCA Office Maintenance Contractor Induction Register.

The QR Code for this induction <url:objective://id:A5478282@objective.dpc.nsw.gov.au> will be at the Office front desk, and the records are stored online or annually moved to Objective.

Bradfield Site Visits

Protocol for arranging site visits

Any person, WPCA Staff, Visitor or WPCA construction contractor must first contact one of the following WPCA Staff to gain approval from the Development team to access the site.

Site Access Contacts

Adam Cheek – adam.cheek@wpcasidney.com.au / 0433 816 053

Dom Weir – dom.weir@wpcasidney.com.au / 0403 956 959

Kris Letsch – kris.letsch@wpcasidney.com.au / 0425 478 751

Bradfield Site WHS Inductions

Site induction management is covered in the document titled “WPCA Bradfield Staff, Visitors and Construction Workers Induction Details”

<url:objective://id:A5457144@objective.dpc.nsw.gov.au>

Note: this is a restricted file and only members of the WHS permission group in Objective are able to access it, if you do not have access but are required to view them, it will be on request via the Director of Governance, Audit & Risk, or their representative.

7. **WPCA Bradfield Site Construction WHS Management**

The WHS management of Bradfield Site Construction can be viewed in the WPCA document “WPCA Bradfield Site Construction WHS Management” <url:objective://id:A5478404@objective.dpc.nsw.gov.au>

8. **Purchasing**

Purchasing of significant items requiring WHS consideration will be managed within the WPCA WHS Committee Meeting

This is a standing agenda action point in each meeting and members of each group will consult on any WHS requirements for upcoming purchases.

General consideration must always be given to ensuring items purchased, where applicable, will meet Australian Standards requirements.

It is not foreseen at this phase of the project and into the next year or more that the Authority will be making significant purchases that would require significant risk review.

9. **Reporting, Audits, and inspections**

Leadership Team Reporting

This reporting will occur each month, and be issued by the Director of Governance, Audit & Risk for the WPCA Leadership Team Members, and will include, as a minimum, the following.

- a. WHS Systems and Policy updates.
- b. Initiatives and event briefings
- c. Risk Register Reviews
- d. WHS Lead and Lag data on training, audits and inspections, hazards, incidents, and corrective actions.
- e. Along with a summary of any WHS documents or processes created or updated.
- f. Bradfield Site WHS Activity Summary

These records, and any accompanying attachments, will be filed in Objective in the [Operational Leadership Team Reports](#)

Bradfield Site WHS summary Monthly Reporting

This reporting will occur each month, and be issued by the WPCA Senior WHS Advisor to the WPCA Development Team Members, and will include, as a minimum, the following.

- a. Bradfield Site WHS summary
- b. Current Site Activities
- c. Site inspections & audits, Reporting and monitoring
- d. Bradfield City Site WHS Induction Summary Land management
- e. Sydney Metro Interface

These records, and any accompanying attachments, will be filed in Objective in the [Bradfield Site WHS summary Monthly Reports](#)

Audits and inspections

Audits and inspections will be conducted for WPCA activities.

- Construction Contractor audits processes will be described in the Construction Contractor Management section of this document.
- WPCA Office, WPCA Site, WPCA Construction Contractor and WPCA systems audits will be scheduled within the [Audit And Inspection Schedule](#) Document
- This document will outline the planned and conducted audits and schedules for the year, and will be discussed at the WPCA WHS Committee Meeting and the Site Monthly WHS Meeting

Throughout the project WPCA will perform audits and inspections of the workplace and work activities to assess for ongoing compliance and improvements

In addition to the SWMS observations undertaken by WPCA the following are ways in which WPCA will monitor the site during the works.

Office Safety inspections

Office safety inspections will occur monthly using the [WPCA monthly office WHS inspection](#) template.


Any issues raised during the inspection will be communicated to the [WHS Committee](#) for resolution or via the [WHS Status Report to Leadership Team](#).




10. Consultation and Participation

WPCA will allow for four main options in establishing consultation arrangements that best fit the needs of the workers for this Service.

WPCA has identified the following means of consultation in place in the Authority .

Note: WPCA has selected Option 4 of the following table.

The Options	Requirements of this Option
Option 1 Health and safety representatives (HSRs) 	<p>HSRs are elected to represent workers on health and safety and matters have responsibilities under WHS legislation.</p> <p>HSRs, once trained, hold powers and responsibilities under the sections 68 and 69 of the Work Health and Safety Act 2011.</p> <p>An HSR plays a pivotal role in gathering information about what the health and safety issues are for their work group. They can work out ways to resolve issues in consultation with PCBU representatives such as managers, supervisors as well as committees and other HSRs.</p> <p>If an HSR has completed approved HSR training they can direct a worker in the work group to stop unsafe work if they reasonably believe workers would be exposed to a serious risk to their health and safety. This stop-work direction can only be given if the issue has not been resolved by consultation, or if the risk is so serious and immediate or imminent that it's unreasonable to consult first. (reference: Health and safety representatives SafeWork NSW)</p>
Option 2 Health and safety committee	<p>WPCA WHS Committee</p> <p>The WHS Committee is structured with members from each WPCA Office.</p> <p>The Committee Members will meet at least Quarterly and have representation of Health and Safety Representatives(HSRs), Staff and Management, including Leadership Team members.</p>

The Options	Requirements of this Option
	<p>The details of this are covered within the document titled WPCA WHS Committee Terms of Reference.</p> <p>The tracking of any actions within the WHS Committee Meeting will be tracked via the Committee Minutes, and not, unless specified, form part of the Corrective Action Process.</p> <p>Records of all previous committee meetings may be viewed via the WHS page on our Staff Intranet</p>
<p>Option 3 Other agreed Arrangement</p> 	<p>Other agreed arrangements are a simpler means for consultation where there is no health and safety representative (HSR) or health and safety committee (HSC). Other agreed arrangements for consultation on health and safety matters could be through:</p> <ul style="list-style-type: none"> • Regular safety meetings • One-off meetings • Face to face discussions • Briefing sessions with workers at the end of work shifts <p>Other agreed arrangements, whatever they may be, must be developed and agreed to in consultation with the worker of WPCA</p>
<p>Option 4 A combination of the above.</p> <p>WPCA has Option 4 as the means of consultation and Participation</p> 	<p>Methods for consultation and worker participation within WPCA</p> <ul style="list-style-type: none"> ✓ WPCA WHS Committee ✓ Health and Safety Representatives ✓ All of Authority End of Year Team Session ✓ Regular emails from the COO ✓ The Parkland Post newsletter with WHS information issued by the HSRs ✓ All-Staff meetings, ✓ Department meetings ✓ Social club events ✓ Monthly Leadership Team WHS Summaries for Officers and Board ✓ Bradfield Site WHS summary issued to the Development team

11. Training, Skills and Competency

WPCA will strive to ensure that its workers are adequately skilled and trained to carry out the requirements of their work in a safe and healthy manner.

- WPCA has established a [training strategy framework](#) for WPCA Staff that will guide the Authority towards identifying minimum training requirements and goals for each individual WPCA Staff based on their roles and responsibilities.
- The [WPCA WHS Training Schedule](#) will include a staff and contractor role defined training matrix that identifies role or work group specific competency needs, and direct training requirements and frequency of training.

- The WPCA Senior WHS Advisor will ensure all site-based inductions are undertaken, and that WPCA Staff or Construction Contractors hold minimum training requirements for those works they undertake at the Bradfield site.

12. **Hazard, Injury & Incident Reporting -Protect recording of Hazards, including near misses, Injuries & Incidents**

All Hazards, including near misses, Injuries & Incidents, will be controlled through the Protect reporting tool. [This tool can be accessed by all staff using this link](#)

The Protect tool requires the review by the department Manager, the appointed Admin and the People and Culture Manager at each stage for close out.

The WPCA Senior WHS Advisor also monitors the Protect reports and reports on events and closed out or open items to the Leadership Team monthly.

WPCA Staff Reporting and recording of Injuries.

For any injuries occurring performing WPCA works, the following will occur

- As soon as a WPCA staff or contractor becomes aware of a workplace injury or illness they are to complete an Protect Report Form. This can be done with the assistance of the WPCA Senior WHS Advisor.
- The report will be assessed by the WPCA Senior WHS Advisor, reported to the Leadership Team during each month WHS Status Report and reviewed each quarter at the WHS Committee Meeting.

Construction Contractor Incident reporting

All WPCA Construction Contractors are advised of their responsibilities for incident reporting through the following means based on their engagement type.

- Direct Engaged or Principal Contractors-** will be governed by the **WPCA Contractor WHS Agreement**, or if under
- a **“licence and Lease”** contract arrangement,
- or as appointed **“Principal”** contract arrangement

Within all types of contractual obligations with WPCA, there are requirements and guidelines for notification and management of incidents, including through their scheduled reporting back to WPCA.

Notifiable Incidents requiring SafeWork NSW to be notified:

Certain events also require investigation regardless of injury. These events may also require that WPCA notify the SafeWork NSW. These are called *notifiable incidents*. *And generally, involve* a death, a person experiences a serious injury or illness, or a potentially dangerous incident occurs.

Definition of Notifiable Incidents

- The death of a person, or
- A serious injury or illness of a person, or
- A dangerous incident.

Definition of serious injury or illness

is to mean an injury or illness requiring a person to have:

- immediate treatment as an in-patient in a hospital, or
- immediate treatment for:

- (i) the amputation of any part of his or her body, or
 - (ii) a serious head injury, or
 - (iii) a serious eye injury, or
 - (iv) a serious burn, or
 - (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping), or
 - (vi) a spinal injury, or
 - (vii) the loss of a bodily function, or
 - (viii) serious lacerations, or
- c. medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

Definition of dangerous incident

an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person’s health or safety emanating from an immediate or imminent exposure to:

- a. An uncontrolled escape, spillage, or leakage of a substance, or
- b. An uncontrolled implosion, explosion, or fire, or
- c. An uncontrolled escape of gas or steam, or
- d. An uncontrolled escape of a pressurised substance, or
- e. Electric shock, or
- f. The fall or release from a height of any plant, substance, or thing,
- g. The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the Regulations, or
- h. The collapse or partial collapse of a structure, or
- i. The collapse or failure of an excavation or of any shoring supporting an excavation, or
- j. The inrush of water, mud, or gas in workings, in an underground Excavation or tunnel, or
- k. The interruption of the main system of ventilation in an Underground excavation or tunnel, or
- l. Any other event prescribed by the regulations,

A very clear additional break down of what is and what is not a notifiable incident is detailed in this SafeWork Australia document <https://www.safeworkaustralia.gov.au/system/files/documents/1702/incident-notification-fact-sheet-2015.pdf>

It is the responsibility of all WPCA workers to immediately notify their senior managers and the WPCA WHS Management as soon as they become aware of any incident as detailed clearly in the WPCA Staff Reporting of Accident, Injury, or Incident

WPCA will ensure for all injuries and assessment is made as to whether it is a “notifiable incident” and act accordingly.

13. Change Management

Change Management can be broadly defined as any event, generated by internal or external influences or events that might trigger a need for review and change of

- a. Processes
- b. Documents and forms

Changes to Processes

Management system and other processes will undergo changes, typically when:

- Improvement opportunities have been identified, typically to improve process effectiveness
- Nonconformities within a process are identified and require corrective action
- Conditions in the industry or our Authority change, requiring a process to be updated
- New processes are added which impact on existing processes, requiring changes
- Government, Cluster or Regulatory requirements result in a need to change processes
- Through events, audits or inspections identifying issues or improvements
- Any other reason determined by management

In such cases, the process must be changed in a controlled manner to ensure proper authorisation and implementation of the changes.

The tracking for a process change shall be generally undertaken and tracked following the [Corrective Action Requests \(CAR\)](#) process within this Manual.

However, the changes may also be managed through the [WHS Committee](#), or through the [Senior Leadership Reporting](#), through [audit actions](#) or even by direct request, the means for documenting or managing the change will remain at the discretion of the Director of Governance, Audit & Risk or Senior WHS Advisor, and will be dependent on the most practical means required, based on the type of process change required.

Changes to Documentation

Management system documents undergo changes when there is a need to revise them and may be for any of the process change triggers listed above. Changes to documentation are done in accordance with the [Record and Document Management](#) procedure in this manual.

Corrective and Preventative Action -Corrective Action Requests (CAR)

Important: Generally, this CAR process as follows will be used for internal events other than hazard or incidents, and for all Bradfield Site Contractor Management Actions requiring formal tracking and close out.

Note that WPCA Internal hazards, near miss events and incidents will be managed using the WPCA Protecht reporting tool

Events to trigger a CAR include, but are not limited to:

- (a) any kind of deficiency in or need to change or improve work practices.
- (b) poor performance.
- (c) Contractor incident investigations, at the discretion of the WPCA Senior WHS Advisor
- (d) inspections, tests, or audits.
- (e) problems with materials, work methods, plant, and equipment.
- (f) incorrect or non-compliant work practices, work environment or other conditions that fail to meet safety and contractual requirements: and
- (g) any other events of a more than moderate nature that cannot be immediately rectified through verbal or on the spot actions.

Issuing, Tracking and Closing Out of CARs

Following identification of the need for corrective actions to be undertaken, a Corrective Action Request (CAR) form will be used to formally document and track the requested actions and rectification.

A CAR can be issued by anyone within WPCA authorised to do so.

Once a CAR is issued it must be followed up for action by the person who issued it or a nominated representative. It must be satisfactorily acted upon within the timeframes specified, after which it shall be closed out with signatures/dates.

The issuer or nominated representative shall also check on the implementation and monitor actions for effectiveness. This will be determined by the action and timeframe specified in the CAR.

It is the responsibility of the person who issued the CAR or their nominated representative to ensure that corrective actions are closed out in the timeframe specified within the CAR.

The CAR must also be entered into the CAR register which records all issued and closed out CARs.

CARs may only be closed out by senior management.

CAR Follow-on Processes

CARs can be expected to involve several follow-on processes which may include:

- (h) a review of Construction Contractor on-site management through inspections or audits.
- (i) development of action plans.
- (j) dissemination of information to stakeholders affected.
- (k) consultation with workers through safety meeting or discussions.
- (l) a review of the type/standard of instructions and training given.
- (m) tests of the reporting/recording/documentation system including currency of documentation.
- (n) A review of design issues impacting WHS.

First Notice:

A CAR may be issued detailing the reason for the issuing of the report.

The recipient will be expected to respond accordingly and in the timeframe specified within the report.

If there is a failure to respond, or the response is considered inadequate as deemed by WPCA senior management, a reminder may be issued.

Second Notice:

A reminder may be issued noting that it is the second notification, and the recipient will be advised that formal warning has been given for immediate and appropriate action.

If there is an inadequate response as deemed by WPCA senior management then a second and final reminder may be issued.

Third Notice:

A final reminder may be issued to the recipient.

Failure to respond to a notice issued under this section may result in suspension or termination.

On issuing of a third notice, or for events risk rated as extreme or major using the WPCA risk matrix, including SafeWork NSW notifiable incidents. WPCA reserve the right to immediately elevate the issue under the guidelines below for managing serious breaches.

Managing serious breaches

For serious breaches of safety, poor performance resulting in complaints issued to or by WPCA, any other employment or contractual obligations deemed unfulfilled or for unsatisfactory responses to Corrective Action Requests.

WPCA retains authority as to when to formally issue contract notices using a suitable template provided under the NSW construction procurement scheme.

These templates available can be used to.

- effectively manage contracts, including clause commentaries, sample letters and checklists
- maintain an effective performance management system through monitoring and reporting
- resolve contractual claims and disputes.

These templates can be viewed within <https://buy.nsw.gov.au/categories/construction>

NSW Government protocol for dispute resolution must always be considered in these escalated situations.

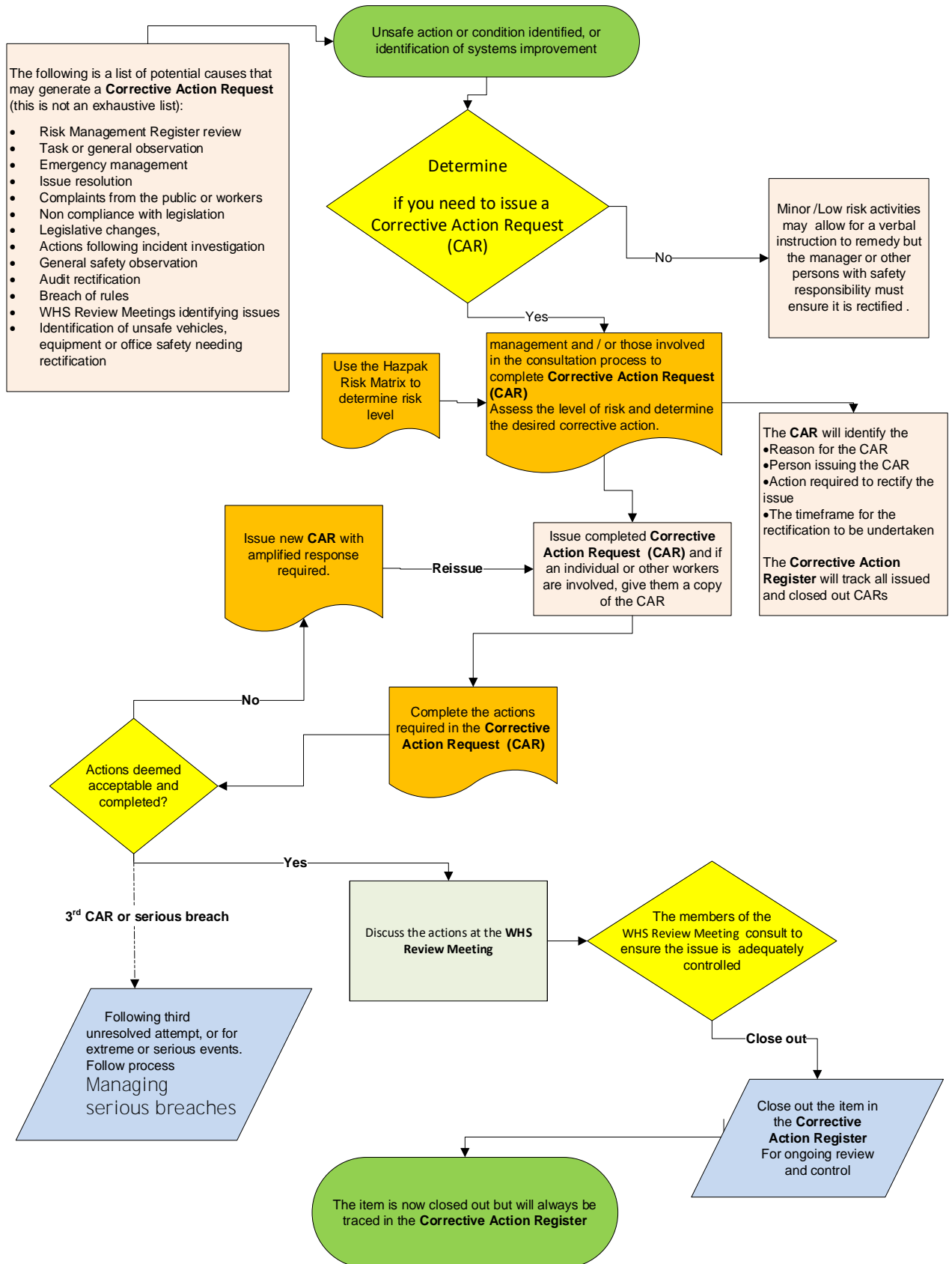
CAR Registers Review

Each CAR will be tracked in a master register.

The CAR register will be maintained up to date and will be reviewed in each WHS Committee Meeting

The WPCA WHS Management will as required, prepare reports for the senior management of CAR activity

CAR Flowchart



14. **First Aid,**

First Aid Procedures

WPCA shall ensure adequate first aid is provided in the workplace and work vehicles.

- A minimum Type B first Aid Kit will be kept in the offices and be adequately always stocked
- A minimum of type C kits may be kept in the WPCA Temporary Site Office
- First Aid Kits for vehicle use when using cars for works purposes are available in the WPCA Offices and will be given as a reminder when completing the WPCA Vehicle usage register in Protecht

Training in First Aid

- WPCA shall ensure adequate numbers of volunteer WPCA Staff are trained in first aid within WPCA and available to apply first aid if required. WPCA will review training for that role at the WHS Committee meeting

Kit Maintenance

- Additionally, as part of the office safety walk, the contents of kits will be checked and if required, replenished
- Part of the office safety inspection includes a review of first aid kit stock levels.

15. **Covid Management**

The Authority has in place an ever-evolving [COVID-19 Return to the Office Guide](#). This guide is to be used as a reference for all staff on covid protocol in the offices.

There is also a [Staff Protocol for a Positive Covid Case in a WPCA Office](#) flowchart to help determine what to do if there has been a Covid case in the office and a staff member may be at risk of being a close contact.

16. **Emergency and Critical Incident Management**

WPCA has an Emergency Plan that details potential emergency situations and lists controls to be employed should any listed event occur.

Accessibility and training to the Emergency/Critical Incident Action Plan.

The Emergency plan and muster point maps will be on display on each floor and at the foyer

The Plans will also be communicated during the WPCA Staff Inductions

Appointment of Wardens to Control each Emergency Situation.

The Manager must appoint wardens to take on the Warden responsibilities stated within the Emergency/Critical Incident Action Plan.

The Wardens must be trained and aware of their roles as detailed within the Emergency/Critical Incident Action Plan.

This can be done as an in-house training exercise or if deemed as required, the wardens may receive external warden training run by a training provider. All training will be identified in the [WPCA WHS Training Schedule](#)

The WPCA WHS Committee Meeting will be used to review training requirements based on the Training Schedule.

Additionally, each Warden must have a copy of the Emergency/Critical Incident Action Plan available if and as required.

Drills & Emergency Preparedness

Were WPCA does not act under the direction of the building manager, WPCA should plan and conduct drills as is required to ensure that staff are aware of and competent in Emergency Evacuations.

Drills will be conducted as determined by the WPCA WHS Management in consultation with their workers at the WPCA WHS Committee Meeting.

The Emergency Evaluation Record will be used to assess and record all drills or real-life events.

Critical Incidents Defined

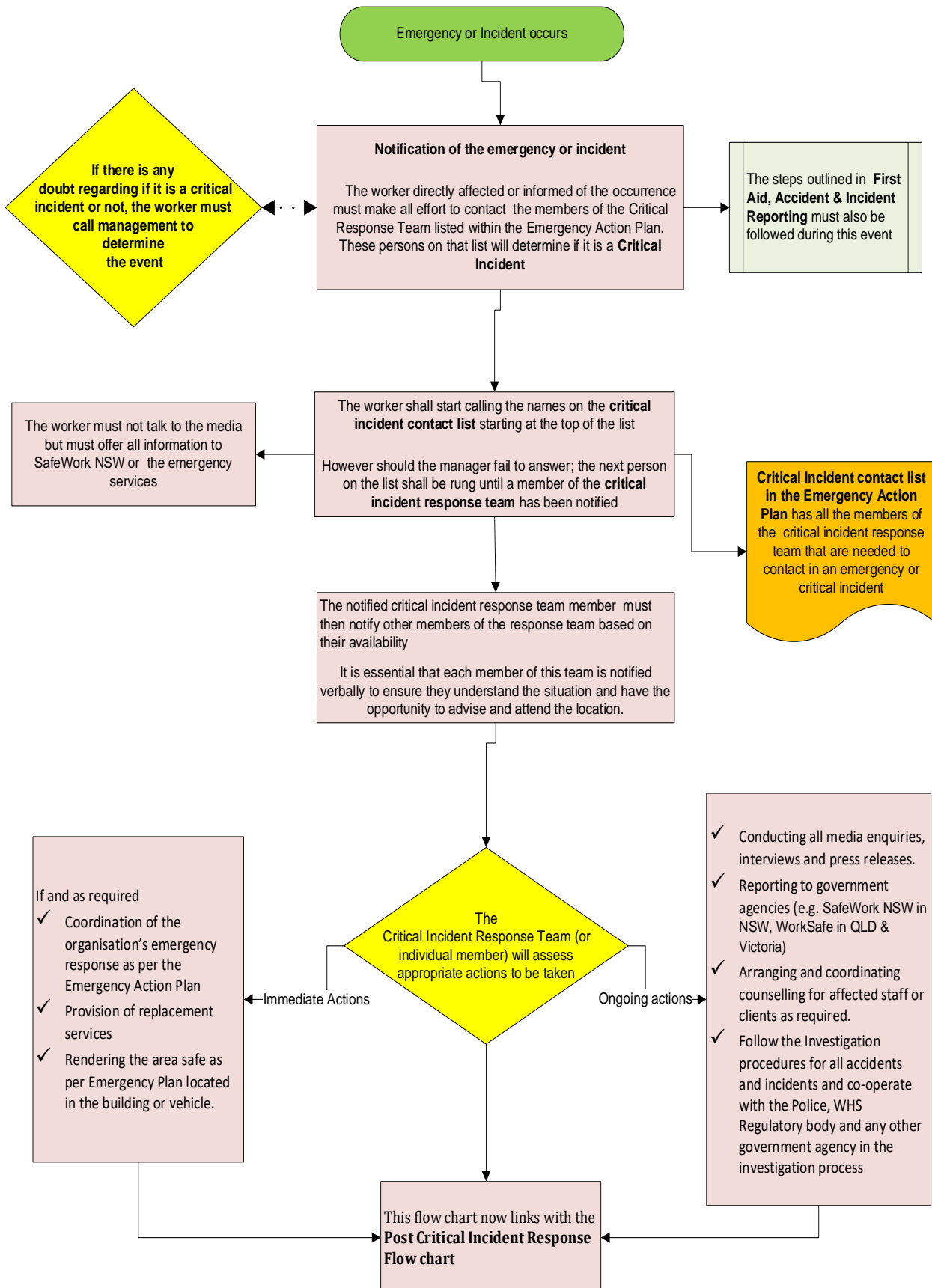
Critical incidents are emergency situations that are abnormal and involve grave, serious, or dangerous circumstances that require immediate and detailed attention to protect both the individual and WPCA.

They may include any of the following occurrences related to activities conducted by WPCA including:

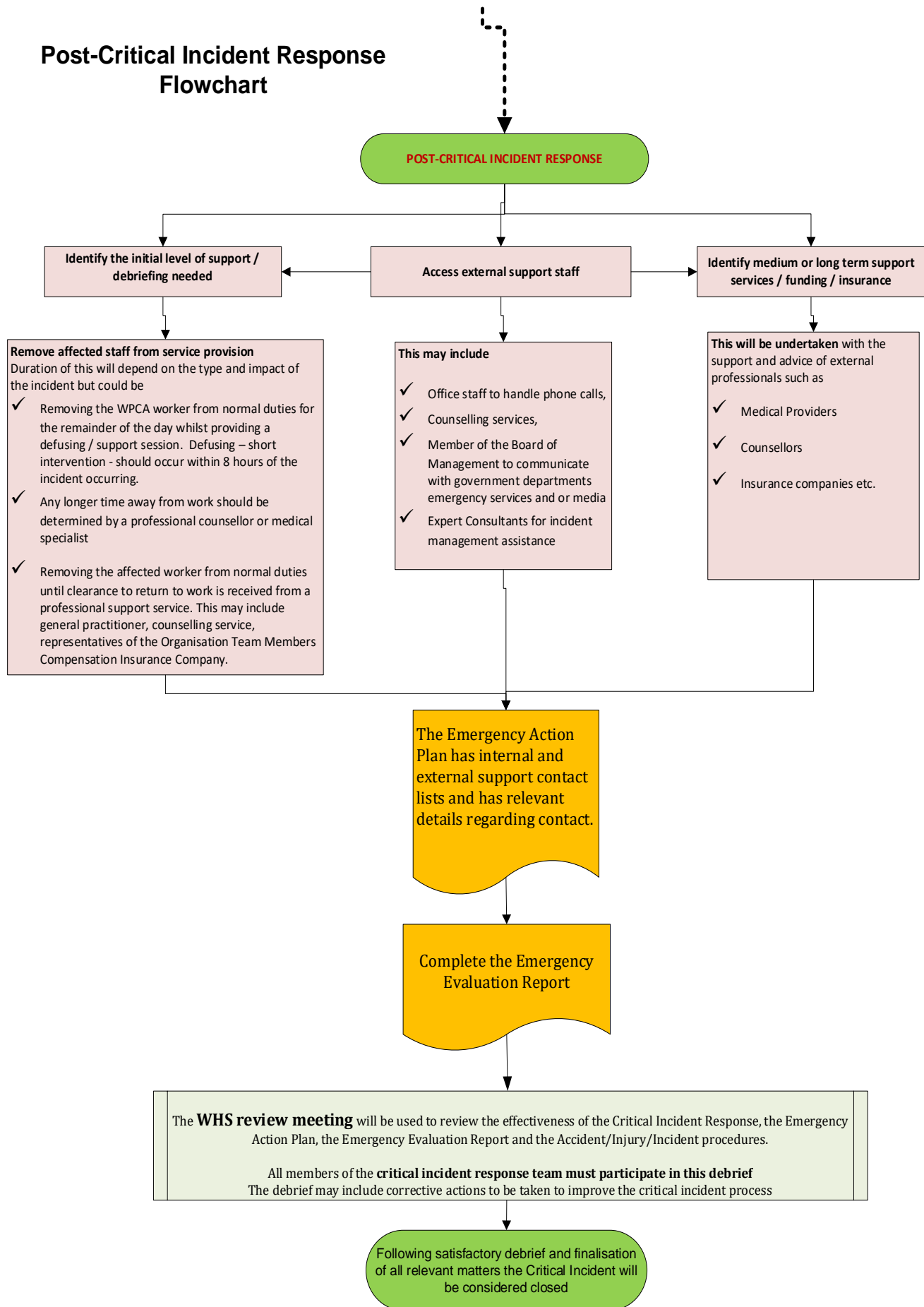
- Fatality or Serious injury of any person. worker or other persons directly involved with WPCA activity at the time of the incident.
- Serious vehicle accident.
- Any violent or life-threatening incident. and
- Any other dangerous or notifiable incident as detailed in the First Aid, Accident Injury & Incident Reporting Procedure.

In the event of a Critical Incident the following Flowchart will be followed. This Flowchart has also been created as a document that may be laminated and/or used for training purposes.

Emergency and Critical Incident Response Flowchart



Post-Critical Incident Response Flowchart



Appointment of a Critical Incident Response Team

The Critical Incident Response Team will be made up of senior management of WPCA

These Critical Incident Response Team phone numbers will be recorded on the **internal & external support contact list**

The Critical Incident Response Team must receive training into the detailed points of their responsibilities outlined within the Crisis Management Flowchart.

This can be done as an in-house training exercise or if deemed as required, the Critical Incident Response Team may receive external training run by a training provider.

The WHS Committee Meeting will be used to review training requirements based on the training matrix and training plan.

Emergency/Critical Incident Action Plan Review

The Emergency/Critical Incident Action Plan will be reviewed for effectiveness or any additional requirements or improvements during each WHS Committee Meeting.

17. Workers Comp, Return to Work & Injury Management and Rehabilitation

WPCA will provide workers compensation insurance to all persons deemed as Staff

WPCA will endeavour to maintain the quality of life enjoyed by its Staff, contractors, and Construction Contractor to ensure the ongoing rehabilitation of any injured worker by appointing a return-to-work coordinator nominated by its insurer

Procedures

- WPCA Staff and office contractors will have all Workers Comp, Return to Work & Injury Management and Rehabilitation managed by People and Culture, and be supported by the WPCA EAP provider.
- WPCA will ensure that all Construction Contractor engaged by WPCA will have adequate insurance for its workers.
- If required, the WPCA will appoint a return to Work and / or injury management coordinator to assist with any worker needing care following a serious accident.

18. Workplace Health & Safety Issue Resolution

WPCA has established a procedure for identifying and resolving Work Health & Safety issues raised by any WPCA worker.

If any person feels that their concerns have not been dealt with in accordance with this procedure and following discussions and due process as indicated in the corresponding flowchart, then they are advised to contact SafeWork NSW.

The process for [Workplace Health & Safety Issue Resolution is detailed on this Flowchart](#).

This Flowchart has also been provided as a document which can be laminated and/or used for training purposes.

19. Workplace Bullying and Harassment

1. See the WPCA Policy document titled 03.01 - WCAA - Prevention and Management of Bullying and Harassment Policy (20190711 - Final) #5

20. Office Safety & Security

Along with conducting workplace assessments the WPCA Managers and workers must maintain a safe and healthy office work areas by ensuring any risks associated with the following are identified, assessed, and controlled:

- Manual handling
- Housekeeping
- Storage
- Electrical safety
- Access and egress
- Temperature and air conditioning
- Humidity
- Ventilation
- Contaminated air
- Photocopiers
- Lighting
- Computer and keyboard use

Office Safety will be monitored through ongoing vigilance by all workers and through the scheduled Office Safety Walks

These safety walks will be recorded on the **WPCA Office Safety Inspection Template** and occur as scheduled in the [Audits and inspections](#)

21. Printing and hazardous substances

Work within the print areas involves working with print inks. While this activity is generally safe, it is important our workers understand the safe handling and disposal of the inks.

The Safety Data Sheets for the printers in our offices have been assessed as **non-hazardous and non-toxic**, and are on display in the print rooms and [can be viewed here](#) please contact whs@wpcasidney.com.au if you cannot access these files.

Use of all print machinery must be done in accordance with manufacturer's guidelines.

22. Electrical policy

WPCA Management has the responsibility to ensure all electrical equipment used on its sites is in good working order and subject to visual checks and recorded tests to complete all tasks competently and safely.

All electrical equipment onsite shall be tested and tagged to the testing requirements outlined within AS/NZS 3760:2003 In-service safety inspections and testing of electrical equipment and the *Code of practice: Electrical practices for construction work*.

- The use of equipment, portable tools and extension leads will follow the requirements set within the Code of practice: Electrical Practices for Construction Work.
- All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site.
- These testing procedures and the competency of the tester will comply with the requirements of AS/NZS 3760:2010

The following is the table for scheduled testing of electrical items applicable to WPCA activities.

TABLE 4
Indicative testing and inspection intervals for electrical equipment
(CAUTION: This page must be read in conjunction with the Standard as a whole, and particularly Clause 2.1)

Type of environment and/or equipment (a)	Interval between inspection and tests						Cord sets and power boards (h)
	Class of equipment		Residual current devices (RCDs)				
	Class I (protectively earthed) (b)	Class II (double insulated) (c)	Push-button test – by user		Operating time and push-button test		
			Portable (d)	Fixed (e)	Portable (f)	Fixed (g)	
1 Factories, workshops, places of work or repair, manufacturing, assembly, maintenance or fabrication	6 months	12 months	Daily, or before every use, whichever is the longer	6 months	12 months	12 months	6 months
2 Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 months	12 months	3 months	6 months	12 months	12 months	12 months
3 Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment	5 years	5 years	3 months	6 months	2 years	2 years	5 years
4 Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels accommodation houses, and the like	2 years	2 years	6 months	6 months	2 years	2 years	2 years