Work Health and Safety Modules

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WHS Module 1 – WHS Responsibilities

Purpose and Scope

This module defines how workers and others are allocated **responsibilities** to act in accordance with Work Health and Safety legislation, the requirements of TACT's *Work Health and Safety (WHS) Policy* and its Work Health and Safety Management System (WHSMS). Responsibilities include:

1. TACT's responsibilities as a **Person Conducting a Business or Undertaking** (PCBU);

2. Responsibilities of **Officers** (including the Executive Director and Board Members);

3. Responsibilities of **Workers** (including technical officials), the **Health and Safety Committee**; and

4. Responsibilities of **Others** (including visitors and members of the general public) to observe directions on WHS from Officers or Workers of TACT.

The clear allocation, communication, and assessment of each individual's WHS responsibility, authority, and accountability (RAA) as it relates to their position and/or role is an essential element to the effective implementation of TACT's WHSMS.

Process

Responsibility for WHS-related tasks is a non-negotiable condition of working for TACT. Everyone has a responsibility for following instructions in order to fulfil TACT's *WHS Policy* goal, which is:
> "…to reduce the incidence and severity of accidents, injuries, and workplace illnesses caused by our activities, and to improve the health and wellbeing of people working for or on behalf of TACT."

Consultation on Responsibility, Authority and Accountability (RAA) development

Consultation on the development and application of RAA is undertaken with the Governance Sub-Committee of the TACT Board for practical purposes.

Communication of RAA

Technical officials are informed of their RAA during initial training and at regular toolbox talks. Workers and Coaches are informed of their RAA at induction, conducted in accordance with ***WHS Module 9 – Training.***

Assessment of WHS accountabilities

The assessment of WHS accountabilities is undertaken to ensure that each individual's WHS responsibilities are being performed effectively.

The accountability of technical officials at events is assessed by the Technical Delegate during the event. If any gaps are identified then these are mentioned in the confidential section of the event's Technical Report.

The accountability of employees, including coaches, is assessed by the Executive Director during their annual performance appraisal.

In the case of the Executive Director, the assessment of RAA is undertaken by the President of TACT.

Any training gap that is identified during the assessment of RAA shall be recorded and managed in accordance with **WHS Module 09 – Training.**

The initial assessment of technical officials is undertaken at the Local Technical Official (LTO) training course via exam questions.

The initial assessment of employees and coaches is undertaken at induction.

Delegation of Authority

The Executive Director or Board members may delegate the authority to carry out certain tasks to others within the Organisation, such as Technical Delegate or Head Coach. These roles are given the generic term **Team Leader** in WHS documents.

WHS Module 2 - WHS Management System
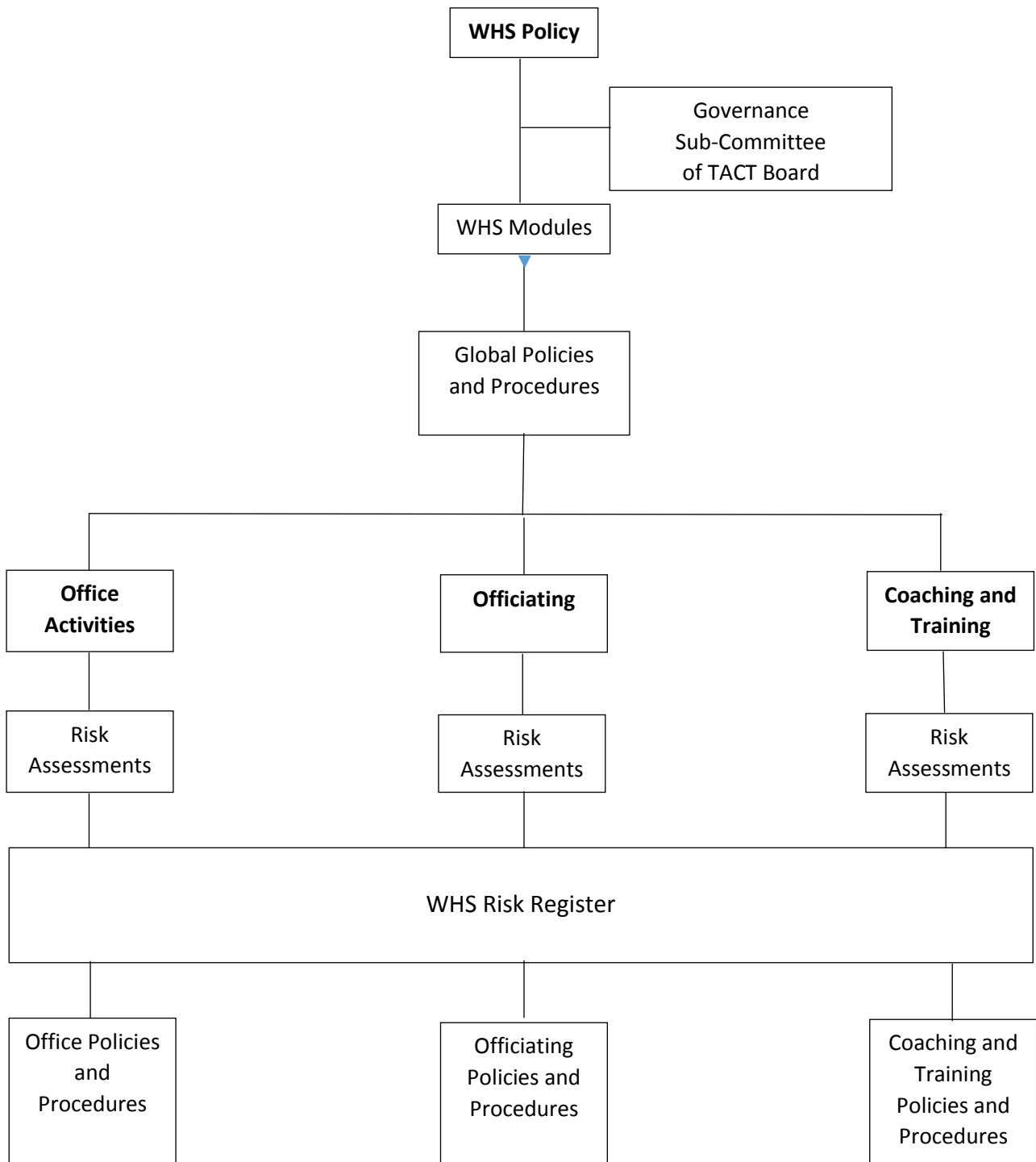
Purpose and Scope

This module outlines the structure of TACT's **Work Health and Safety Management System** (WHSMS). The WHSMS is designed to provide a systematic approach to the control of workplace risks to personnel in their day-to-day activities that are undertaken for, or on behalf of, TACT. The overall aim of the WHSMS is to ensure TACT complies with all relevant WHS legislation, and in order to minimise the incidence of workplace injuries or illness.

The WHSMS incorporates the five guiding principles of **AS/NZ 4804 Occupational Health and Safety Management Systems** that are designed to continuously improve WHS performance:

1. Commitment and Policy;

2. Planning;

3. Implementation;

4. Measurement and Evaluation;

5. Review and Improvement.

Process

The structure of the WHSMS is depicted in the following flowchart:

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                         ┌──────────────┐
                         │  WHS Policy  │
                         └──────┬───────┘
                                │         ┌──────────────────┐
                                ├─────────│    Governance    │
                                │         │  Sub-Committee   │
                                │         │  of TACT Board   │
                         ┌──────┴───────┐ └──────────────────┘
                         │ WHS Modules  │
                         └──────┬───────┘
                                ▼
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                         │Global Policies│
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                         └──────┬───────┘
        ┌───────────────────────┼───────────────────────┐
  ┌───────────┐           ┌───────────┐           ┌──────────────┐
  │   Office  │           │Officiating│           │ Coaching and │
  │ Activities│           │           │           │   Training   │
  └─────┬─────┘           └─────┬─────┘           └──────┬───────┘
  ┌───────────┐           ┌───────────┐           ┌──────────────┐
  │    Risk   │           │    Risk   │           │     Risk     │
  │Assessments│           │Assessments│           │ Assessments  │
  └─────┬─────┘           └─────┬─────┘           └──────┬───────┘
  ┌──────────────────────────────────────────────────────────────┐
  │                     WHS Risk Register                         │
  └─────┬──────────────────────┬──────────────────────┬──────────┘
  ┌───────────┐           ┌───────────┐           ┌──────────────┐
  │  Office   │           │Officiating│           │ Coaching and │
  │ Policies  │           │Policies and│          │   Training   │
  │    and    │           │Procedures │           │ Policies and │
  │Procedures │           │           │           │  Procedures  │
  └───────────┘           └───────────┘           └──────────────┘
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Critical Workplace Areas

The three critical workplace areas that TACT workers are involved in are:

1. <u>Office Activities</u> – all work carried out in the TACT Office or at a home office;
2. <u>Officiating</u> – on-site provision of technical officiating services at sanctioned events;
3. <u>Coaching and Training</u>
   - conduct of triathlon coaching courses, and
   - conduct of development program camps, and
   - technical official training courses.

WHS Risk Register

The WHS Risk Register is the Safety component of TACT's Corporate Risk Register, which is a record of risks that have the potential to adversely affect TACT's Vision, Mission and Core Values, as outlined in TACT's Strategic Plan. Other components of the Corporate Risk Register are Commercial, Environmental, Operational etc.

Against each risk within the WHS Risk Register there are a number of preventative and corrective control measures, which provide the direction for reducing safety risks to tolerable levels. These control measures include WHS policies and procedures, Code of Behaviour, checklists, workplace inspection programs, competency assessments and training.

WHS Module 3 - Document Control

Purpose and Scope

The purpose of this WHS Module is to define the processes directed towards appropriately controlling and managing WHS documentation. Properly controlled and managed documentation provides definition and an auditable trail of activity. Document control also ensures consistency and uniformity in the application of procedures and specifications for WHS and other activities in the workplace.

Process

Intent of Document Control

All health and safety documents and data require controls to ensure TACT meets the following requirements:

a)   Documents are legible, dated, readily identifiable and maintained in an orderly manner for a specified period;

b)   Documents are able to be readily located;

c)   Documents are periodically reviewed and revised as necessary to maintain relevance and currency;

d)   Any changes to the document or data require a new version to be created and approved;

e)   Users are advised of documents availability;

f)   Obsolete documents are promptly removed;

g)   Archival documents retained for legal or system evaluation purposes are suitably identified.

Controlled Documents

If a document is subject to future revision and is required to be of current issue at the point of use, it is a 'controlled document' and can be located on the TACT website.

Controlled documents are to be version controlled. The first version of a document will be identified as Version 1, and subsequent versions as Version 2, 3 etc. Documents issued on a "once-only" basis that do not need to be tracked as controlled copies, such as letters and faxes, are not treated as controlled documents.

Document Formats

All records created are to be stored on the TACT server. Consistency of document formats is ensured by using a number of templates. Examples of available templates include:

- Risk assessments

- Toolbox talks

- TACT Policy

- Forms.

All WHS Modules, Process Control Documents, Risk Assessment templates and relevant forms are to display the following details:

- A unique document title

- Version number

- Authorisation Details (date approved)

- Next review date

- Page number

- TACT logo or name.

The statement "This is a controlled document. Before using, check if it is the latest version on the TACT website" is to be included in all WHSMS controlled documents.

Document Identification

WHS Modules are identified by the Module number and description. For example, "WHS Module 3 - Document Control".

Draft and obsolete documents are to be identified as such in their file names by including the word 'Draft' or 'Obsolete' at the beginning of the document title. These documents shall not be available on the TACT website.

Expired Documents

Once a WHS document has reached its next review date, it is no longer current and must be removed from use. All hard copy versions of WHS documents that have reached their next review date must be destroyed, and all WHS documents must be made obsolete and removed from their locations on the TACT website.

Consultation

Prior to the approval of controlled documents the document author is to consult with key stakeholders.

Approval

All WHSMS documents are approved by the Executive Director.

Minor Changes

Minor changes to WHSMS documents (e.g. clarification of a process or instruction, correction of format or typing errors, update to references etc…) may be made without following the full consultation and approval process.

Forms

If a Form has been reviewed and there are no changes, a new version is not required.

Issue of Documents

The Executive Director holds overall responsibility for issue of WHSMS documents. Current WHSMS documents are accessed via TACT's website.

Issue of Hard Copy Documents

To ensure that hard copy documents are current at the point of use, Team Leaders will ensure that the documents issued to them or within their area of responsibility are the current version. This will be done by checking the TACT website.

Storage

All WHS controlled documents are to be stored on the TACT server. Local saving of WHS documentation by users, including any tools or forms, is not permitted.

WHS Module 4 - Purchasing

Purpose and Scope

This WHS Module outlines the system for purchasing goods and services (including human resources such as contractors and labour hire). It is intended to ensure that goods and services meet WHS standards before they are admitted to the workplace and to ensure that contractors providing services or undertaking works meet the appropriate WHS compliance and performance requirements that are set by legislation.

Overview of Procurement System

The following suite of documents ensures Triathlon ACT (TACT) complies with legal and other requirements to which it subscribes, including its WHS Policy.
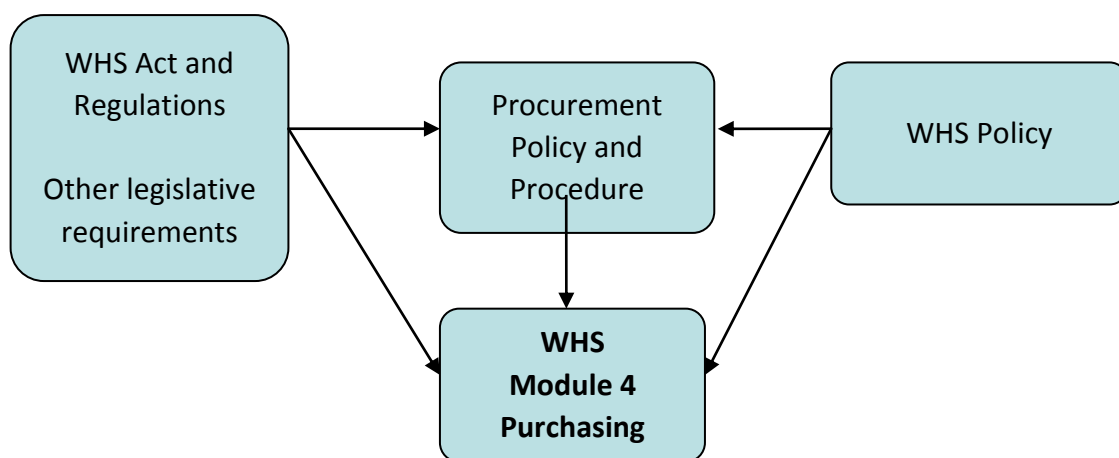
Procurement Policy and Procedure

TACT's Procurement Policy (link) states the preferred means for obtaining goods and services from suppliers and contractors. TACT's Procurement, Administration and Compliance Procedure details the process of procuring goods and services, the evaluation of tenders, and the ultimate awarding of a contract. It also provides requirements for ongoing management of suppliers and contractors following engagement under TACT's procurement processes. A WHS site inspection checklist tool is also included.

Goods

Due to the nature of our business, it is highly unlikely that any goods purchased by TACT introduce a WHS risk to employees and workers. Therefore there is no need to carry out a pre-purchase risk assessment. The only WHS control measure necessary shall be the inspection of the goods upon receipt. Inspection shall be carried out at the discretion of the receiving officer. If it is considered that the goods are at risk of posing a health and safety risk then the goods shall be disposed in a safe manner.

Services

Following a risk assessment in 2015, TACT has reduced the number of events it is involved in organising and conducting where TACT is the PCBU. The key triathlon events have been outsourced to Commercial Event Providers. Services provided to TACT include water safety, timing, medical, traffic management, venue and equipment hire.

If there is a requirement to engage junior coaching services then the procedure is summarised in TACT's Procurement, Administration and Compliance Procedure.

The procedure for managing all goods and services, based on their inherent WHS risk, is detailed in the Procurement, Administration and Compliance Procedure.

WHS Module 5 - Risk Management

Purpose and Scope

WHS risk management is part of Triathlon ACT (TACT)'s overall risk management framework.

A program of WHS risk management is established, implemented and maintained, and the procedures in the program shall be used to assist in the early identification of hazards, the assessment of risks and the implementation of controls in line with workplace needs and legislative requirements.

Each identified workplace risk shall be assessed for its potential to harm workers and others and/or property, and measures shall be implemented to eliminate or minimise the risk.

Process

Hazard Identification

Hazards are identified in each of TACT's Critical Workplace Areas, namely:

- TACT Office
- Officiating
- Coaching and Training.

Identifying hazards in the workplace can be conducted in a number of ways:

- *Visual inspection -* I have seen something that may hurt me or someone else.
- *Near miss -* Something has happened that could have injured someone.
- *Previous experience -* I have seen this before and it has hurt or nearly hurt someone.
- *Workplace inspection -* Workplace inspections are conducted on a scheduled basis in accordance with *WHS Module 7 – Safety Inspections*.
- *Accident -* This hazard has hurt someone.
- *Similar workplace information* - Information has been given to you or someone that applies to your workplace. For example, WorkCover often releases bulletins and information on workplace incidents or accidents that may have application in our own workplace.

Emergency Situations

Where an identified hazard is immediately dangerous to life or health or an emergency situation (fire, flood, bomb threat, etc…), the activity that may be impacted by the hazard is to cease immediately, the Executive Director or Site Manager contacted, and the area secured. An example of this is the unauthorised entry of a vessel onto the swim course of a triathlon.

Under no circumstances are employees/workers to put themselves at risk in an effort to control hazards or emergency situations.

Non-Emergency Situations

Where a hazard or a potential emergency situation poses an imminent threat to workers and others within the workplace, evacuation of the effected and surrounding areas is to be considered, and appropriate emergency services are to be contacted where necessary to control the situation. An example of this is the approach of an electrical storm towards the swim course of a triathlon. These actions are to be undertaken by the Site Manager or delegate.

If the hazard or potential emergency situation can be controlled without exposing people to further risk, the following steps are to be taken:

- Alert others in the immediate vicinity of the hazard;

- **If it is safe to do so**, make the area safe by controlling the hazard;

- Notify your Team Leader; and follow any directions that are provided.

In implementing immediate actions to make the area safe, consider the likelihood of the hazard causing harm and severity of the impact and apply the **hierarchy of controls.** It is important to consider the nature of the hazard and the potential impacts of exposure or contact.

If the workplace is not under the control of TACT, then the Site Manager should be notified as soon as possible. This is usually done by contacting your Team Leader (ie. Office Manager, Technical Delegate, Head Coach etc…).

Reporting Accidents, Incidents and Injuries

For TACT workers, all accidents, incidents and injuries to TACT workers are to be reported to the Executive Director as soon as possible and, within **24 hours** of the event, a ==**Safety Incident Report Form**== shall be completed by the TACT Team Leader.

For other stakeholders such as competitors and general public, any event resulting in a serious injury is to be reported to the TACT Executive Director by the TACT Team Leader as soon as possible and within **24 hours** of the event.

Notifying WorkSafe ACT

Notifiable incidents are to be reported **IMMEDIATELY** to WorkSafe ACT by the ***Person Conducting a Business or Undertaking*** (PCBU). During business hours this is done by the Executive Director (if TACT is the PCBU).

After becoming aware that an incident has occurred, workplaces must report 'notifiable incidents' to WorkSafe ACT IMMEDIATELY, and by the fastest possible means, either:

• by phone - ring WorkSafe ACT on 02 6207 3000

• by fax or other electronic means - fax WorkSafe ACT on 02 6205 0336 or email worksafe@act.gov.au

NOTE: WorkSafe ACT requires, in accordance with section 38(4)(b) of the WHS Act 2011, that you follow up your immediate notification in writing by completing ==the ***Notifiable Incident Report Form WSACT FM 0006*** (PDF)== and forwarding it to WorkSafe ACT, GPO Box 158, Canberra City, ACT, 2601

'Notifiable incidents' are defined as:

- The death of a person, or

- A serious injury or illness of a person, or

- A dangerous incident.

What is a Serious Injury or Illness?

A serious injury or illness means an injury or illness requiring the person to have:

- • immediate treatment as an in-patient in a hospital [Note: it is not necessary that the person was actually sent to or treated as an in-patient, it is sufficient that the injury or illness could reasonably be expected to warrant such treatment]

- • immediate treatment for an amputation, a serious head or eye injury, a serious burn, degloving or scalping, a spinal injury, the loss of a bodily function or serious lacerations

- • medical treatment within 48 hours of exposure to a substance.

What dangerous incidents must you report?

A dangerous incident means 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:

- • an uncontrolled escape, spillage or leakage of a substance

- • an uncontrolled implosion, explosion or fire

- • an uncontrolled escape of gas, steam or a pressurised substance

- • electric shock

- • the fall or release from height of any plant, substance or thing

- • the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the WHS Regulations 2011

- • the collapse or partial collapse of a structure

- • the collapse or failure of an excavation or of any shoring supporting an excavation

- • the inrush of water, mud or gas in workings, in an underground excavation or tunnel

- • the interruption of the main system of ventilation in an underground excavation or tunnel

- • any other event prescribed by the WHS Regulations 2011.

Non-Disturbance of the site following a notifiable incident

In the event of a notifiable incident, the site where the incident occurred is not to be disturbed until directed by an Inspector, as far as is reasonably practicable. This does not prevent any action:

- to assist an injured person, or
- to remove a deceased person, or
- that is essential to make the site safe or to minimise the risk of a further notifiable incident, or
- that is associated with a police investigation, or

- for which an inspector or the regulator has given permission.

Risk Assessment

Conducting a Risk Assessment

1. ***Form a team*** - decide who will be involved in the risk assessment. Consultation with workers is important.

2. ***Collect information*** - consider the tasks, environment and applications when assessing risk.

3. ***Assess the risk*** – 'Risk assessment' is the determination of the likelihood and consequence of coming into contact with a hazard. Likelihood is the frequency or how often the outcome (consequence) may happen. Consequence is the outcome of contacting (or being contacted by) the hazard.

4. ***Formulate Control Measures*** based on the hierarchy of control. Multiple control measures may be required to bring the risk to an acceptable level. ***Preventative control measures*** reduce the likelihood of the risk occurring. ***Corrective control measures*** reduce the consequence if the risk has eventuated.

5. ***Reassess the Risk*** to determine if the control measures are adequate. This provides us with a residual risk. If the residual risk is ***extreme*** or ***high,*** further control measures will need to be implemented in order to reduce the risk to a tolerable level.

6. ***Complete*** the Risk Assessment form.

7. ***Plan*** Identify on the risk assessment form who is responsible for implementing the control measures and time frames.

8. ***Review*** in accordance with ***WHS Module 3 - Document Control.***

Risk Matrix

TACT has adopted the following risk matrix for assessing the degree of risk that applies:

Likelihood	*Consequence*
A = Almost Certain (Expected to occur)	**1 = Catastrophic =** Death or permanent disability; > $500,000
B = Likely (Will probably occur)	**2 = Major =** Long term illness or serious injury; $50,000 to $500,000
C = Possible (Might occur at some time)	**3 = Moderate =** Medical attention & off work; $10,000 to $50,000
D = Unlikely (Not likely to occur)	**4 = Minor =** First aid treatment; $0.00 to $10,000

Table 1: Likelihood and Consequence Terminology

Risk Rating
E = Extreme
H = High
M = Moderate
L = Low
VL = Very Low

Table 2: Control Priority

Consequence	Likelihood			
if risk eventuates	A	B	C	D
1=Catastrophic	E	E	H	M
2=Major	E	H	M	L
3=Moderate	H	M	L	VL
4=Minor	M	L	VL	VL

Table 3: Risk Rating Matrix

Hierarchy of Control

The hierarchy of control comprises of six (6) categories of control. Elimination is the most effective with personal protective equipment being the least effective.

- **Elimination -** Completely removes the hazard from the workplace.

- **Substitution -** Changes the hazard for something less hazardous.

- **Isolation -** Isolates the hazard, or prevents persons contacting the hazard.

- **Engineering -** Provides a means of warning or preventing the hazard contacting the person.

- **Administrative controls -** Provides a non-physical control such as training or work instruction.

- **Personal Protective equipment -** Hard hat, safety glasses, protective clothing, etc.

Hazards encountered will be controlled in accordance with the Hierarchy of Control.

Legislative Compliance

Risk assessments are to be conducted considering as a minimum the requirements of the **ACT Work Health and Safety Act 2011**, the **Work Health and Safety Regulation 2011**, Codes of Practice and Australian Standards as referenced by the Act and Regulation.

Process control documents outlined in **WHS Module 6 - Process Control** provide guidance and set requirements for meeting legislative, code of practice and Australian Standards requirements.

Review of Controls

The review of hazard control measures is undertaken in accordance with **WHS Module 8 – Corrective Action**.

The Executive Director or relevant Team Leader shall consider the need for more frequent reviews depending upon the nature and severity of the hazard or incident.

Risk Assessment Review

The periodic review of risk assessments will take place at intervals as specified in **WHS Module 3 – Document Control**.

Toolbox talks are to be conducted in accordance with **Consultation and Communication – Process Control Document** to communicate any changes to risk assessments or work procedures, and suggestions by staff are to be recorded on the **TO Race Day Toolbox Meeting Record**.

Risk assessments are to be modified to reflect any changes and the document saved in accordance with **WHS Module 3 – Document Control.**

Event Sanctioning

All events conducted under the banner of TACT must be sanctioned by TACT. The sanctioning process includes the submission of documents by the Event Organiser via the Triathlon Australia on-line sanctioning portal (OSP). These documents are reviewed by a TACT officer who is trained in risk management to ensure that they meet minimum residual risk levels in all aspects of the event (except Traffic Management Plans [TMPs] and Traffic Control Plans [TCPs], which are approved separately).

Additionally, events are not sanctioned unless they are approved by the relevant stakeholder authorities such as the ACT police and ACT government, NCA and Roads ACT.

TACT does not provide technical officials at non-sanctioned events. This ensures a baseline level of safety for TACT workers at events.

Hazard Control at Sanctioned Events

Traffic Management Plans (TMPs) and Traffic Control Plans (TCPs)

TACT does not prepare TMPs and TCPs. TMPs and TCPs are provided by the Race Organiser and implemented by the Race Director.

A sanctioning requirement is that every event has the approval of all relevant stakeholder authorities, which includes the review and acceptance of TMPs and TCPs by the relevant authority, where applicable. The adequacy of TMPs and TCPs is considered by the Triathlon Australia Technical Delegate in the Post Event Technical Report. This feedback contributes to the ongoing refinement of these plans for implementation at successive events.

Other Event Risks

Event organisers are the PCBU and are responsible for providing a site which is a safe environment for workers, competitors, spectators, technical officials and the general public.

Apart from technical officials who are provided by TACT, all event staff are engaged by the Event Organiser.

TACT technical officials are not present during the event's bump-in or bump-out, nor are they required to carry out any work other than officiate on the Field of Play, and meet with event staff and competitors pre-race and post-race from time to time. Some events may have site-specific risks on the Field of Play which have been introduced by the Event Organiser, such as trip hazards in transition, narrow or dangerous sections of the bike course or slippery surfaces near the swim course. It is the Event Organiser's responsibility to communicate these risks to all affected stakeholders, including the TACT Technical Delegate. These risks are then communicated to all technical officials at the pre-race ***TO Race Day Toolbox Talk***.

Competency of Technical Officials

TACT only engages accredited Technical Officials, who have undergone general training in safe procedures and risk assessment. The TACT Technical Officials' Program is managed by the volunteer Technical Manager, and the training program is accredited with the Australian Sports Commission and the International Triathlon Union.

Generic Risks for Technical Officials

There are a number of generic risks associated with being a technical official. These risks and their recommended control measures are communicated with technical officials on a regular basis (at least once a year) via newsletter and face-to-face technical updates. They are also listed in the [Technical Officials' Handbook on the Triathlon Australia website](#).

WHS Module 6 - Process Control

Purpose and Scope

Process control ensures that critical tasks conducted by Triathlon ACT (TACT) are carried out safely, in a planned and systematic manner.

Process

Process control provides additional instruction to employees ensuring effective management of work health and safety.

Process Control Documents

Process Control Documents are found in the following areas of TACT's Workplace Health and Safety Management System (WHSMS):

- Work Health and Safety policy and WHS modules (link to WHS overview page)
- Other policies and procedures
    o Procurement Policy and Procedure
    o Fitness for Duty (Drugs and Alcohol) Policy and Procedure
    o Sun Protection Policy and Procedure
- TACT Office forms
    o TACT Safety Incident Report Form
    o Worksafe ACT Notifiable Incident Report Form
    o Office Safety Inspection Form
    o Office Employee Safety Induction Form
- TACT Officiating Policies and Procedures
    o TACT Event Safety Checklist
    o TACT Course Safety Inspection
    o TACT Safety Incident Report Form
    o Worksafe ACT Notifiable Incident Report Form

WHS Module 7 – Safety Inspections

Purpose and Scope

This Module outlines the system of work, health and safety (WHS) inspections and testing undertaken to ensure the working environment, equipment, and/or procedures used in the conduct of work comply with the relevant standards, legislative requirements and/or specifications.

There are two types of workplace which may be under the control of TACT:

1.   TACT Office
2.   Coaching and Training environments.

Additionally, TACT workers, such as Technical Officials, often attend event sites which are under the control of another PCBU.

This Module specifies:

- the inspection and testing procedures required to be undertaken to meet the relevant WHS needs, legislative requirements, and standards;

- the personnel responsible for ensuring inspections and testing are conducted;

- the record keeping requirements;

- the procedure for actioning corrective measures where an WHS non-conformance is identified.

Process

1. TACT Office

The TACT Office is located in rented office space and outdoor storage at Lot 22 King Street, Deakin. The building is behind a locked gate with a parking area for trailers, boat and equipment. There are various inspections associated with WHS which are carried out under the authority of the building's owners in accordance with their responsibilities. These include:

- Fire safety systems

- Air conditioning towers

- Fixed ladders

- Pressure vessels.

TACT does not participate in these inspections.

The TACT Executive Director shall ensure that a workplace inspection of the TACT Office is undertaken at least every six months. Completed check sheets shall be filed on the server in the appropriate location. Non-conformances shall be actioned appropriately to ensure a safe work environment. Office workplace inspection non-conformances shall be a permanent agenda item at all scheduled Governance Sub-Committee meetings.

2.   Coaching and Training Environments

Prior to commencing a coaching or training activity, the TACT Coach or Trainer shall conduct an inspection of the premises in accordance with the relevant check sheet. Non-conformances shall be actioned appropriately to ensure a safe work environment. Residual risks shall be communicated to the participants prior to commencing the course. This communication shall include the location of emergency assembly areas and evacuation routes. The completed check sheet shall be retained by the coach or trainer for a minimum of 12 months.

3.   Event Sites

For every sanctioned event which is attended by a TACT Technical Official, a workplace inspection shall be carried out by the Technical Delegate during the conduct of the event. This inspection forms part of the post event Technical Report. The completed report is automatically filed within the sanctioning documentation for the event on the online sanctioning portal. Whenever the event is cloned, safety non-conformances contained within the recommendations section are included in the cloned event for action by the responsible officer to ensure a safe work environment.

WHS Inspection Details

From the AS/NZS 3760 standard for tagging and testing, the following tables list appropriate tag and test maximum frequency for electrical equipment:

Type of environment and/or equipment	Equipment including Class I equipment, Class II equipment, cord sets, cord extension sets and EPODs
(a)	(b)
1 Factories, workshops, places of manufacture, assembly, maintenance or fabrication	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
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

Table 1: Testing and inspection intervals for electrical equipment, AS/NZS 3760.

Aspect	Inspection/Test Description	Resp. Position	Delivery Method	Skills/Qualification	Program (Freq.)	Reference:
TACT Office – general area	WHS Workplace Inspection	ED	In-House	Building induction	6 Monthly	TACT Office Workplace Inspection Check sheet
	Board Inspection	ED	In-House	Building induction	Yearly	TACT Office Workplace Inspection Check sheet
TACT Office - Electrical Equipment - Non flex - Fixed (eg computers, fridges, fixed power boards)	Tagging and Testing	Electrician	Contract	Electrical Trade Certificate or Statement of Attainment for the conduct of in-service safety testing of electrical cord assemblies and cord connected equipment	5 years	Tag and Test Electrical Equipment
TACT Office - Electrical Equipment - Flex - Portable (eg laptops, toasters, chargers)	Tagging and Testing	Electrician	Contract	Electrical Trade Certificate or Statement of Attainment for the conduct of in-service safety testing of electrical cord assemblies and cord connected equipment	Yearly	Tag and Test Electrical Equipment
	Visual inspection before use	All staff using relevant equipment	In-house	None	Daily	

Aspect	Inspection/Test Description	Resp. Position	Delivery Method	Skills/Qualification	Program (Freq.)	Reference:
Event Site (technical officials)	Site induction with prior to event	Technical Delegate (TD)	In-house	RTO training (or LTO if mentored on site)	Every sanctioned event with a technical presence	TO Race Day Toolbox Talk. TD Roles and Responsibilities document
	Visual inspection during event	Technical Delegate	In-house	RTO training (or LTO if mentored on site)	Every sanctioned event with a technical presence	Post event Technical Report TD Roles and Responsibilities document
	Visual inspection during event	Technical Officials	In-house	LTO training	Every sanctioned event with a technical presence	Post event Technical Debrief
Coaching or Training Course	Visual	Head Coach or Trainer	In-house	L1 Coach or RTO	Per session	Pre-course safety check sheet

Table 2: Table of personnel responsible for inspection and testing of electrical equipment at TACT.

WHS Module 8 - Corrective Actions

Purpose and Scope

This module ensures the outcomes of inspections, tests, audits and occurrences and hazards are reviewed, and suitable procedures implemented to rectify non-conformances and prevent their recurrence.

Procedures for identifying risks are detailed in **WHS Module 5 – Risk Management,** and control measures or corrective actions shall be used before these risks cause injury or illness in the workplace. Risks are identified through hazard reporting, visual inspection, near miss, previous experience, workplace inspection, consultation, post event review, as well as reviewing work process and previous corrective actions.

TACT adopts a two-way approach to hazards. This is **proactive,** in that hazards are identified and controlled prior to an occurrence, and **reactive,** where all occurrences are investigated and corrective actions implemented to prevent recurrences.

Process

Corrective actions are generally actions aimed at correcting system failures. Following a process of investigation that identifies the cause of the incident or situation where a non-conformance is raised, the corrective action should seek to address the point that was a catalyst that allowed the events to occur.

Process Context

This Module forms an integral role in ensuring occurrences that are identified are closed out.

Process Overview

Location	Scenario	Action if not Immediately Resolved	Review
TACT Office	Worker identifies safety hazard during normal work activity	Notifies Executive Director for inclusion on outstanding safety items list.	Reviewed at least every Governance Sub-Committee meeting. Timetable established to remove hazard.
	Worker identifies safety hazard during workplace safety inspection	Notifies Executive Director for inclusion on Outstanding Safety Items List.	Reviewed at least every Governance Sub-Committee meeting. Timetable established to remove hazard.
TACT Coaching or Training Course	Worker identifies hazard	Advises Workplace Site Manager in a timely manner.	None (coaching and training locations are usually different each time)
Sanctioned Event (one that is not controlled by TACT)	Worker identifies hazard	Notifies Technical Delegate (TD) or Workplace Site Manager, then TD or Workplace Site Manager implements control measure.	TD considers inclusion in post event technical report, and references the non-conformance in the *Recommendations* section.
		Raises the matter at post event debrief	If relevant, the matter is reviewed by the TD prior to the next event.

Table 1: Corrective actions for various scenarios of safety hazards.

WHS Module 9 - Training

Purpose and Scope

This module outlines the system requirements to ensure that all workers have the appropriate training to provide them with the necessary skills, knowledge, experience and qualifications to enable them to perform their duties in a healthy, safe and effective manner.

It includes details on the methods for identifying individual training needs, the delivery of training, and how competency is evidenced.

Process

WHS Training Needs

Training or Accreditation	Executive Director	Governance Sub-Committee	TACT Office Worker	Senior Technical Team Member	Technical Official at events	Coach	Trainer
WHS Awareness	X	x	x	x	x	x	x
Working with Vulnerable People Check	x		x	x	X	x	
Risk Management	x	x		x		x	x
Emergency Evacuation	x	x	x	x	x	x	x
Site Induction	x	x	x	x	x	x	x
Safety Incident Reporting	x	x		x		x	x
NOAS Officiating Principles				x	x		
NCAS Coaching Principles						x	

Note: visitors to the TACT office must remain in the company of a TACT worker at all times.

Types of WHS Training

- **WHS Awareness:** mandatory awareness training in the required elements of the WHSMS, delivered in accordance with **WHS Induction – Process Control Document.** This training forms part of initial employment induction for TACT employees, or it forms part of the LTO Training Course for technical officials.

- **<mark>Working With Vulnerable People Check</mark>:** is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check.

- **Risk Management Training:** basic training in the principles of risk management and how it relates to triathlons, office work and child protection. The **_triathlon risks_** are introduced in both the LTO and RTO training courses. Specific risks form part of the mandatory technical official pre-race toolbox talk. The **_office risks_** are introduced in the TACT office induction, and the **_child protection risks_** are introduced in the NOAS and NCAS online training modules.

- **Emergency Evacuation Training:** delivered to TACT workers in the TACT office induction and also at technical official pre-race toolbox talks. Where the site is not controlled by TACT, it is the

Site Manager's responsibility to provide this information to the TACT Team Leader, such as the Technical Delegate, Head Coach or Head Trainer.

- **Site Induction:** delivered to new office workers by the Executive Director (or representative); delivered to technical officials by the Technical Delegate; delivered to the Technical Delegate, Head Coach or Head Trainer by the owner of the site.

- **Safety Incident Reporting:** targeted training on how to complete a safety incident report.

- **NOAS and NCAS Training Courses:** online training courses via the Australian Sports Commission's training portal.

Delivery of WHS Training

The delivery of WHS training is undertaken by a number of methods appropriate to the circumstances:

- **Structured Training Courses:** formal courses that are delivered by appropriately qualified internal or external training providers.

- **Online Courses:** where appropriate, training courses may be delivered in an online format. These programs are generally developed in-house, in collaboration with the relevant Subject Matter Experts.

- **Toolbox Talks:** a meeting held by field-based teams before undertaking a task to assess and communicate any WHS risks and controls associated with a specific task or workplace.

- **On-the-job Training:** informal training in a specific work process. On-the-job training can be delivered by supervisors or by peers who are experienced and competent at undertaking the task**.** Competence shall be assessed by successful completion of specific assessment tasks relating to the work activity, or by the practical completion of the relevant work activity under supervision.

Refresher Training

Refresher training will be delivered to employees where identified by legislation, licensing requirements, codes of practice, Australian standards or internal requirements. Refresher intervals are set at two years by default, unless an alternative refresher period is required by legislation.

Supervision

Team Leaders, such as Technical Delegates, shall ensure that a reasonable level of supervision of workers is maintained to ensure their health and safety.

The degree of supervision that will be provided to workers shall be proportional to the degree of WHS risk associated with the task they are performing, the age of the people, and the level of experience and competence that workers possess in carrying out the task. For example, the level of supervision for a new technical official that has not performed a particular task before would be greater than for an official that has been performing the task for many years.

For the purpose of this Module, supervision can be provided by the worker's supervisor or by the worker's peers, providing the peer is competent at undertaking the task.

Competency Assessment

Workers are assessed for competence following the delivery of training to verify their understanding and ability to apply the skills and knowledge that have been imparted. The process of assessing competence will vary depending upon the specific learning objectives of the training and may include practical demonstration of skills, completion of targeted questionnaires, recording of hours/experience over a defined period, simulated exercises or independent assessment.