National Occupational Health and Safety Commission



MAKING IT SAFE

A guide to managing risks from plant in the workplace for employers and employees

August 1995

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WHAT'S IT ALL ABOUT?

'Plant' means more than you might think



Plant is a general name for machinery, tools, appliances and equipment. It can include things as diverse as presses in a foundry and computers in an office. It can range from scaffolding to lifts and escalators; from tractors to hand trolleys; cranes to commercial fishing nets; arc welding gear to electric drills. In some States and Territories it also includes manual tools like hammers and knives.

Examples of plant used in different kinds of businesses and workplaces might be:

Restaurant	Stoves, electric knives, meat slicers, vegetable cutters, blenders, boilers
Plumber	Welding equipment, pneumatic drills, electric eels, powered hand tools
Builder	Ladders, concrete mixers, power tools, scaffolding, cranes, hoists, wheelbarrows
Offset printer	Presses, binders, guillotine, forklifts, scissor lifts
Hospital	Lifts, boilers, sterilisation equipment, trolleys, syringes
School	Heaters, guillotines, desks and chairs, computers, workshop equipment, tractors, lawnmowers
Factory	Lathes, presses, grinders, milling machines, conveyors
Warehouse	Conveyors, forklifts, scissor lifts, stacker cranes, overhead gantry crane
Fish & chip shop	Deep fryers, grills, exhaust fans, potato peelers, chipmakers
Commercial fishing	Engines, winches, nets, slipways, freezers

Plant can be hazardous

Each year, there are over 200 deaths and around 70,000 workers' compensation claims involving plant. It's a major cause of workplace accidents in Australia.

Introducing a new standard

A national standard has been developed for plant in accordance with *performance-based* principles. The objective is to create a safe workplace, free from risks associated with plant, and the standard describes the kind of process which must be used to meet that objective — a process of systematically identifying hazards, and assessing and controlling risks. It also specifies minimum outcomes which must be met for all types of plant.

Helping you meet the requirements of the standard

This guide aims to help both employers and employees and their health and safety representative:

- understand the performance-based approach, and
- develop a system for managing risks from plant in their own workplaces.

As well as plant, there are other things that can cause harm at work — noise, for example, or dangerous chemicals. Ideally, the system used to manage risks from plant can be integrated with other workplace risk management systems.

Note that the guide is based on the national standard, which is the framework used by Commonwealth, State and Territory governments to develop their own laws. Since each government's legislation may differ slightly from the standard, you should check with your local occupational health and safety agency about particular requirements in your area.

Occupational health and safety contacts are provided on page 22.

Legal obligations

Employers have a duty to provide a safe workplace, to consult with employees and their health and safety representative, and keep them informed about health and safety matters. The national standard addresses these obligations, along with several others; it also addresses the duties of employees.

Familiarising yourself with the material in this guide is an excellent starting point, but you should also find out about the occupational health and safety legislation that applies to you.

Note that this guide is not intended as a statement of law; it does not waive or modify any legal obligations.

OVERVIEW OF THE RISK MANAGEMENT PROCESS

A risk management process is a systematic method for making plant as safe as possible. It can be implemented in various ways, but the basic steps remain the same.



Customise the process for your workplace

Involve everyone: Staff should be consulted about the way requirements are going to be met, and about any changes to the plant in the workplace that might affect health and safety.

But the system works best if everyone — both management and staff — is actively involved in developing and implementing the risk management process.

Make staff roles clear: In small businesses, there probably won't be specialist occupational health and safety staff. So it's important to work out who's going to start the process and who's going to keep it going.

In the beginning, several people may need to dedicate some time to setting up the system. Once it's running, however, the demands on staff time will be less.

Depending on the kind of workplace and the complexity of the plant, it may be useful to hire specialists to do the initial assessments and establish the framework for the process.

Document the system: It's good management practice to keep records so that everyone knows what's been done and what needs to be done. For some kinds of plant it may also be required by law. Information might include: checklists and worksheets; details of the method used to assess risks; details of risk control measures introduced, along with assessments of their effectiveness; results of reviews of the system; and first aid and accident reports.

You might use something like the *Risk Management Worksheet* illustrated on page 21 as a master document — listing all the hazards you've identified along with your assessments of the risks they present.

The four-step process: Although this guide deals with each step in the process separately, in practice you may find the steps overlap — particularly in a small business. For example, a single inspection of the workplace may allow you to identify a hazard and assess its level of risk at the same time.

Think about 'systems of work'

Risks to health and safety can arise from 'systems of work' associated with plant as much as from the characteristics of the plant itself.

Thinking about systems of work would mean asking such questions as:

- What are the company's policy and procedures for purchasing plant?
- How are staff roles, responsibilities and accountability defined and allocated?
- What kind of instruction and supervision of staff is provided?
- What systems of communication operate within the organisation?
- How is work organised? This might include things like:
 - •the speed of the process line
 - pedestrian and vehicular traffic around the plant
 - time spent on repetitive tasks
 - the amount and type of manual handling required
 - shift work arrangements
 - any production incentives that may affect health and safety.
- What are the skill and experience levels of the employees?
- What work practices and procedures exist that relate to the safety of plant?
- What emergency procedures are there for example, first aid, evacuation?

Will it be expensive? Is it hard to do?

Establishing and running the system will really only cost you staff time. The cost of risk control measures will obviously depend on the kind of plant and the nature of the hazard. In the end, many businesses find that any costs of good occupational health and safety practices are well repaid by the benefits.

And it's not hard to implement a risk management process. A performance-based system may take a little more care and thought to set up in the first place, but the results can mean much more efficient and effective control measures — and a safer workplace.



Step 1 IDENTIFYING THE HAZARDS

What are you trying to do?

This part of the process involves identifying all the possible situations or events where plant or associated systems of work could harm people.

If you've been delegated the task of hazard identification you should not limit yourself to hazards you've experienced yourself. It's important to try and anticipate how human behaviour, plant and 'system' failures could combine to create a harmful situation. Constantly ask yourself 'What if...?'

After you've built up a list of hazards for your workplace, you're going to assess the risks they present (Step 2) and develop ways of controlling them (Step 3). Making sure the controls — and the whole system — keep working properly is Step 4.

The hazard identification process

One kind of process you could use to identify hazards is shown in the diagram.



What is a hazard?

A hazard is anything which may cause harm — injury or ill health — to employees and others in the workplace. In this guide we're talking about hazards which come from plant or systems of work associated with plant.

What plant is in your workplace?

It may be a good idea to start by listing all the 'plant' in your workplace. It may be a longer list than you expected — remember, plant is anything from a power tool to a computer — and you may end up adding to it as you move through the process.

What records should you look at?

Information about past situations which have led to injury or ill-health at the workplace is useful in identifying current hazards.

Things like workers' compensation records or first aid reports are good places to start. A list of sources of information about hazards is provided on page 19.

Look for hazardous situations — or near misses — where plant has been involved.

Note anything you find on your Risk Management Worksheet.

Note for employers

It's important to keep up with the state of knowledge about hazards so you don't miss anything in the identification process. Good sources of information might be:

- *people working with the plant*
- # manufacturer's instructions and advice
- injury or incident information, hazard alerts and other relevant reports from occupational health and safety agencies, unions, employer and professional bodies
- *relevant reports or articles from occupational health and safety journals*

(You'll find more in Resource 2, p 19.)

How can you get the most out of a workplace inspection?

Use checklists: Checklists will help you inspect your plant and work processes systematically.

You can use them as a prompt to help you foresee all the possible situations or events which could lead to harm from plant or associated systems of work. If the inspection is being carried out by a team, each member should have copies.

You might like to use checklists covering:

- the plant in your workplace;
- the systems of work associated with plant (see page 6);
- the kinds of things to consider or look for when inspecting the plant in the workplace (see Resource 1 on page 18).

The sample material is not meant to be comprehensive. It's provided only as a starting point — to help you come up with lists appropriate for the plant in your own workplace. And your lists may need to be further refined during the actual inspection process.

Divide up the task: To make sure you don't miss things, the inspection task should be divided into manageable lots.

There are many ways of dividing up the task — for example by:

- different locations (eg factory, grounds, office, laboratory, showroom);
- different categories of plant (eg electronics, appliances, machinery and fixed plant, mobile plant, vehicles, power tools);
- different functions or processes (eg administration, cooking, washing, cleaning, moving, carrying, printing, binding, stamping, cutting).

Choose a way to divide up the task that suits the organisation.

Talk to employees who work with the plant: Once the areas of inspection have been decided, employees in those areas should be briefed about what you're trying to do. Staff are a good source of information about hazards because of their day-to-day experience and they should be encouraged to be involved.

All relevant employees should be included — those who inspect or maintain the plant as well as those who use or operate it. **Don't forget to consider systems of work as well as the plant itself.**

Thinking ahead: As you identify a hazard and talk to staff during your physical inspection, you may want to make notes about the likelihood of the hazard occurring and how serious its consequences might be. These notes would be useful when you come to Step 2 *Assessing the risks*.

Record your observations on an inspection worksheet: You could either note hazards directly on your master *Risk Management Worksheet* (see page 21 for some examples), or use a simpler worksheet (see page 20) for the inspection and transfer the information later.

Here are some examples of the kinds of notes you might make:

Paper processing machine:

Crushing hazard — someone's fingers or hand may get caught between the two rollers. Most likely during maintenance so isolating plant during maintenance would be essential.

Stamping machine:

The pipe which contains high-pressure fluid may burst

Parts may be ejected unexpectedly; J Ross (operator) reports this happened last week.

Power-driven guards may cause injury

Mobile crane:

Electrocution hazard — boom may come in contact with overhead power lines.

What next?

The information you've discovered in your research and through your workplace inspection, should now be listed on your master *Risk Management Worksheet* in preparation for the next step — *Assessing the risks*.

Note for employers

Some kinds of plant must be officially registered before they can be used in a workplace.

In the national standard, this plant includes: some types of boiler and pressure vessel; tower cranes and some mobile cranes; lifts and escalators; building maintenance units; some amusement structures; truck-mounted concrete placing units with booms.

Check with your local occupational health and safety agency about registration requirements in your area.



Step 2 ASSESSING THE RISKS

What are you trying to do?

After you've identified all the possible sources of harm from plant in your workplace, the idea is to try to get rid of these hazards. Assessing the risks associated with each is a way of working out which to tackle first.

To assess risk, you consider two factors:

- the chance of each of the situations or events actually occurring (the **likelihood**);
- the extent of the harm (injury or ill health) should it actually occur (the **consequence**).

Judging how likely it is that something will happen or its potential consequences is like predicting the future. You can't really be sure; you can only make a 'best estimate' on the basis of the information available. You can, however, be systematic about the way you arrive at your 'estimate'.

The risk assessment process

The diagram shows one way of working out the risk attached to a hazard.



Gathering information

It's important to gather information from a range of different sources to help work out the likelihood and potential consequences of each hazard. **Don't just rely on your own personal experience!**

You could get useful information from places like:

- company records such as first aid reports (you might already have looked at these during your research at the beginning of Step 1 *Identifying the hazards*);
- ther organisations such as unions and employer bodies;
- articles in occupational health and safety magazines.

There's a more comprehensive list of sources of information about hazards and risks on page 19.

Observation and consultation

You may have considered likelihood and consequence as part of your physical inspection in Step 1. If not, you need to go back into the workplace to:

- consult with employees in the area where the plant is located or who are involved in using or operating the plant, and with people who inspect and maintain the plant;
- observe the plant and the work practices associated with it, taking particular note of:
 - how often and for how long people are exposed to each of the potentially hazardous situations you've identified (this affects likelihood as the longer and the more frequent the exposure to a hazard, the more likely it is to cause harm);
 - how many people are exposed to the hazard at the same time (this affects the **consequence**).

Assessing likelihood and consequence

Using your research and observations about people's exposure to the hazard, come up with a 'best estimate' about **likelihood** — how likely is it that the hazardous situation will occur?

Important: Be very careful about judging anything as 'highly unlikely' — this should be reserved for very rare situations.

Then come up with your 'best estimate' about **consequence** — from 'fatality' to 'negligible injuries' — again using your research, and your observations about numbers of people exposed to the hazard.

Record your assessments on your *Risk Management Worksheet*.

Using a risk table

Once you've decided on the likelihood and consequence of each hazardous event or situation, you need to rate them according to how serious the risk is.

This 'risk table' is one way of doing this. You can use it to translate your assessments of likelihood and consequence into levels of risk.

	Likelihood				
Consequence	Very likely	Likely	Unlikely	Highly unlikely	
Fatality	HIGH	HIGH	HIGH	MEDIUM	
Major injuries	HIGH	HIGH	MEDIUM	MEDIUM	
Minor injuries	HIGH	MEDIUM	MEDIUM	LOW	
Negligible injuries	MEDIUM	MEDIUM	LOW	LOW	

Events or situations assessed as *very likely with fatal consequences* are the most serious (HIGH risk); those assessed as *highly unlikely with negligible injuries* are the least serious (LOW risk).

Note the risk rating for each hazard on your worksheet.

When you're developing risk control strategies, you should tackle anything with a HIGH rating first.

Note

The national standard contains special requirements about some risks and controls. These are:

- access to and egress from plant
- a operational controls
- *risks from dangerous parts*
- # emergency stops & warning devices
- c guarding

Step 3 CONTROLLING THE RISKS



What are you trying to do?

Where a risk to health and safety has been identified, controls must be introduced to eliminate or minimise it.

There are a number of ways of controlling risks in the workplace and the following 'hierarchy' can be used a guide. In many cases a combination of controls will be necessary to reduce a risk to the required level.

A hierarchy of controls

Select controls from the highest level you can.



Check with your local occupational health and safety agency about the requirements in your area.

Level 1. Eliminate the hazard

The best way to eliminate the risk is to completely remove the hazard — for example, buy pre-sawn timber instead of using a circular saw on site; or if the power cord of an electric drill is in danger of being cut, creating an electrocution hazard, use a cordless drill instead.

Level 2. Minimise the risk of the hazard

If a hazard cannot be eliminated there are a number of control options that can be used alone, or in combination, to minimise the risk.

Substitution: Substitute the plant or the hazardous aspects of the plant with safer options — for example, replace a pedestal fan with a ceiling fan in a restaurant kitchen.

Modification: Rather than replacing the plant, its design can be modified — for example, by fitting a frame to a tractor for rollover protection.

Isolation: Isolate the plant — for example, place an air conditioning plant on the roof; build a booth from which a machine can be operated remotely; move a photocopier to a dedicated room with its own ventilation system.

Engineering controls: These include such things as cut-out switches, screens and guards.

Level 3. 'Back-up' controls

Level 3 options should be seen as 'back-up' controls. No matter what other control measures are implemented, safe work practices are essential, and protective equipment may be advisable, depending on the hazard. Neither option should be relied on as a long-term primary risk control measure until the options in level 1 and 2 have been exhausted.

Administrative controls: Safe work practices should be used at all times to minimise exposure to a hazard and hence minimise the risk. For example, signs should warn of any hazards. A system might be used to ensure plant is isolated from its power source during maintenance. Work programs might be arranged to minimise the time spent near noisy machinery. Rest breaks should be prescribed for computer operators.

Personal protective equipment: This is a means of covering and protecting a worker's body from hazards. It can be used as a short-term control measure until a 'higher order' control has been provided, or to supplement it. When it is required, personal protective equipment (often called PPE) must be provided and maintained by the employer. The employer would also have to provide training for workers required to use it, and the employee would have a responsibility to use it in accordance with the requirements.

Step 4 MONITORING AND REVIEW



Deciding on and implementing a risk control measure is not the end of the risk management process.

How effective are the control measures?

All control measures have to be assessed in order to determine:

- whether or not they have had the intended effect; and
- that no hazards have been created by the control measure itself.

Risk control measures must also be maintained — for example, interlocking guards have to be kept in working order, work procedures have to be monitored to ensure they are being followed, and hearing protectors have to be kept clean and checked for damage.

How effective is the process?

The process itself should be assessed to ensure it is effectively managing the risks. A control measure may have failed because not all hazards were identified, for example, or because the likelihood or consequence of a hazard was wrongly assessed. In this case, it may be necessary to change the way the system is implemented in your workplace — develop a more rigorous hazard identification process, for example.

Keep it going!

Hazard identification, risk assessment and control is not a 'one-off' task. It's an ongoing process — a system which should include regular reviews of the safety of plant and systems of work.

In deciding how frequently to carry out such reviews, consider such things as the level of risk (high-risk hazards need more frequent assessments) and the type of plant involved (there may be particular stages in the life of a piece of equipment where assessments are appropriate).

Risk assessments must also be done whenever circumstances change, ie when:

- information is obtained about a previously unknown design or manufacturing fault, or about a previously unidentified hazard;
- the design is revised or modified;
- there is a change to a risk control measure after a review of its effectiveness;
- the system of work associated with the plant is changed;
- plant is moved;
- ownership of plant changes;
- there is a change to the workplace environment (other than changes in the weather which should be considered in the original risk assessment); or
- there is any other change that makes the existing risk assessment irrelevant.

Things to consider when inspecting plant in a workplace

POSSIBLE KINDS OF HAZARD

- Could the plant cause injury due to things like entanglement, crushing, trapping, cutting, stabbing, puncturing, shearing, abrasion, tearing or stretching?
- Could the plant create hazardous conditions due to things like pressurised content, electricity, noise, radiation, friction, vibration, fire, explosion, temperature, moisture, vapour, gases, dust, ice, hot or cold parts?
- Could the plant cause injury or ill health due to poor ergonomic design?

POSSIBLE SOURCES OF HAZARD

Condition

- What is the general condition of the plant? How old is it? What is its service and maintenance history?
- How hard has the plant been worked? Has it been used constantly or rarely?

Suitability

- How suitable is the plant for its intended purpose? Is the plant actually being used for its intended purpose? If not, what hazards arise from this unintended use?
- How suitable are the materials used to make the plant?
- How suitable are any accessories to the plant? In what condition are they?
- How well is the plant supported? Is it stable? Might it roll over?
- If the plant is intended to lift and move people, equipment or materials, how capable is it of doing this? Is there an effective back-up system to support the load?

Location

- How does the plant affect the safety of the area where it's located? (Consider its impact on design and layout of the workplace.)
- How does the location affect the safety of the plant? (Consider things like environmental conditions, terrain.)
- Are there other people or other plant in the vicinity? What effect does this have?

Abnormal situations

- What abnormal situations, misuse or fluctuation in operating conditions can you foresee?
- Is there potential for falling objects?
- What effects would failure of the plant have? Would it result in loss of contents, loss of load, unintended ejection of workpieces, explosion, fragmentation, collapse of parts?
- Is it possible for the plant to move or be operated inadvertently?

Systems of work

- What systems of work are associated with the plant (see page 6)? Could they create any hazards?
- What arrangements are there for access to and egress from the plant — eg during operation, for maintenance, in an emergency?
- Does the plant's safety depend on the competency of its operators?

Current control measures

What are they? How effective are they?

Sources of information about hazards from plant

Inside your organisation

- Consultations with employees and supervisors
- ** Workers' compensation records
- First aid records
- Reports of injury/incidents and near misses
- ** Other relevant reports by employees or supervisors
- Documentation relating to safe work practices and their effectiveness
- Maintenance logs of plant
- Manuals provided with plant

Other organisations

Any available injury/incident data, hazard alert or other relevant report from:

- occupational health and safety agencies
- a unions
- employer bodies
- professional bodies
- plant manufacturers and designers
- companies or organisations similar to your own

Publications

Relevant hazard alerts, reports and articles from:

- occupational health and safety journals
- union and employer group newsletters

Material such as codes of practice, guidance notes etc from occupational health and safety agencies.

Standards information

Standards covering design, manufacture, testing and use of plant, eg from Standards Australia.

Sample inspection worksheets

You might like to use this kind of worksheet to make notes during your inspection of plant in the workplace. You could use the 'comments' column to record any feedback from people working with the plant or observations that may help you assess the risks associated with the hazards. You can then transfer your notes to the master Risk Management Worksheet (Resource 4).

Company: JHT Printing Site/location: Paper store/5 Jones St, Petersville				
INSPECTION WORKS	HEET №. 1			
Inspected by: John Ninks, Angela Smith Date: 1 Jan 1995				
PLANT	HAZARD AND SOURCE	COMMENTS		
Large paper	Crush from paper holding bar	Operator and casual passer-		
guillotine		by need protection		
	Amputation from blade due to:	Extremely hazardous unit		
	Access to blade from rear			
	Safety latch failure			
	Electronic beam not failing to			
	safe			
Industrial lift truck	Could tip over or lose load if	Usually receive pallet loads		
(reg. no. FSG-7711)	overloaded	within capacity, but heavier		
		arrive occasionally		
	Load could fall on operator	Fitted with overhead		
		protection		
	Person could be struck and crushed	Truck regularly operates		
	by lift truck	near operators on binding		
		line		
	Rear turning wheels could run over	Two people have previously		
	and crush a person's foot	had their feet run over while		
		talking to driver		

Company: Ben's Snack Shop Site/location: 5 The Mall, Smithfield					
INSPECTION WORKSHEET Nº. 1					
Inspected by: Ben B.	Date: 1 Jan 1995				
PLANT	HAZARD AND SOURCE	COMMENTS			
Pizza oven	Possible burns when taking food out	Has happened frequently			
		Should use gloves			
Electric knife	Possible electrocution from cutting	Could connect through RCD			
	cord				
Electric meat slicer	Possible electrocution	Use RCD; test regularly			
	Cutting hazard	Use steel mesh cutting glove			
	-	& safe work practices			

Sample risk management worksheets

This is the kind of worksheet you might use to keep track of the hazards you've identified (either from your research or your inspection of the workplace) and your assessments of risks. You could also use it to keep track of your actions to control the risks — by ticking the appropriate column when you'd worked out a control measure, implemented it and assessed its effectiveness.

PLANT RISK MANAGEMENT WORKSHEET						
Company: JHT Printing	Site/location	1: Paper store/5 Jo	nes St, Pe	etersvi	lle	
Compiled by: Fred Ninks Date: 2 Jan 95						
HAZARD IDENTIFIED		CONSEQUENCE	RISK RATING	CONTROL ACTION 1. Initiated 2. Implemented 3. Reviewed		
	Likely Likely Unlikely Highly unlikely	Major injuries Minor injuries Negligible injuries	High Medium Low			d
Crush from guillotine paper holding bar	Very likely	Major inj.	High	ü	ü	э.
Amputation from guillotine blade due to:						
Access to blade from rear	Very likely	Major inj.	High	ü	ü	
Safety latch failure	Likely	Minor inj.	Medium	ü		
Electronic beam not failing to safe	Unlikely	Major inj.	Medium			
Crush due to lift truck tipping over when overloaded	Unlikely	Fatality	High	ü	ü	
Crush due to load falling on lift truck operator	Likely	Minor inj.	Medium	ü	ü	
Person struck and crushed by lift truck	Unlikely	Fatality	High	ü	ü	
Foot crushed due to being run over by lift truck	Very likely	Major inj.	High	ü	ü	

PLANT RISK MANAGEMENT WORKSHEET						
Company: Ben's Snack Shop Site/location: 5 The Mall, Smithfield						
Compiled by: Ben B Date: 2 Jan 95						
HAZARD IDENTIFIED	LIKELIHOOD Very likely Likely Unlikely Highly unlikely	CONSEQUENCE Fatalilty Major injuries Minor injuries Negligible injuries	RISK RATING High Medium Low	CONTR ACTIO 1. Initia 2. Imp 3. Rev	ROL N ated lemente iewed 2	d
Heat hazard from oven	Very likely	Minor inj.	High	ü	ü	
Electrocution hazard from knife	Unlikely	Fatality	High	ü	ü	ü
Electrocution hazard from meat slicer	Unlikely	Fatality	High	ü	ü	ü
Cutting hazard from meat slicer	Likely	Minor inj.	Medium	ü		

Occupational health and safety contacts around Australia

GOVERNMENT ORGANISATIONS

The following organisations can provide advice on your legal obligations and general information about plant and plant safety.

New South Wales

Occupational Health and Safety Hotline WorkCover Authority Phone (02) 370 5301 Phone 1800 451 462 toll free

Victoria

Occupational Health and Safety Information and Advisory Network Health and Safety Organisation Phone (03) 9628 8188

Queensland

Division of Workplace Health and Safety Department of Employment, Vocational Education, Training and Industrial Relations Phone (07) 247 4111; or 1800 177 717

South Australia

Occupational Health and Safety Division WorkCover Corporation Phone (08) 233 2222 Phone 008 18 8000 toll free

Western Australia

Department of Occupational Health, Safety and Welfare Phone (09) 327 8777

Tasmania

Industry Safety and Mines Tasmania Development and Resources Phone (002) 33 8333

Northern Territory

Work Health Authority Phone (089) 995 010

Australian Capital Territory

Private sector:

ACT WorkCover Phone (06) 205 0200

ACT government:

Occupational Health and Safety Unit Australian Capital Territory Government Service Phone (06) 205 0338

Commonwealth

Comcare Australia Phone (06) 275 0000

General

Worksafe Australia Phone (02) 565 9555 Phone 1800 25 2226 toll free

EMPLOYER AND UNION ORGANISATIONS

Employer and union organisations can also provide advice to members on health and safety issues. Both of the following organisations, and many of their affiliates, have branch offices in each State and Territory.

Australian Chamber of Commerce and Industry Phone (03) 9289 5289

National OHS Unit Australian Council of Trade Unions Phone (03) 9663 5655

The National Standard for Plant [(NOHSC: 1010 (1994)] is available from the Australian Government Publishing Service, Canberra. Phone 1800 02 0049 toll free.