AFL OCCUPATIONAL HEALTH AND SAFETY (OH&S) MANUAL

(Issue 4, Effective 1 February 2018)

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AFL OCCUPATIONAL HEALTH AND SAFETY (OH&S) MANUAL

(Issue 4, Effective 1 February 2018)

CONTROLLED E-COPY

Approved by:

……

Faiz Khan
Executive Chairman
AIRPORTS FIJI LIMITED

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FOREWORD

As clearly stated in the AFL Occupational Health and Safety Policy, the effectiveness of this policy can only be achieved by the active involvement of all employees.

This manual has been formulated in line with the Employment Relations Promulgation (ERP) requirements. The timely implementation of this manual rests equally on each individual working for AFL as it impacts on all workers as well as our customers, contractors, visitors and the travelling public.

To achieve the goals and objectives as established in the Occupational Health and Safety at Work Policy, this reference manual has been developed to assist every employee in their respective areas of responsibilities.

It is imperative that the policies and procedures detailed in this manual are understood by everyone as health and safety is our responsibility.

……..
Faiz Khan
Executive Chairman
AIRPORTS FIJI LIMITED

EDITORIAL NOTES

The Occupational Health & Safety Manual is scheduled for once a year printed page amendment with the effective date being an AIRAC date. Approved amendments should be received by the AIS office prior to the set out cut-off date for this manual.

Amendments may also be effected via supplementary amendments (yellow pages) posted or emailed document holders as a need arises for urgent corrective action. Document Holders should check the validity date, which is normally within 7 days of receipt. Hard copy pages will replace emailed amendments shortly thereafter. Supplementary amendments will normally be reissued in permanent form at the next AIRAC scheduled amendment process.

Amendments may extraordinarily consist of hand-amendments through instructions in either the scheduled or supplementary amendments.

The “record of Signalled/Supplementary Amendment” page shows the signalled/supplementary amendments that remain in force. All others should be destroyed.

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001	Executive Chairman	AFL	Nadi
002	GMATM & OPS	AFL	Nadi
003	Coordinator ATMC	AFL	Nadi
004	Manager ANES	AFL	Nadi
005	Senior Instructor- Aviation Academy	AFL	Nadi
006	Manager Fleet Services	AFL	Nadi
007	SOTEL- SST (ANES)	AFL	Nadi
008	Manager EMS	AFL	Nadi
009	Coordinator BCW (Terminal)	AFL	Nadi
010	MASS	AFL	Nadi
011	Manager ARFFS	AFL	Nadi
012	Manager Airside Operations	AFL	Nadi
013	Manager HR	AFL	Nadi
014	Manager Airport Landside & Customer Service	AFL	Nadi
015	Manager Commercial	AFL	Nadi
016	APM Nausori	AFL	Nausori
017	Operations Manager Outer Islands Airports	AFL	Nausori
018	Chairman- Nadi OHS Committee	AFL	Nadi
019	Management/ Financial Accountant	AFL	Nadi
020	Chairman Nausori OHS Committee	AFL	Nausori

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021	Section Officer Security	AFL	Nausori
022	Fire Officer	AFL	Nausori
023	Station Officer- ANES	AFL	Nausori
024	Tower Supervisor	AFL	Nausori
025	Team Leader- E/M	AFL	Nausori
026	Senior Works Supervisor	AFL	Nausori
027	Team Leader	AFL	Labasa
028	Team Leader	AFL	Savusavu
029	Team Leader	AFL	Matei
030	Team Leader	AFL	Gau
031	Team Leader	AFL	Koro
032	Team Leader	AFL	Vanuabalavu
033	Team Leader	AFL	Moala
034	Team Leader	AFL	Bureta
035	Team Leader	AFL	Cicia
036	Team Leader	AFL	Rotuma
037	Fire OHS Reps	AFL	Nausori
038	Security OHS Reps	AFL	Nausori
039	Attendant OHS	AFL	Nausori
040	P.S. EP & IR	Ministry of Employment	Suva

Soft copy of this manual will be made available on-line for everyone's information.

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1 OCCUPATIONAL HEALTH & SAFETY (OH&S) & WELLNESS POLICY

1.1 General

1.1.1 Provided below is the content of the OH&S policy:

AIRPORTS FIJI LIMITED

1. Airports Fiji Limited is committed to providing a safe and healthy work place for its workers, customers, visitors, contractors and tenants.

2. We most strongly feel that the health and safety of everyone is paramount no matter how critical our operations are and there shall be no excuse for exposing anyone to danger.

3. We will ensure that health promotion measures are in place and workers representatives will actively participate in the design and implementation of the health promotion program.

4. Management and staff at all levels shall be accountable for Health and Safety in all work areas under this policy.

5. Airports Fiji Limited shall-

- Ensure the Health and Safety at Work Act and relevant Regulations are followed;
- Acknowledge and accept the principles and responsibilities which are in the Health and Safety at Work (Amendment) Act 2003 and Regulations which relate to the health and safety of workers to the health and safety of workers;
- Provide safe equipment, material, furniture and facilities on its premises;
- Have a process to ensure safety in connection with the use, handling, storage or transport of plant and substances;
- Provide safe work systems, written procedures and instructions to ensure safe work procedures are maintained;
- Provide information, instruction and supervision of workers, customers, visitors, contractors and tenants to ensure that they are safe whilst on our premises;

- Provide continuous training of all workers.
- Provide rewards to workgroups to appreciate health promotion and safety efforts.

6. All workers shall-

- Assist management in its endeavor to comply with the requirements of the Health and Safety at Work (Amendment) Act 2003;
- Use equipment supplied to him/her in accordance with the instructions supplied to ensure safety for him/her and the safety of other workers or persons at the workplace;
- Take necessary measures to ensure his/her personal safety, the safety of the fellow workers, the safety of members of the public, visitors, contractors,tenants and the property through safe work practices.

7. Health and safety at the workplace shall be addressed through consultation with Health and Safety Committees.

8. The roles and functions of the Health and Safety Committees, and their representatives, will always be recognized and encouraged.

9. AFL will establish measureable objectives and targets to ensure continued improvement aimed at elimination of work related injury and illness.

10. This policy shall be reviewed every 2 years to ensure it remains relevant and appropriate to the organization.

……..

Faiz Khan

EXECUTIVE CHAIRMAN

Date: 6th January 2018

Revision No. 07 Policy No. 085

2 OH&S & WELLNESS POLICY PROCEDURE

2.1 Purpose

2.1.1 To document the OH&S policy of the organization and to set out the arrangements for communication and review.

2.2 Application of the Policy

2.2.1 This policy is applicable to AFL in all its operations and functions including those situations where employees are required to work away from their usual work stations.

2.3 Consultations

2.3.1 AFL is committed to consultations and mutual cooperation between management and workers. The organization will formally involve elected OH&S Representatives and committee members to seek their views on any changes in their work place that will affect the health and safety of any of its workers.

2.4 Communication of the Policy

2.4.1 All personnel including contractors and trainees are to receive information about the policy at induction and are to be provided with a written copy of the policy after the annual revisions (if any).

2.4.2 The signed policy is to be printed on A3 size paper in the format OH&S 1.1 and copies displayed in all offices and workstations.

2.5 Authorization

2.5.1 The Executive Chairman (EC)/ Chief Executive Officer (CEO) is to sign the policy.

2.6 Review

2.6.1 The policy will be reviewed every 2 years by the Executive Chairman/ Chief Executive Officer in consultation with the Health and Safety Committees through the OH&S Officer.

2.7 Audit Records

2.7.1 The current written and dated policy signed by EC/ CEO and displayed in the designated areas.

2.7.2 Induction training content.

2.7.3 Induction records.

2.7.4 Distribution lists for policy revisions.

2.8 Procedure Owner

2.8.1 OH&S Officer

3 PURPOSE AND OBJECTIVES OF THIS MANUAL

3.1 General

3.1.1 The purpose of this manual is to provide Management and workers with a policy focussing on OH&S commitmentand detailed guidelines outlining OH&S responsibilities and safe work procedures.

3.1.2 There are a number of reasons for improving our OH&S performance which relate to the purpose of this manual.

3.2 Legal

3.2.1 The law requires comprehensive health and safety standards across a range of activities and there are extensive powers to ensure/enforce compliance. In this context Management and workers may be held personally liable for breaches of legislation.

3.3 Economic / Best Practice

3.3.1 Accidents, disease, damage and other losses can cost AFL a large amount annually in terms of compensation. Many of these costs are hidden in our finances but nonetheless real. Emphasis on best practice health and safety within our industry can improve performance by reducing these losses.

3.4 Professional

3.4.1 The increasing reliance upon organisation to regulate their own health and safety means that management must acquire expertise in order to manage health and safety as proficiently as they carry out their other operations.

3.5 Ethical

3.5.1 We have a responsibility to our employees, visitors and public and it is the Management's responsibility to do everything reasonably practicable to protect their OH&S.

3.6 Employee Relations

3.6.1 Good OH&S encourages, cooperation between management and workers. Improvements in Employee Relations can result from an Effective OH&S management plan.

4 DUTY OF CARE LEGAL REQUIREMENTS

4.1 Purpose

4.1.1 The purpose of this Section is to outline the duty of care statutory obligation on AFL, AFL Managers, Supervisors, employees and other parties.

4.2 Procedure

4.2.1 This reference document and accompanying Ministry OH&S Legislation summaries are made available to all employees of AFL via access to this manual. Further information and/or copies of the Act and Regulations can be obtained from the OH&S Section or from respective Managers;

4.3 Duty of Care

4.3.1 Under the OH&S Act all employees are required to ensure that all works carried out on AFL's premises is in a manner that is safe and without risks to health.

4.4 Definition of Duty of Care

4.4.1 The legal obligation to avoid causing harm to another person, especially through negligence, which arises where it is reasonably foreseeable that in a particular situation that any other person would be harmed by one's action without the exercise of reasonable care.

4.4.2 If a breach of this duty is established in a court of law, then all the persons legally held responsible for such a breach will be dealt with as prescribed under the Fiji Health & Safety at Work Act.

4.5 Types of Legislation

4.5.1 OH&S Representatives and Managers of AFL need to be aware of the legal obligations of both the employer and the employees. There are two principal types of law;

i) Statute Law – Law made through an Act of Parliament which is the basic law making documents enacted by the Parliament.

ii) Common Law – Detailed provisions specifying various requirements;responsibilities; obligations; rights and duties.

4.5.2 Statute Law - Statute Laws are Acts of Parliament which take the form of commands and prohibitions usually addressed to employers who are liable to a penalty if the Law is disregarded or disobeyed. Specific references to employee responsibilities are also included in Statute Law.

4.6 Employers Obligations

4.6.1 Employer's obligations can generally be described as an obligation to provide:

- Safe premises;
- Safe plants;
- Safe systems of work;
- Information, instructions and appropriate training;
- Competent supervision.

4.6.2 In providing safe systems of work, employers must:

- Warn workers of work hazards and particularly unusual or unexpected risks;
- Instruct workers as to the manner which the job is to be carried out;
- Supervise workers adequately to ensure that instructions and warnings given have been properly heeded. There is duty of constant vigilance required to ensure compliance;
- Provide an adequate and competent workforce.

4.6.3 A breach of employer's obligations will generally require that:

- There was a risk to injury that was reasonably foreseeable;
- There were reasonably practical means of avoiding the risk;
- Injury was caused by that risk;
- The employer's failure to eliminate the risk demonstrated a lack of reasonable care of safety.

4.7 Common Law

4.7.1 Common Law consists of a body of rules of traditional origin that have evolved by decisions in Courts of law. They are not Acts of Parliament although many of the principles of Common Law are embodied in Statute Law. If an employee is injured and employer negligence was a proven factor then the employer can be held liable to the worker at Law.

4.8 Employer Common Law Duties

- To provide proper plant and equipment;
- To provide a proper and safe method of work;
- To provide adequate and competent workers;
- To ensure a safe system or method of work;
- To provide competent and adequate supervision.

4.9 Employee Common Law Duties

- To take reasonable care of their own safety;
- To keep a proper lookout for danger;
- To use the equipment provided and use it for its proper purpose;
- To follow the system, the method of work laid down;
- To obey all lawful instructions;
- To give proper attention to their work.

4.10 Summary of Fiji Health and Safety at Work Legislation

4.10.1 Summary brochures/notes on the Health and Safety at Work Act and Regulations produced by the Ministry of Employment, Productivity and Industrial Relations for Managers, Supervisors and workers are to be kept with each copy of this manual at the nominated work locations. Refer to Form OH&S 1.4.

4.11 Review

4.11.1 The procedure is subject to annual review, plus review generated by change in OH&S legislation.

4.12 Audit Records

- Copies of current position descriptions which contain information about health and safety responsibilities;
- Allocation of specific legislative responsibilities as per Form OH&S 1.4;
- Relevant recent training provided to all responsible personnel.

4.13 Procedure Owner

4.13.1 OH&S Officer

5 ROLES AND RESPONSIBILITIES – LEADERSHIP AND COMMITMENT

5.1 Purpose

5.1.1 This procedure documents the general and specific health and safety responsibilities applicable to the various management levels within the organization. These responsibilities are assigned to the levels of management as shown and are based on the Fiji OH&S at Work Act. Further individual responsibilities are contained in particular procedures and position descriptions

5.2 Procedure

The Executive Chairman/ Chief Executive Officer will:	• Formally approve the Occupational Health and Safety Policy of AFL.
Senior Management	• Formally approve the Occupational Health and Safety Procedures • Review overall organization in the resolution of safety issues • Participate where required in the resolution of safety issues • Review serious accidents/incidents and monitor corrective actions • Review Health and Safety performance of middle management • Ensure organizational compliance with Health and Safety legislation

Line management	•Ensure all appropriate actions are taken to implement the Occupational Health and Safety Policy, Health and Safety procedures and legislative requirements. •Monitor health and safety performance within the area of responsibility •Demonstrate commitment to Health and Safety through participation in formal and informal discussions, workplace visits and hazard inspections etc.
	•Participate where required in the resolution of safety issues. •Review any Health and Safety related reports and take appropriate action •Participate in the Health and Safety Committee meetings where required •Ensure consultation with worker's Health and Safety Representatives, particularly on any workplace changes to improve Health and Safety •Initiate actions to improve health and safety •Regularly review the health and safety performance of supervisors

Supervisors and Foremen	•Implement the Occupational health and safety policy OH&S procedures and legislative requirements •Monitor health and safety performance within the area of responsibility •Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc •Participate where required in resolution of safety issues •Investigate all accidents/incidents within the area of responsibility •Ensure liaison with worker's Health and Safety Representatives, particularly on any workplace changes, which have a health and safety component.

	• Initiate actions to improve health and safety within the area of responsibility. • Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found. • Participate as nominated in any local Health and Safety Committee • Ensure all workers are inducted and receive regular training as required to perform jobs safely. • Facilitate rehabilitation of injured workers.

Workers Will: (For the purpose of the management of OH&S, workers include permanent, part-time/casual and Industrial Training Attachés)	•Adhere to all safe working procedures in accordance with instructions •Take reasonable care of themselves and others who may be affected by their actions. •Take into consideration the health and safety of themselves and others and that their actions will not put at risk the health and safety of other persons. •Be familiar with the and understand AFL's Occupational Health and Safety policy •Comply with all of AFL's safe systems of work and procedures as outlined in the health and safety manual and other relevant documentation. •Use personal protective equipment as outlined in training and in accordance with the manufacturer's specifications. •Report all accidents, injuries, near misses, potential hazards and unsafe work conditions immediately to their Supervisor or Manager. •Individual employees may also give reference to specific procedures documented in this manual and shall note them in addition to the above responsibilities.

5.3 Review

5.3.1 This procedure is subject to annual review.

Note: *Any changes to health and safety legislation will generate an immediate review.*

5.4 Audit Records

- Copies of current position descriptions, which contain information about health and safety responsibilities.
- Allocation of specific legislative responsibilities as per Form OH&S 1.4.
- Relevant recent training provided to all responsible personnel.

5.5 Procedure Owner

5.5.1 OH&S Officer

6 DOCUMENTATION – CONTROL

6.1 Purpose

6.1.1 The purpose of this procedure is to describe the process of control of documents (amendments and updates) in relation to OH&S.

6.2 Distribution

6.2.1 AIS is responsible for the distribution of OHS Manuals. However, the OH&S Officer is required to maintain a list of registered Manuals at locations and copies of revisions;

6.3 Amendments of Documentation

6.3.1 Proposals for amendments to OH&S policy and procedures should be submitted to the OH&S Officer. The OH&S committees, relevant Managers, employees and OH&S Representatives would consider such proposals before authorization for change can be given. Procedures will be reviewed to ensure they remain up to date and deal with regulatory changes.

6.4 Other OH&S Documentation

6.4.1 Recommendations for changes to documents relating to OH&S procedures may be channelled through OH&S Representatives and Line Managers.

6.5 Record Keeping

6.5.1 Completed OH&S Manual forms and statutory forms must be filled in correctly and copies kept in relevant files. The files should be readily identified as applying to OH&S and available for internal and external audit.

6.6 Controlled Document

6.6.1 The AFL OH&S Manual is a controlled document. All amendments to the manual are to be authorized by the Manager Safety & Risk Management or the OH&S Officer (refer to Form OH&S 1.5).

6.7 Audit Records

6.7.1 Review of sample location manuals to verify that updates have been entered as per Form OH&S 1.5.

6.8 Procedure Owner

6.8.1 OH&S Officer

7 OH&S PLANNING - THREE (3) YEAR OH&S PLAN & ALLOCATION OF RESOURCES

7.1 Purpose

7.1.1 To outline AFL's plans to achieve statutory compliance and best practice OH&S at 3- year intervals.

7.2 Procedure

7.2.1 The one page matrix plan chart 1.6-2 outlines the 3-year OH&S PLAN FOR 2017-2019. The plan will be revised in 2019. The review process will involve Senior Management and Employee Representatives. Senior Management will budget for human and financial resources as appropriate to achieve the OH&S Plan.

7.3 Review

7.3.1 This procedure will be reviewed annually to assess priorities established for the following three years. Modifications/additions will be made as required to the plan to reflect the OH&S needs relevant to AFL. To this end each OH&S Committee will have the OH&S plan revision as an annual agenda item.

7.4 Procedure Responsibility

7.4.1 Senior Management

7.5 Audit Records

7.5.1 OH&S Committee minutes

7.6 Procedure Owner

7.6.1 Manager Safety & Risk Management / OH&S Officer

AFL THREE-YEAR OH&S PLAN (STATUTORY REQUIREMENTS AND BEST PRACTICE)

	ADMINISTRATION	PROCEDURES	ENGINEERING	PERSONAL PROTECTIVE EQUIPMENT (PPE)	TRAINING	PROMOTION AWARENESS AND INVOLVEMENT	AUDIT INTERNAL/ EXTERNAL
2017	Selection and placement and OH&S. Hazard Inspections. Purchasing and OH&S. Critically review OH&S Policy and procedures	Working at heights (Outdoors and indoors) Chemical safety Management. Emergency evacuation. Biggest loser take it all	Machine guarding. Hygiene monitoring, airborne chemical hazards, noise etc. Lifting gear. Amenities requirements	Review signage and usage practices Confined spaces review PPE for contractors and visitors	OH&S in Training for OH&S Committees OH&S Representatives Managers and Supervisors duty of care & Legislation Induction review OH&S Committee recommendation for employee training	Articles on safety Posters OH&S Committee meeting minutes	External OHS audit of all systems and procedures All locations inspections by OH&S Officer, Snr.Mgnt/OH&S Chairman/Chairperson Inspection of work areas by site Supervisors
2018	Preventative maintenance program Materials handling equipment to minimize manual handling OH&S analysis in maintenance tasks. Location additions to systems and procedures and documentation	Signposting reviews Analysis of PPE injuries Danger tagging and lock-out. Medical and First Aid. Employee wellness	Hygiene Monitoring for noise, airborne chemical hazards, engineering controls. Electrical safety, Office and workshops	Analysis of job procedures and PPE requirements Survey of employees not wearing PPE (reasons) Emergency equipment update Safety harness inspection and testing	Hazard identification, assessment and control for Managers and Supervisors Incident/accident investigation Food handling and preparation	OH&S climate survey (attitudes/behaviour) OH&S performance reports Wellness programs Biggest Loser Safest department	OH&S Committees Inspections Self inspections or areas by representatives Contactor control auditing
2019	Develop further 3-year plan. Occupational rehabilitation policy and program. Selection and placement of OHS reps	Employee assistance program implementation Chemical safety management health surveillance	Preventative maintenance programs Materials handling equipment to minimize manual handling OHS analysis in maintenance tasks	Signposting reviews Analysis of PPE injuries	OHS training for OHS reps OH&S review Hazardous substances handling Supervisor 5 minutes OH&S talks Employee OH&S course	Teamwork OH&S exercises OH&S calendar for all employees Off the job safety promotion	External OH&S audit of systems and procedures OH&S Officer inspection of all locations

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INDUCTION OF WORKERS, TRAINEES, CONTRATCTORS & VISITORS

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1 INDUCTION OF WORKERS, TRAINEES, CONTRACTORS & VISITORS

1.1 PURPOSE

1.1.1 To set out the arrangements for induction of new workers, trainees, contractors and visitors. This is in order to ensure they are made aware of AFL's standards of OH&S and to assists those in the recognition of the inherent hazards associated with the work environment.

1.2 Definition

1.2.1 Visitors: persons who are accompanied at all times on site by an employee of AFL.

1.3 Procedure

1.3.1 New employees (includes part time, casuals and students on industrial practical training attachment);

1.3.2 "First Day Induction" is to be provided by the relevant Manager/Supervisor and

1.3.3 OH&S Officer. All items on the First day Induction Checklist (OH&S2.1.1) are to be explained to the workers and visitors. A record of this induction is to be signed by the Supervisor, OH&S Officer and the worker and held under "Induction Records" in the file.

1.4 Contractors (Including Their Workers)

1.4.1 Contractor induction is to be provided by the Manager responsible for the contract or a worker delegated by the Manager and the OH&S Officer. All items on the contractor Induction Checklist (OH&S 2.1.2) are to be explained and the record of induction signed by both the persons providing the induction and the contractor or his worker. This record is to be filed by the section responsible for the contract and the OH&S Section.

1.5 Visitors

1.5.1 Visitors are to sign in a visitor's book at the site reception area (Form OH&S 2.1-3). This arrangement is applicable to the Operations area such as Communications, Air Traffic Control, Fire, Telecommunications, Building & Civil, Security and Electrical/Mechanical Sections.

1.6 Procedure Responsibility

1.6.1 OH&S Officer/Section Supervisors

1.7 Audit Records:

- Induction Training Forms;
- Schedule for Induction Training;
- Visitor's Registers.

1.8 Procedure Owner

1.8.1 OH&S Officer

2 OH&S IN EMPLOYEE SELECTION AND REPLACEMENT

2.1 Purpose

2.1.1 To ensure that prospective employee (job Applicants) and existing employees who are transferring jobs are physically and mentally capable of performing the task without risk to their own or fellow workers OH&S Safety.

2.2 Procedure

2.2.1 All applicants will complete the AFL application for employment Form.

2.2.2 Whenever possible, AFL Human Resources & Training Section will endeavour to check all new job applicants as well as existing employee's prior work safety attitude and workplace injury/ illness record. This information will be assessed against the particular AFL task requirements as to existing AFL personnel requesting transfer, promotion etc to another job.

2.2.3 In case of all new job applicants, each prospective employee shall be referred to an AFL Designated Medical Examiner to ascertain his/her fitness for employment. Information as filled in confidence medical report form will be used by the DME.

2.2.4 Any questions regarding the suitability of an applicant on medical grounds should be discussed with the Manager Human Resources.

2.2.5 The pre-employment induction Form (refer to procedure 2.2.1) is to be completed prior to commencing a job.

2.3 Procedure Responsibility

2.3.1 Manager Human Resources.

2.4 Audit Records

2.4.1 Employee application forms retained on personnel files

2.5 Procedure Owner

2.5.1 Manager Human Resources.

3 OH&S TRAINING AND DEVELOPING SKILLS AND COMPETENCIES (TASK COMPETENCIES, LICENSES AND TRAINING REQUIREMENTS)

3.1 Purpose

3.1.1 To identify the competencies, training and license requirements for all tasks in the organization to achieve a safe competent workforce.

3.1.2 The importance of Training and Education

3.1.3 No matter what policies, system and control a site may institute, the occupational health and safety program will not work unless employees are sufficiently trained in the correct, safe use of equipment, substances and processes, their accountabilities and other safety related matters.

3.2 Training and Statutory Obligations

3.2.1 Training, a specific requirement under OH&S legislation covers.

3.2.2 Training in the use of equipment, substances, work practices and other safety matters.

3.2.3 Information relating to work processes and substances such as warning labels on chemical containers and Material Safety Data Sheets.

3.2.4 Instructions on how to carry out tasks in a safe and healthy manner.

3.2.5 Supervision to ensure instructions are understood and that the person is capable of carrying out the tasks.

3.2.6 Sites should have systems and procedures in safe place to ensure that appropriate training is given satisfy, as a minimum, statutory requirements. Appropriate acknowledgement that training occurred should be retained on each employee.

3.3 Procedure

3.3.1 Each Section Supervisor shall arrange for all significant tasks performed in the section be assessed for task competencies, training and where specified licence requirements.

3.3.2 Appropriate personnel shall be identified to perform particular tasks and a record of this should be kept in the Task Register.

3.3.3 In assessing the competency requirements for a task the following must be taken into account:

- Hazard identification and Risk Assessment for the task;
- Legal requirements associated with the tasks;
- Position description;

- Standard Operating Procedures;
- Equipment used;
- Level of supervision;
- Organizational requirements for health and safety training (see AFL Training plan).

3.4 Procedure Responsibility

3.4.1 Section Supervisor

3.5 Audit Records

- Task registers for each operational area;
- Training/ Skills Register for all Employees including Contractors;
- Ref Forms OH&S 2.3-1.

3.6 Procedure Owner

3.6.1 OH&S Officer

4 EMPLOYEE COMPETENCY, LICENCE AND TRAINING RECORDS

4.1 Purpose

4.1.1 The purpose of this procedure is to identify the current training level of each employee and to identify what further training is required. The analysis also provides AFL with a method of targeting future training requirements.

4.2 Procedure

4.2.1 Training will be provided to all personnel so as to perform tasks safely and to assist them to support the existing Health and Safety Management Systems in accordance with their areas of responsibility.

4.2.2 Procedure OH&S 2.3 provided to all tasks and positions in the organization.

4.2.3 Human Resource Department should record the competencies, licence and training of all section staff on employee Personal File PF.

4.2.4 Human Resource department should sight licences and check they are valid. A photocopy of all licences should be filed on the individual employees' personnel file;

4.2.5 Training Department is to keep the Employee Competency, Licence and Training Record in the Training Register and this information is to be used by Human Resources Department and Section managers when allocating tasks or selecting personnel for new positions or functions.

4.2.6 Employee competency, Licence and Training Records are to be updated within two weeks of new information being received.

4.2.7 A "Record of Attendance at Training" is to be completed by the person responsible for providing the training and a copy must be retained by the Aviation Academy (Form OH&S 2.4-1) for personnel attending an external course, the Aviation Academy is to complete the Forms and Registry Entry.

4.2.8 Organizational requirements for Health and Safety Training are to be listed on (Forms OH&S 2.4-2.2) e.g. AFL induction training, first aid, Health & Safety committee etc. As a minimum, this will include statutory training requirements in accordance with Health and Safety at Work Training Regulations 1997.

4.3 Procedure Responsibility

4.3.1 Audit Records

- Training Registers
- Induction Register
- Training Schedule
- People Incorporated/Personnel Records for Individual Employees (PI/PF & PHF)

4.4 Procedure Owner

4.4.1 OH&S Officer

INSPECTION TO BE CONDUCTED

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1 INSPECTION TO BE CONDUCTED

1.1 Purpose

1.1.1 To describe the process whereby management and workers may together identify hazards and take action to prevent injuries, illness and property loss arising out of work at AFL workplaces. The process involves inspection, communication, evaluation and review. A key feature of the process is to ensure management accountability and the commitment of all personnel to hazard elimination and control. This is a formal process and must be complemented by informal inspections on a more regular basis e.g. daily. Reports of these inspections are the basis of action taken to correct the hazard and thereby reduce the risks.

1.2 Procedure

1.2.1 Each supervisor should on a daily basis make “informal” inspections of their work area(s) as they go about their routine duties. Ideally, this inspection will only take a few minutes and should be supported by workers checking on hazards as part of their work procedures start-up.

1.2.2 Formal hazard inspections will be undertaken all project works using the inspection Checklist. As a guide:

1.2.3 Daily Inspection- shall be applicable to certain operations which the level of risk is considered “High” or as nominated by management and workers' health and safety representatives, e.g. Hot Work, Confined Spaces Entry, heavy loading/unloading, handling of hazardous equipment etc.

1.2.4 Monthly Inspection- This shall apply to all workplaces where the supervisor and the workers' health and Safety Representative are responsible for inspection.

1.2.5 3 Monthly Inspection- The area Manager and the worker representative shall conduct inspection in their work area.

1.2.6 6 Monthly Inspection-The Health and Safety Committee shall conduct inspection on all workplaces.

1.2.7 All personnel will be provided with induction training in the use of the procedures and refresher training at least once every two years. Where changes occur, training shall be provided to ensure all personnel are familiar with the revised procedures.

1.2.8 An inspection calendar (Form OH&S –3.1) shall be prepared each year by each AFL Health and Safety Committee Chairperson and the OH&S Officer. A copy of the calendar shall be provided to Section Managers every 6 months

1.2.9 Checklists prepared specifically by the OH&S Committee for each area (refer to sample form OH&S-3.1-1) will be utilized for each of these inspections

1.2.10 Reports attached to each inspection checklist will be submitted to the Health and Safety Committee

1.2.11 All area personnel will have access to inspection reports;

1.2.12 The OH&S Committee will review the process annually.

1.3 Procedure Responsibility

1.3.1 OH&S Officer/OH&S Committee/Supervisors and Managers

1.4 Audit Records

1.4.1 Copies of inspections by locations in accordance with these procedures

- Calendar of inspections (Form OH&S-3.1)
- OH&S Committee meeting minutes

1.5 Procedure Owner

1.5.1 OH&S Officer

1.6 Workplace Inspection Guidance Notes

1.6.1 Some analysis needs to be done in order to know what should be included in an inspection. Relevant information such as what, where and how unsafe conditions have occurred in the past is valuable in deciding what needs to be inspected. Workers who work in the area of inspection need to be spoken to, to benefit from their knowledge, experience and observations.

1.6.2 The following should be considered for inclusion during workplace inspection:

	Items	Example
a.	Atmospheric Conditions	Dusts, gases, sprays, fumes, heat, cold, noise, lighting etc.
b.	Biological Hazards	Viruses, bacteria, fungi, parasites
c.	Building and Structures	Windows, floors, doors, roofs, walls, platforms, railings etc.
d.	Containers	scrap bins, disposal receptacles, barrels, gas cylinders, solvent cans etc.
e.	Critical Operations (Jobs or tasks for which particular procedures are required to prevent injury)	Equipment isolation for maintenance or servicing.
f.	Electrical Equipment	switches,outlets,panels, earth connectors,plugs and connections, extension cords etc.
g.	Ergonomic Hazards	Lighting, equipment design and production rates
h.	Escalators and Lifts	Controls, cables, safety devices, procedures for maintenance etc.
i.	Fire Fighting Equipment	Hydrants, extinguishers, hoses, sprinkler systems, alarms, ventilation etc.
j.	Hand Tools	Wrenches, screwdrivers, hammers, power hand tools etc.
k.	Hazardous Materials	Packaging, labelling, storage etc. dangerous goods such as, flammables, acids, caustics, toxic chemical etc.
l.	Housekeeping	Tidiness of general areas, access and egress from the workplace.
m.	Materials Handling Equipment and Procedures	Cranes, conveyors, vehicle hoists, forklifts, cables, slings, assessment of tasks etc.

n.	Personal Protective Equipments	Hard hats, safety shoes, safety glasses, respirators, hearing protectors, gloves, overalls, high visibility vests, self contained breathing apparatus etc.
o.	Physical Hazards	Noise, vibration, energy, weather, heat and cold, electricity, pressure, radiation.
p.	Pressurized Equipment	Gas cylinders, tanks, boilers, piping, hosting etc.
q.	Production and Related Equipment (Any equipment that processes materials into more finished products)	Drills, shapers, saws, borers, presses, lathes etc.
r.	Personnel Supporting Equipment	Catwalks, ladders, scaffolding, high platforms, stairs, staging, office chairs etc.
s.	Power Source Equipment	Electrical motors, petrol motors.
t.	Structural “openings”	Sumps, shafts, pits, floor openings etc. including those usually kept covered.
u.	Storage Facilities and Areas	Bins, racks, compactus, cabinets, pallets, shelves, tanks, cupboards etc. including yard and floor storage areas
v.	Transportation Equipment	Automobiles, trucks, motorized carts, trolleys, forklifts etc.
w.	Walkways and Roadways	Ramps, docks, walkways, aisles, vehicle ways etc.

x.	Warning and Signalling Devices	Radios, sirens, crossing lights, blinker lights, horns, warning signs etc.
y.	Work Practices and Procedures	General Amenities such as Standard Operating procedures etc • Tearoom facilities • Change rooms • Emergency washing facility • Cooling • Outside work • Aisle ways and passage ways • Task lighting • Workplace cleanliness • Seating

1.7 Parts to be Inspected

1.7.1 In deciding which part of an item should receive particular attention during an inspection, consideration should be given to parts that are susceptible to damage, deterioration or defects from stress impact, vibration, corrosion, rushing, abrasion, pressure, moisture, heat e.g. Protective guards, electrical and mechanical components.

1.7.2 Any inspection procedures by registration should be included in the program.

1.8 Condition and Procedures to be Inspected

1.8.1 In addition to parts, there should be consideration of work procedures. The inspection should check that there are documented procedures in place and that the procedures are being followed. Procedures must be appropriate for the task; e.g. Maintenance schedules lock out procedures, emergency evacuation procedures, and entry permits etc.

1.8.2 It is important to speak to the workers in the area to gain the benefit of their knowledge, comments and observation.

2 REPORTING OH&S HAZARDS

2.1 Purpose

2.1.1 The purpose of the procedure is to outline the protocols for reporting hazards. The procedure describes how workers report hazards. The hazard report applies to the reporting of any health and safety issues other than personal injury. The procedure applies to all workers and the workers of contractors.

2.2 Definition

Hazard- potential to cause injury, illness or damage.

Risk- likelihood and severity of the hazardous event occurring.

2.3 Procedure

2.3.1 The workplace Supervisor shall ensure that all staff are aware and understands how to lodge a hazard report online (\\10.99.100.29).

2.3.2 When a hazard is encountered, the employee concerned shall report the hazard first to his/her Supervisor before raising the report via the online Hazard reporting. The worker should also notify his/her OHS rep accordingly.

2.3.3 If there is an immediate risk of injury or illness, a worker shall take action to make the area safe ensuring their own safety is not jeopardized and immediately report the hazard to their supervisor before submitting the report online.

2.3.4 The supervisor on receipt of the Hazard report from the worker shall:

- Immediately take action to remove the hazard.
- Take action to prevent employees from being exposed to the hazard.

- Notify the reporter and update his/her manager accordingly.
- Health and Safety Committee can view their current OHS issues online.
- The workplace Supervisor is to ensure that an explanation of this procedure is included in the induction for new and contractors (refer Procedure 2.3).
- For each hazard that is identified, progress of corrective actions will be tracked and monitored on-line until closure. Reporter will be notified accordingly by the Safety Data Coordinator once the hazard report has been closed however, reporters are welcomed to contact the SRM unit on the progress of their report.
- A copy of the "Report that Hazard" bulletin will be placed on all Safety Bulletin Board for everyone's awareness.

2.4 Procedure Responsibility

2.4.1 Workplace Supervisor and Foreman

2.4.2 Safety Data Coordinator

2.5 Audit Records

- Availability of the online Hazard Report at all locations.
- Health and Safety Committee reports/minutes
- Copies of "Report That Hazard" Bulletin.

2.6 Procedure Owner

2.6.1 OH&S Officer

3 METHOD OF IDENTIFYING, ASSESSMENT & PRIORITIZING HAZARDS/RISKS

3.1 Purpose

3.1.1 This procedure describes the method by which all hazards will be identified, assessed for risks and deciding on the appropriate control mechanisms to be put in place.

3.2 Definitions

3.2.1 Hazard is anything that has the potential to cause injury or illness to workers, contractors, visitors or the neighbouring public or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

3.2.2 **Risk** means the likelihood and severity of injury, illness or damage to plant or property arising from exposure to any hazard or hazardous event occurring.

3.2.3 **Risk Assessment** is the process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, in order, as prescribed in OH&S Regulations and Codes of Practice (refer to particular Fiji OH&S legislation). It is always important that any control measure does not introduce new hazards, and that ongoing effectiveness of the control is monitored.

3.2.4 **Hazard contro**l is the process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, in order, as prescribed in OH&S Regulations and Codes of Practice (refer to particular Fiji OH&S legislation). It is always important that any control measure does not introduce new hazards, and that ongoing effectiveness of the control is monitored.

3.2.5 **The Hierarchy of Control is:**

- Elimination of the hazard
- Substitution e.g. of the equipment or substance

- Isolation e.g. distance or enclosure
- Engineering controls e.g. guarding
- Administrative controls e.g. supervision, training, rotation
- Personal protective equipment

3.2.6 Note: Provision of protective equipment should always be the last control option considered. A combination of controls may be appropriate; however, the combination must be based on the control hierarchy.

3.3 Procedure

3.3.1 The flow chart on the next page outlines the process to be followed. Potential hazards and identified risks should be reported to the supervisor through direct report form workers or worker's health and safety representative. Hazard sources can include any of the following:

- Hazard report lodge online by staff;
- Industry information;
- Health and Safety Committee;
- Incident Investigation Reports;
- Hazard Inspection Reports.

3.3.2 Any proposal for the introduction of new equipment or processes or the modification of equipment or processes must be accompanied by a safety assessment/ safety case as per the AFL Safety Management Manual.

3.3.3 All hazards identified through the safety assessment must be actioned accordingly by the identified responsible personnel as in the safety Case report.

3.3.4 The Supervisor or delegates and those assisting should consult with relevant workers when conducting the hazard identification and risk assessment. The Supervisor and assistant/s should determine whether a hazard exists and if so should assess the risk through use of the Probability Matrix attached to Form OH&S-3.3 or via the relevant legislative model within 1 week of the original request. The Supervisor is to file the report in the Hazard Register.

3.3.5 The Managers will implement control measures where appropriate, based on the hierarchy of control.

3.3.6 The Safety Case shall also be shared with the Health and Safety Committee before sign-off. The Committee may recommend additional action.

3.3.7 The Supervisor will review the controls within 1 week of their introduction to ensure that they are appropriate.

3.3.8 The Supervisor forwards a full hazard Control Report to the health and safety committee.

3.3.9 The Supervisor includes a review of the controls in the regular hazard inspections.

3.4 Procedure Responsibility

3.4.1 Project Manager/ Process Owner

3.5 Audit Records

3.5.1 Online Hazard Identification and Risk Assessment Reports:

- Safety Case Report;
- Health and Safety Committee Meeting Minutes.

3.6 Procedure Owner

3.6.1 OH&S Officer

Workers/ HSR/ Visitors
Hazard or Incident Report
Industry Information
Health and Safety Committee
Workplace Inspection Reports
Modification to equipment og process
Supervisor or delegate identify hazard, assess risk and suggest control
Online Portal Database 10.99.100.29
New Equipment or process
Worker Consulted
Manager implements control and files report in register
SDC Assign QASO
OH&S Committee
Modify Control
CDC reviews controls within 2 weeks
QASO does Risk Assessment
SDC advises OH&S committee and report of result of hazard control review
Supervisor includes review of control in workplace inspection

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4 OH&S ISSUE RESOLUTION PROCEDURES

4.1 Purpose

4.1.1 The purpose of this procedure is to enable workers and Management of the Airports Fiji Limited to consult each other in regards to OH&S issues arising at the workplace.

4.2 Scope

4.2.1 The procedure shall be followed whilst dealing with OH&S issues (whether posing immediate threat or not – refer to notes on definition of Immediate Threat) occurring on the AFL's premises and when reported to the Management by its workers.

4.3 Achievement

4.3.1 The procedure aims to achieve the most speedy and effective resolution of all health and safety issues at Airports Fiji Limited as and when they arise. This will also create a healthy work relationship between workers and the Management and eventually make Airports Fiji Limited premises healthy and safe for its workers, customers, visitors, tenants and contractors.

4.4 Responsibility

4.4.1 It is the responsibility of everyone concerned to resolve OH&S issues in their work places.

4.5 Resolution

4.5.1 Resolution of issues must take into account the following:

- Whether the hazard or risk can be isolated
- The number and location of employees affected by it
- Whether appropriate temporary measures are possible or desirable
- Whether environmental monitoring is desirable
- The time that may elapse before the hazard or risk is permanently corrected and;

- Who is responsible for performing or overseeing the removal of the hazard or risk?
- An issue is classified as “not resolved” when the tthreat has not been satisfactory addressed during the agreed target date.

4.6 Immediate Threat

4.6.1 Hazards or conditions that pose harm that is of immediate or violent nature, to workers. E.g. Electrical, slippery, fire/explosion, unguarded machinery, poor housekeeping, heights etc.

4.7 Procedure

IN THE EVENT THAT THE ISSUE IS NOT AN IMMEDIATE THREAT TO THE HEALTH AND SAFETY OF THE WORKERS

- The normal hazard reporting process shall be followed where a worker identifies a H&S issue and raise it with his/her immediate Supervisor.
- The worker shall lodge the report on-line using the hazard report. The report will be managed through the Hazard Management Process defined under **SMS**.
- The SDC shall ensure that the reporter is informed of the progress once an issue is rectified or when the reporter request for an update.

IF ISSUE IS NOT RESOLVED AT MANAGER LEVEL

- OH&S Officer to consult the responsible Manager, Manager Safety & Risk Management, HSR, H&S Committee Chairman/Chairperson and Employee and resolves the issue.
- Manager in consultation with the HSR records resolution and passes copies of resolution to all parties concerned including the Safety Data Coordinator.

IF ISSUE IS NOT RESOLVED WITHIN AFL

- The OH&S Officer invites Ministry of Employment to help resolve issue.
- The OHS Committee Chairperson may invite the Ministry of Employment to assist in resolving long outstanding issues.

- Prior to inviting the MOE, the Chairman shall inform all parties.
- Resolutions agreed by the OHS committee and the MOEP&IR shall be implemented accordingly within the stated timeline.

IN THE EVENT THAT THE ISSUE IS AN IMMEDIATE THREAT TO THE HEALTH AND SAFETY OF THE WORKERS.

- Where a worker identifies a health and safety issue that is an immediate threat to his/her health and safety, he/she shall cease work in a safe manner.
- The worker then shall inform his/her immediate Supervisor and workplace Health and Safety Representative and the OH&S Officer. In addition to reporting the immediate threat online via the Hazard Reporting.
- The Supervisor shall immediately make arrangements to isolate and tag the area of concern so that no one has an access to it.
- **The Supervisor shall then inform his Manager.**
- The Supervisor shall then make arrangements to remove the immediate threat.
- The Supervisor, HSR, OH&S Officer and the worker who identified the threat shall conduct an inspection of the workplace in order to confirm that the immediate threat has been removed and that the workplace is free from any other threat.
- The Manager shall record the resolutions online.
- The issue shall be shared with the OHS Committee in the next meeting.

IF ISSUE IS NOT RESOLVED AT SUPERVISOR LEVEL

- The Health & Safety Representative for the area reports the matter to the OH&S Officer who consults the responsible Manager, MSRM, Supervisor, HSR, H&S Committee Chairman/Chairperson and Employee to resolve the issue.
- Any update shall be recorded accordingly online by the responsible manager.
- The Committee Chairman shall discuss the update in the next OHS committee meeting.

IF ISSUE IS NOT RESOLVED WITHIN AFL

4.7.1 The OH&S Officer invites Ministry of Employment to help resolve issue.

- The OHS Committee Chairperson may invite the Ministry of Employment to assist in resolving long outstanding issues.
- Prior to inviting the MOE, the Chairman shall inform all the parties.
- Resolutions agreed by the OHS committee and the MOEP&IR shall be implemented accordingly within the stated timeline.

CONTROL- OH&S RISK CONTROL PROCEDURES

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1 FIRST AID

1.1 Purpose

1.1.1 These procedures outline the first aid arrangements and facilities within AFL to ensure that emergency treatment is provided for persons suffering injury or illness at work. They also cover the first aid treatment of non-employees who may visit the workplace.

1.2 Definitions

1.2.1 First Aid Facilities- includes first aid kits and contents and first aid equipment.

1.3 Procedures

1.3.1 Legislation requires AFL locations to comply with the Health and Safety at Work legislation First Aid Regulation.

1.3.2 Department Managers shall ensure that each section/location under their responsibilities meets the minimum First Aid Kit Schedule as contained under **Regulation 46 First Aid Supplies**.

1.3.3 Each Section/Location Supervisor shall arrange for a first aid assessment of the area(s) of responsibility in accordance with Form OH&S-4.1

1.3.4 The first aid assessment shall be performed by the relevant OHS Rep within their designated work area on a monthly basis. On the other hand, the OH&S Officer shall conduct the same once every three months.

1.3.5 The OHS Officer shall ensure that all designated First Aiders have current certificates and that a record of these is retained on the training cards.

1.3.6 The registered nurse shall conduct inspection on a six monthly basis which include the following:

a) Identify and assess workplace risks through examination of previous work related injury and illness as per the first aid schedule usage.

b) Determine the appropriate first aid facilities and training required through an assessment conducted in consultation with workers, which follows the process in the Health and Safety at Work Regulation on First Aid.

c) Ensure that all designated First Aiders have current certificates and that a record of these is retained accordingly.

1.3.7 The Section/Location Supervisor shall ensure that all first aid treatment is recorded in accordance with legislation.

1.3.8 The Section/Location Supervisor shall review the first aid system every year.

1.4 Procedure Responsibility

1.4.1 Supervisors/ OHS Reps/ OHS Officer/ Registered Nurse

1.5 Audit Record

1.5.1 First Aid Assessment Checklist Form OH&S-4.1

1.5.2 First Aid Treatment Register (legislation requirement)

1.6 Procedure Owner

1.6.1 OHS Officer

2 HAZARDOUS SUBSTANCES

2.1 Purpose

2.1.1 This procedure aims to outline all aspects associated with the safe use, storage and transportation of hazardous substances. This procedure applies to all materials which meet the definition of a hazardous substance and which are stored, handled, transported or used or created as a result of processes at the workplace.

2.2 Definitions

2.2.1 In accordance with the Health & Safety at Work Control of Hazardous Substances regulation

2.2.2 **Hazardous substances**-means as defined as a substance which Is listed on the Australian national occupational health and safety commission's list of hazardous substances or as classified by either the manufacturer or importer in accordance with the Australian national occupational health and safety commissions approved criteria for classing hazardous substances and includes any substance or article listed in the Australian code for the transport of dangerous goods by road and rail (ADG Code)MSDS- Material Safety Data Sheet

2.3 Procedure

2.3.1 Hazardous substances controls shall be implemented in accordance with legislation covering health and safety, dangerous goods and environment, as well as the Australian National Standards for hazardous substances. Where possible the need for hazardous substances should be eliminated.

2.3.2 Hazardous substances include Diesel, Premix, Super, Petrol Unleaded, chlorine powder, Ghlysophate, Weed killer, knockout, Rambo, Cleaning Agent, Malthion, Othion, N.P.k, Urea, Thinner Multipurpose, all types of paints.

2.3.3 The supervisor shall be responsible for the co-ordination of hazardous substances. These officers shall be trained in the proper handling and safe application of these hazardous substances.

2.3.4 Location Supervisors shall ensure that the entire storage of hazardous substances at any site **meets legislative obligations** i.e all hazardous substances are adequately stored in safe containers. Containers are durable and should not react with the hazardous substances. The hazardous substances are properly labelled in appropriate language. The availability of registers detailing the product name, quantity and manager responsible or the hazardous substance coordinator, induction training and information to the users of the hazardous substances. **Form OH&S- 4.2** is to be completed for each site. Should there be an emergency; the Supervisor shall liaise with the OH&S Officer who will in turn liaise with the relevant legislative authorities and emergency services. This includes the need to ensure that a current Dangerous Goods manifest is prepared and available in event of any emergency. Supervisor shall also be responsible for ensuring that the site's emergency plans incorporate actions to be taken where hazardous substances are or may be involved.

2.3.5 Supervisor shall ensure that any staff handling the hazardous substances are trained and equipped with proper PPE.

2.3.6 Any spillage of hazardous substances shall be removed immediately using appropriate means to avoid/minimise public exposure.

2.3.7 Supervisors shall ensure that all hazardous substances container/bottle are correctly labelled with appropriate safety instructions or warning.

2.3.8 All hazardous substances including flammable substances shall be stored in a separate location and secured.

2.3.9 The supervisor shall maintain the inventory of all hazardous substances at their location.

2.3.10 All staff handling hazardous substances shall undergo medical assessment at least once every 2 years.

2.4 Procedure Responsibility

2.4.1 Workplace Supervisors, OHS Officer

2.5 Audit Records

2.5.1 Hazardous Substances/Dangerous Goods Manifest

2.5.2 MSDS register (OH&S-4.2-1)

2.5.3 Hazardous substances Inspections Report

2.5.4 Training Registers

2.6 Procedure Owner

2.6.1 OH&S OFFICER

3 HEIGHTS – ACCESS TO & WORK AT

3.1 Purpose

3.1.1 The purpose of this procedure is to ensure that adequate precautions are taken during the planning stages for work at heights and whilst accessing and undertaking the work at heights.

3.2 Procedure

3.2.1 **Statutory Compliance**-

3.2.2 Every AFL location and work process is to comply with the Health and Safety at Work Act Regulations covering “Access and Egress”, “Building and their Precincts” and “Prevention of Falls”.

3.3 Work at Heights

3.3.1 Whenever there are risks of falling **1.8 meters or more**, or access to a roof is required, then alternative procedures should be examined before works are undertaken. If there are no alternatives then fall protection devices must be used.

3.3.2 The nature of hazards present before roof access shall be highlighted to staffs that are required to conduct work on roofs and at heights. These may include hazards of work at height, control measures to be implemented, the selection, use and fit of fall arrest devices and public safety.

3.3.3 Where fall protection devices are required, only persons appropriately trained in their use are permitted to undertake the work activity.

3.4 Staff Training

3.4.1 Staff shall undergo appropriate training and/or induction program before the commencement of work at heights. The following are factors, which shall be considered when planning work at heights and on roofs.

a) Safe access and egress to all roof areas including appropriate security

b) Appropriate platforms and footing points on roof surfaces to provide balance and ease of walking on roofs especially when slippery;

c) Preparation of firm level surface below the work area including the perimeter to facilitate the use of scissor hoists platform reach trucks etc. where it is intended that these be used;

d) The provision of fall arrest and prevention devices;

e) Inspection of the work area prior to the commencement of work to ensure that all platforms and surfaces are stable and structurally sound;

f) To combat glare, thermal stress, noise and other physical hazards, the provision for such personal protective equipment shall be considered;

g) The use of ladders and scaffolding;

h) Manual handling considerations in accordance with Manual Section 4.6- Manual Handling;

3.4.2 The relevant Regulations and codes of Practice legislation shall be taken into consideration when selecting and using the appropriate fall arrest devices, safety mesh, scaffolding safety nets and guardrails.

3.5 Roof Access

3.5.1 Authorized personnel shall be the only persons permitted to gain access to the roof. At all other times, such areas shall be restricted to all other personnel. In order to ensure restricted access to the roof, the following measures shall be maintained:

a) Appropriate warning and restricted access shall be placard at all roof points;

b) And all roof access points shall be secured and locked at all times.

3.6 Ladders

3.6.1 Ladders built for commercial purposes and that conform to Australian Standard AS 1892.1 and AS 1892.2 shall be purchased and shall be maintained in accordance with the relevant Australian Standards.

i) Do not use painted ladders (defects are masked and cannot be seen).

ii) Do not use metal ladders near live electrical works, conductors, fixtures or power lines.

iii) Position ladders clear of walkways and traffic ways where possible. If this is not possible, ensure protection is provided to prevent accidental displacement.

iv) Set ladders up on a level and firm footing. Never stand ladders on loose bricks or other loose packaging.

v) Ensure ladders are placed against a solid backing at an angle of about 75 degrees (i.e. 1 out of 4 up).

vi) Ensure the ladder projects 1 meter above the landing area when using ladders as access to an area.

vii) Ensure that the ladder will not slip. Secure it top and bottom, or have someone “foot the ladder”.

viii) Use only trestle ladders to support planks for persons to work on (not builders’ ladders).

ix) Always work facing the ladder.

x) Do not crowd on ladders (one person only at a time).

xi) Never stand above the second rung from the top of the ladder (use a longer ladder).

xii) Do not straddle ladders (i.e. one leg on each side).

xiii) Do not store tools on the top of ladders.

3.6.2 ***Pre-use Checks:***

i) Broken, loose or missing tie rods or rungs

ii) Splintered or broken stiles.

iii) Defective or broken ropes/braces.

iv) Broken, split or missing feet.

v) Any metal defects (cracked welds, fatigue, rust, deformity etc).

vi) Damaged or missing accessories (hinges, ropes etc.)

vii) Any other defect that may cause you to believe the ladder is damaged.

3.7 Ladder Section

3.7.1 The correct ladder shall be selected according to the type of work conducted i.e. electrical maintenance, which requires the use of a ladder shall be done so using a timber construction

3.8 Contractor Works

3.8.1 Contractors performing work on roofs and at heights shall have the appropriate training and experience prior to the commencement of work. They shall be competent in conducting their works.

3.9 Mast Works

3.9.1 All personnel that are required to climb a mast shall be trained by an accredited trainer and proved competent.

3.9.2 For Fiji Airport, this mainly includes our maintenance department such as E/M and ANES who are required to carryout maintenance work on FA mast in Nadi, Nausori and the outer-islands.

3.10 Reference

3.10.1 AS1891 Industrial safety belts and Harnesses

3.10.2 AS2626 Industrial Safety Belts and Harnesses-selection, use and maintenance.

3.10.3 AS1657 Fixed platforms, walkways, stairways and ladders-Design construction and installation.

3.10.4 AS1892 Portable ladders

3.11 Procedure Responsibility

3.11.1 Location Supervisors

3.12 Audit Records

3.12.1 Workplace Inspection Records

3.12.2 Permit to Work Records

3.12.3 Training Schedules

3.12.4 Hazard Identification Assessment Form

3.13 Procedure Owner

3.13.1 OH&S Officer

4 ISOLATION – LOCK OUT, TAG OUT

4.1 Purpose

4.1.1 To ensure the safety of persons working on or near plant and equipment that is in the process of being cleaned, serviced, repaired or altered. (This procedure links with OH&S-4.7 Permit to work confined spaces and other high-risk work).

4.2 Definitions

4.2.1 Authorized Person: A competent person with written approval to perform checks and issue permits related to isolation procedures. In case the equipment is related to aircraft safety, the person should hold an Aeronautical Facility Technical License.

4.2.2 **Isolation:** The removal of the energy source from an item of equipment in such a way as to prevent the possibility of inadvertent energization of the whole or a specified section of that equipment. The de-energization must also prevent the introduction of contaminants or conditions through equipment such as piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment, into working areas defined as "confined spaces".

4.2.3 **Emergency sources:** electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational etc.

4.2.4 **Isolation Measures:** locks, tags, closing and blanking, removal of mechanical linkages, blocks, slings etc.

4.3 Procedure

4.3.1 The Workplace Supervisor shall ensure hazard identification; risk assessment and risk control is performed as described in OH&S-3.3 for all tasks involving sewerage manhole maintenance, HV maintenance, and other high risk operations.

4.3.2 Tasks identified as needing isolation procedures shall be listed on Form OH&S-4.4 and appropriate work instructions as developed and documented. The work instruction will include:

a) The condition under which an isolation procedure is to be implemented;

b) The means and sequence by which an isolation will be achieved;

c) What checks are to be performed prior to the commencement of work;

d) Name/position of persons authorized to perform checks and issue permits related to isolation;

e) Name/position of persons authorized to perform checks and issue permits related to isolation;

f) Any other special requirements.

4.3.3 Before allowing work to commence the relevant authorized person will verify that the isolation is in place according to the documented procedure.

4.3.4 Authorized persons will be trained in all aspects of isolation relevant to their work area.

4.3.5 Employees and the relevant employee health and safety representative (HSR) shall be consulted in the development of the "isolation" work instructions.

4.3.6 Regular workplace inspections shall examine conformance with isolation instructions.

4.3.7 Where appropriate, signs will be displayed on equipment, which describe the isolation measures to be taken.

4.3.8 Before allowing work to commence the relevant authorized person will verify that the isolation is in place according to the documented procedure.

4.3.9 Authorized persons will be trained in all aspects of isolation relevant to their work area.

4.3.10 Employees and the relevant employee health and safety representative (HSR) shall be consulted in the development of the "isolation" work instructions.

4.3.11 Regular workplace inspections shall examine conformance with isolation instructions.

4.3.12 Where appropriate, signs will be displayed on equipment which describe the isolation measures to be taken.

4.4 Procedure Responsibility

4.4.1 Workplace/location Supervisors

4.5 Audit Records

4.5.1 Documented isolation procedures

4.5.2 Completed access permits (refer OH&S-4.7)

4.5.3 Workplace inspection records

4.5.4 Training records

5 MACHINERY & PLANT SAFETY

5.1 Purpose

5.1.1 To ensure machinery and plant guarding for:

a) Protecting the operator and others during normal operations:

b) Safety during adjustment, or servicing, which is required to be carried out, while the machine is operating;

c) Safety during maintenance, which requires shutting down and isolating the machine.

5.2 Procedures

5.2.1 ***General Principles***

Reference should be made to *Fiji Health & Safety at Work Regulations on Plant.* These set out the general underlying principles for the safeguarding of machinery and provide means for the identification of hazards and risks arising from the use of machinery during all phases of machine life. Methods for eliminating or reducing these hazards or risks and for safe working practices described. Guidelines for assessing the safety measures needed in particular circumstances are also provided.

5.3 Guidelines

5.3.1 Whilst it is recognized that few guarding systems are totally impregnable (e.g. Climbing over a guard is an occurrence, which cannot always be prevented by the guard itself), the function of the guard is to prevent access to the dangerous parts of the machine. When designing a guard, particular consideration should be given to the operating and maintenance routines which personnel are required to carry out.

5.3.2 The selection of materials should take into account the environment in which the guard is to be placed and the purpose of the guard.

5.3.3 Guard design should be such that the cleaning of the machine, the guards and the removal of debris can be easily and safely carried out. Where gaps are left to facilitate the removal of debris etc., care must be taken to ensure access cannot be gained to dangerous parts of the machine. Where bacteria presence is a hazard, sealed joints and fixings should be used to prevent contamination. Those involved in the procurement of machinery should ensure that it complies with the applicable Health & Safety Regulation before becoming operational.

5.4 Specific Procedures for Hand Portable Power Tools

5.4.1 Training

Ensure that all employees receive the necessary instruction and training to ensure that they operate all hand and portable power tools in a safe manner without risks to health.

5.4.2 This would include:

a) Choosing the right tool for the job

b) Keeping tools in good order

c) Using tools in the correct manner

d) Keeping tools in a safe place

5.4.3 Selecting Correct Tools

a) Select the correct tools for the job. This will assist the job being carried out in a safe manner, with less wear on the tools (and operator) and will be quicker than when using the incorrect tools.

b) Supervisors should monitor and correct accordingly, any employees using the wrong tools for the job.

5.4.4 Maintaining Tools

a) Sharp and properly dressed tools reduce injuries caused by slipping, improper cutting etc.

b) Ensure that regular maintenance and repair of all hand and portable power tools is carried out.

c) Ensure that all electrical tools are tested and tagged by a licensed electrician prior to use.

d) Ensure that all tools are maintained in a safe working condition. Do not use tools, which have loose, cracked, dull, broken, or missing parts.

e) Ensure that employees received adequate training in the maintenance of hand tools they are required to use.

f) Ensure that persons do not alter or repair prescribed tools unless they are authorized to do so.

5.4.5 **Using Tools Correctly**

a) Incorrect use of hand tools and portable power tools can lead to severe injuries. General precautions for their safe use would include:

5.4.6 Provide all operators with adequate training in safe use and operation of tools.

5.4.7 Dress appropriately for the task. Wear PPE when required to do so and avoid wearing loose clothing.

5.4.8 Avoid damp and wet areas when using electrical equipment; use an alternative tool (e.g. Pneumatic tools).

5.4.9 Keep work area clean and uncluttered.

5.4.10 Remove guards only for maintenance purposes. Ensure guards are placed after maintenance is complete.

5.4.11 Do not bypass “cut-off” safety switches at any time.

5.4.12 Don’t over reach, keep proper footing and balance.

5.4.13 Disconnect power tools from electrical supply when not in use.

5.4.14 Ensure that portable electric grinders have a “dead man” type switch (this includes all 4 inch (100mm) grinders).

5.4.15 Use all tools in accordance with the manufactures’/suppliers’ recommendations at all times.

5.4.16 Keeping Tools in the safe place.

5.4.17 Ensure tools do not fall on to persons below. Use tool belts, hand lines etc. If there is a risk of tools striking a person below, ensure that area is secure and that unauthorised persons are not allowed to access it.

5.4.18 Do not leave tools in walkways, aisles, stairways or in elevated places.

5.4.19 Store tools where possible in the containers provided with the tool and in a dry area, away from high levels of dust etc.

5.4.20 Store tools securely to prevent unauthorised use.

5.5 Procedure Responsibility

5.5.1 Supervisors

5.6 Audit Records

5.6.1 Workplace Inspections

5.6.2 Purchasing Documentation

5.7 Procedure Owner

5.7.1 OH&S Officer

6 REGISTRATION OF PLANT & DESIGN NOTIFICATION

6.1 Purpose

6.1.1 The procedure aims to ensure the registration and/or design notification of all plant operated by AFL in accordance with the Health & Safety at Work Legislation. All plant owned and operated by AFL is subject to this procedure. All plant (including vehicles), which is hired, leased or otherwise procured and operated by a representative/employee of the organization, is subject to confirmation that the plant is registered as required.

6.2 Definitions

6.2.1 Plant- as defined in the Fiji Health & Safety at Work Regulations.

6.3 Procedure

6.3.1 Items or plant which require registration, are to be recorded on the plant Registration Inventory. (Form OH&S-4.5-1). This list is to be reviewed at six monthly intervals by the Workplace Supervisor to ensure that it is current. Payment of registration shall be subject to confirmation that items of plant are on the current inventory.

6.3.2 Completed/reviewed Form OH&S 4.5-1 should be forwarded to OH&S Officer who will submit relevant information to the ministry.

6.3.3 Purchasing Officer shall notify the OH&S Officer as soon as practicable of delivery of new equipment.

6.4 Responsibility

6.4.1 Workplace Supervisors/ Purchasing Officer.

6.5 Audit Records

6.5.1 Copies of current registration certificates

6.5.2 Copies of confirmation of plant design notification

6.5.3 Plant Registration Inventory OH&S-4.5-1

6.6 Procedure Owner

6.6.1 OH&S Officer

7 MANUAL HANDLING

7.1 Purpose

7.1.1 To assist in the minimization of manual handling related injuries for all AFL employees, contractors and the public as far as practicable.

7.2 What is Manual Handling?

7.2.1 Manual Handling is an activity that requires the use of force to lift, lower, push, pull, carry or move, and to hold or restrain anything. There are very few jobs at sites that do not require some form of manual handling.

7.2.2 Manual handling injuries industry wide account for a high percentage of injuries and consequently the prevention of manual handling injuries should be given a high priority by management.

7.2.3 Back injuries comprise the greatest costs and most likely cause of permanent disability for Manual handling. Manual handling injuries also occur to hands, feet, legs, arms, shoulders, groin, neck, and so on. The types of injuries include sprains, strains, lacerations, burns, fractures, disk protrusions, abrasions and bruises.

7.3 Procedure

7.3.1 Statutory Requirement.

7.3.2 After consultation with the relevant employees and/or health and safety representatives, it must be determined as to whether or not the activity is likely to pose a manual handling risk which shall be assessed in accordance with his procedure. The Health and Safety at Work Regulation specifies an approach to manual handling risks at the workplace as follows-

i) Risk Identification

ii) Risk Assessment

iii) Risk Control

7.4 Risk Identification

7.4.1 Identify manual handling risk by:

i) Consultation

ii) Employee and OH&S committee management

iii) Direct observation

iv) Duration of jobs

v) First aid and incident statistics and investigations

7.5 Risk Assessment

7.5.1 Once the manual handling risks have been identified, stage two of the process shall be implemented. The risk assessment involves determining the degree of risk involved with the task and providing a number of recommendations that may be applied as solutions. The risk assessment shall be conducted in consultation with:

a) The employee(s) who are required to carry out the manual handling task; and

b) The health & safety representative for the designated work group of which those employees are members.

7.5.2 The assessment must take into account the following factors:

i) The force to be applied by the employees

ii) The actions and the involvements in the manual handling;

iii) The range of weights handled;

iv) The duration and frequency of the manual handling;

v) The time, distance over which an object is to be handled:

vi) The availability of mechanical aids;

vii) The layout and condition of the work place environment;

viii) The work organizations;

ix) The postural requirements imposed by the manual handling;

x) The analysis of injury statistics relevant to the manual handling;

xi) The age of the employee carrying out the manual handling;

xii) The skill and the experience of the employee carrying out the manual handling;

xiii) The nature of the object being handled; and Any other factor considered relevant by the employer, the employees or the health and safety representative.

7.6 Risk Control

7.6.1 If it has been determined that the manual handling task is a risk, the employer shall as far as is practicable eliminate the risk from the task.

7.6.2 If this is not deemed practicable, the employer shall redesign the manual handling in order to reduce substantially the factors contributing to the risk.

7.6.3 A hierarchy of control measures to eliminate or minimize the risk shall be followed in the priority order listed below:

a) Elimination (e.g. By eliminating the manual handling task by reducing a fully automated system)

b) Engineering (providing mechanical aids to assist in manual handling)

c) Administrative Controls (e.g. Training and supervision)

7.6.4 It should be noted that the employer should provide training in methods of manual handling appropriate for that manual handling for all employees required to perform a manual handling task.

7.7 Documented Risk Assessment

7.7.1 The risk assessment shall be documented on the attached Manual Handling Risk Assessment Record Form OH&S-4.6. The person responsible shall fill out the Risk Assessment Record at the time of assessment.

7.8 Evaluate Controls

7.8.1 Controls shall be evaluated after a period of no less than one month after the implementation stage. At the evaluation stage the effectiveness of the control measures implemented shall be assessed. The control method applied should be effective in minimizing the risk identified.

7.9 Procedure Responsibility

7.9.1 Workplace Supervisors

7.9.2 Audit Records

7.9.3 Inspection checklists

7.9.4 Manual Handling Risk Assessment Record Form OH&S-4.6

8 CONTRACTOR PERMIT TO WORK

8.1 Purpose

8.1.1 To prescribe a formal system to control workers and contractors performing potentially dangerous work which has been assessed as having a high-risk injury and loss to plant and property.

8.2 Definitions

8.2.1 A permit to work system is a formal written system used to control certain types of potentially hazardous work. It also is a way of establishing communication and understanding between AFL personnel requiring the work to be done and the personnel or contractors who are going to execute the work.

8.3 Procedure

8.3.1 The workplace manager or supervisor, in conjunction with the OH&S Officer and HSR for the area will conduct an assessment of the workplace and work tasks to identify those tasks or area where Permit to work will be required.

8.3.2 Tasks or areas requiring Permits will be listed on OH&S-4.7 with type of permit required.

8.3.3 The workplaces Supervisor will authorize/issue permit as per (forms OH&S-4.7 and 4.7-1). Unless there are special circumstances only supervisory staff shall be authorized to issue permits. The names of authorized persons shall be included on Form OH&S-4.7.

8.3.4 All contractors must be issued with a permit to work (Form OH&S-4.7-1) unless specifically exempted in writing by the responsible AFL Manager. The contractor must have completed a site and OH&S induction conducted by the OH&S Officer and the Supervisor responsible before a permit can be issued.

8.3.5 Completed Permits to work shall be filed by the supervisor issuing the permit and copies kept with the OH&S Officer and kept for 2 years.

	Responsibilities	Purposes
1.	Responsibilities of the person Authorized to Issue each Permit	Ensure all hazards associated with the proposed job have been identified, assessed and controlled. Be familiar with the intended task(s).
		Ensure that the area and equipment are made safe before hand over. Outline how the work is to be undertaken (e.g. Procedures, precautions, equipment, location, start time, duration) - verbally and where necessary in writing. Ensure that copies of all tags and signs are prominently displayed so that personnel are aware that the equipment etc. is isolated/not to be operated Ensure that permits to work are cross-referenced effectively with other interacting permits (e.g. Confined space entry permit and hot work permit).

2.	Supervisors Responsibility	Supervisors must understand the work for which a permit has been sought and understand isolation and tagging procedures. Ensure that a permit is granted before work commences. Ensure that the person(s) doing the work are appropriately qualified to do the work. Ensure appropriate persons are informed when a job is completed, suspended or at change of shift and that the permit is cancelled or transferred
3.	Responsibilities of the person undertaking the work	Satisfy them that they understand the requirements of the permit. Be skilled (including his employees), qualified, trained and competent to perform the work, including the use of any personal protective equipment or rescue equipment. Adhere to the permit to work requirements. Ensure the job is performed in a safe manner. Be aware of the hazards that could exist and have the necessary controls in place. Make equipment and area safe on completion of the task. Make the work area safe and seek immediate advice if in doubt or if circumstances or conditions change.

8.4 Procedure Responsibility

8.4.1 Workplace Supervisors

8.5 Audit Records

8.5.1 Completed Permits, List of Authorized Persons, Training Register

8.6 Procedure Owner

8.6.1 OH&S Officer and Manager Safety & Risk Management

9 PERSONAL PROTECTIVE EQUIPMENT

9.1 Purpose

9.1.1 To establish a procedure for PPE selection, supply, use, replacement, maintenance, training and instruction, storage and keeping of appropriate records.

9.2 Definitions

9.2.1 PPE- Personal Protective Equipment and Clothing

9.3 Procedure

9.3.1 There are many regulations and Standards (refer to Health & Safety at Work Act Regulations and Codes of Practice) in relation to safety footwear, gloves, safety belts and harnesses, glasses, signage, hearing protection, eye protection, helmets, respiratory protection devices, clothing, washers/disinfectors for respiratory apparatus.

9.4 What is PPE?

9.4.1 Personal Protective Equipment is anything, which employees wear at work to help guard against an accident. Although it won't prevent an accident in itself, it does provide an additional safety by other means.

9.4.2 In practice, the term PPE covers everything from head protection- whether that it be hardhat, or even head gear to protect against adverse weather conditions- right down to feet. For example- hearing protection, respirators, dust masks protective goggles and glasses, gloves, protective suits, and high visibility clothing.

9.4.3 PPE as is nominated by the site must be provided and worn by all employees where required in designated areas/and or tasks.

9.4.4 Management and staff should set an example by ensuring they, and their visitors wear PPE in designated areas and must be aware of the need for, care and correct use of such equipment and enforce the wearing of it. In conjunction with the Divisional Manager, the supervisor should ensure that PPE is used correctly and is maintained in a serviceable condition.

9.4.5 Hazard Identification Form *(**see also Procedure OH&S-3.3**)*

9.4.6 Before PPE is provided, a "Hazard Identification, Assessment, Control Report" form OH&S-3.3 must be completed to ensure that PPE is the most appropriate control option.

9.4.7 The "hierarchy of control" must be used for risk control. Use of personal protective equipment and clothing (PPE) is only to be considered when more effective control measures have been ruled out as not by themselves adequate to protect people. Risk control can involve implementing one or more measures from the hierarchy of control.

9.4.8 Purchase Specifications *(**see also OH&S-4.9**)*

9.4.9 PPE shall conform to Health & Safety at Work Act Regulations specified Standards and/or Industry Standard requirements or guidelines. Where applicable PPE items must be purchased from suppliers who ensure that only approved (Australian Standards or equivalent marking) PPE will be provided and are willing to provide the following services:

a) Advice on the PPE

b) Information relating to any test results

c) Advice on personal fitting, use, cleaning, maintenance and storage of PPE

d) A range of sizes (where appropriate)

e) Information on the availability and need for replacement parts and when these are required

f) Demonstration of the PPE

g) Immediate replacement of any defective PPE

9.4.10 Individual PPE Procedures- Company Commitments

9.4.11 Each item of PPE will have specific procedures outlining:

a) What the approved PPE item(s) is and where it is required to be worn

b) Who is required to wear it and whether it is provided for general or exclusive use

c) How it is to be issued

d) What initial training and ongoing instruction is needed

e) What specific precautions apply, eg? Cleaning/replacement

f) What replacement arrangements exist

g) Who is to clean and/or service the PPE

h) What signage is required

i) What supervision is to be provided

j) What, if any, medical monitoring is necessary

k) What storage arrangements are required

9.4.12 The Section Supervisor will conduct reviews of the need for and adequacy of PPE regularly. All reviews will be in consultation with employees using the PPE and reports submitted to Health and Safety Committee.

9.5 Training

9.5.1 All personnel required to wear PPE will be provided with training, by the management, prior to use. Ongoing training will also be provided. Training and information for all personnel involved in the successful operation of the PPE program (e.g. Users, selectors, buyers, storekeepers, maintenance staff, supervisors, and trainers) will also be provided.

9.6 Compliance

9.6.1 Compliance to each specific PPE procedure by individual employees should be recognized. Where there is non-compliance this must be investigated to ascertain the reason(s) and handled in accordance with AFL disciplinary or issue resolution procedures

9.7 Procedure Responsibility

9.7.1 Supervisors

9.8 Audit Records

9.8.1 Completed Hazard Assessments OH&S-3.3

9.8.2 PPE Procedures

9.8.3 Employee PPE Issue Forms

9.8.4 PPE replacement records

9.8.5 PPE Inspections (including use and storage of PPE) (see also Procedure OH&S-3.3)

9.8.6 PPE maintenance Logs e.g. Breathing apparatus

9.8.7 Employees Training Registers

9.8.8 Purchasing Records

9.8.9 PPE Reviews

10 PURCHASING CONTROLS

10.1 Purpose

10.1.1 AFL has a responsibility for the safety of all employees at the workplace. This procedure deals with how health and safety is addressed when equipment or materials are purchased.

10.2 Procedure

10.2.1 Every AFL site has requirements relating to OH&S with the purchase of plant, equipment, machinery, tools, and products to be supplied to the workplace and the public. The need is to establish and clarify the responsibility of the supplier to meet their obligations to supply:

a) Goods and substances which are safe and without risk to health when property used;

b) Comprehensive use instructions; and

c) Information on test results and hazards associated with goods and substances, and on procedures to be adopted in the case of inadvertent misuse or emergency. The procedure recommended here is a general guideline for sites rather than specific legal advice.

10.2.2 The potential health and safety hazards associated with the purchase of equipment or materials (goods) are to be evaluated prior to placing a purchase order by the Section Supervisor or his authorized officer.

10.2.3 Purchase specifications should include descriptions of the items, as well as reference to Health & Safety at Work Legislation and standards. Any special health and safety requirements identified should be included in the purchase specifications.

10.2.4 All items are to be checked upon receipt to confirm that they meet the purchase specifications.

10.3 Procedure Responsibility

10.3.1 Supplies controller/Purchasing Officer

10.4 Audit Records

10.4.1 Completed copies of Pre Purchase checklists and Purchase Orders Evaluations for all purchases not covered in standard items

10.5 Procedure Owner

10.5.1 OH&S Officer

11 SIGNS FOR OH&S

11.1 Purpose

11.1.1 Implement a process to determine safety and warning sign requirements in such areas of the organization. This procedure is applicable to all permanent and temporary signs used in AFL where the signs convey information with a health and safety focus for employees and the public.

11.2 Procedure

11.2.1 Each Section Supervisor, in conjunction with the OH&S Officer and Health and Safety representative, will assess the area(s) under their control to determine what safety signs should be displayed and where the signs should be placed. This process will also cover the requirements for any temporary signs. Refer to Sign Prompt list on next page.

11.2.2 In assessing the need for safety the Section Supervisor shall liaise with other Section Supervisors to ensure that the sign requirements are uniform across the worksite.

11.2.3 The Section Supervisor shall be responsible for maintaining the standard of signs in the area(s) under their control.

11.2.4 Regular workplace inspections must include a check on the adequacy of signs with a health and safety focus.

11.3 Procedure Responsibility

11.3.1 Section/Location Managers

11.4 Audit Records

11.4.1 Current assessment for emergency and exit sign requirements

11.4.2 Current assessment of other sign requirements (protective equipment, speed, entry restrictions, etc)

11.4.3 List of permanent signs and their locations

11.4.4 List of temporary signs and locations where they are stored

11.5 Procedure Owner

11.5.1 OH&S Officer

11.6 Sign Prompt List

11.6.1 The Lists are:

i) Permanent;

ii) Dangerous goods;

iii) Composite warning signs;

iv) Directional Exit signs;

v) Exit signs;

vi) PPE;

vii) Hearing Protection Eye Protection Gloves;

viii) Speed restrictions;

ix) Entry restrictions;

x) Fire equipment ;

xi) Fire extinguisher ;

xii) No smoking;

xiii) Public safety signs at entrance to and at surrounding barriers to high voltage;

xiv) Installations etc.

11.7 Sign For Temporary Use

11.7.1 Signs like:

i) **NO SMOKING – NO FLAMES**

ii) Caution cleaning in progress Cones/witches hats

iii) Workers ahead

iv) Speed warning

v) STOP SLOW

vi) FLOOR SLIPPERY WHEN WET

vii) Etc

12 STORAGE & TRANSPORTATION OF MATERIALS

12.1 Purpose

12.1.1 To ensure that all materials are stored and transported in a manner that prevents any potential hazard to persons or the environment.

12.2 Definitions

12.2.1 Vehicle- describes any powered plant designed to transport one or more persons.

12.3 Procedure

12.3.1 ***Storage***

a) All materials will have a designated storage area, which caters for the maximum amount likely to be stored, and ensures that there will be clean areas in front of walkways, fire exits, fire equipment and electrical switchboards etc.

b) Sufficient lighting will be provided to ensure all operations in the area will be safely performed. All containers will be durably and accurately labelled as to their contents.

c) All storage areas will display signs, which describe the materials to be stored, and the capacity allowed. Racking and free stacks are to be stable to protect against falling over.

d) Racking and pallets are to be in good condition. Any damage to racking is to be reported to the area supervisor immediately.

e) Hazardous materials storage areas will ensure product stability and segregation from any potentially reactive materials. The storage will display appropriate signs and emergency procedures, fire fighting equipment, personal protective equipment and clothing and employee training will be maintained.

f) Only competent persons are permitted to drive trucks. Such operators must be familiar with the storage systems in any particular area.

g) Storage areas and equipment will be inspected regularly (OH&S-3.1).

12.3.2 Transportation- All materials transported shall be accurately and durably labelled where appropriate.

i) Emergency arrangements, appropriate employee training and any necessary protective equipment will be provided in relation to any hazardous materials transport (refer to OH&S-4.2 Hazardous Substances).

ii) Vehicles will be inspected as per inspection schedule kept by the transport officer or Mechanical garage Team Leader (including any mechanical aids used to load/unload).

iii) Mechanical section will maintain inspection logs.

12.4 Procedure Responsibility

12.4.1 Location Supervisor

12.5 Audit Records

12.5.1 Inspections of Storage areas and vehicles

12.5.2 Vehicle logs

12.6 Procedure Owner

12.6.1 OH&S Officer

13 WORKING OFF SITE

13.1 Purpose

13.1.1 To ensure that risks associated with employees working off site have been identified and control measures put in place

13.2 Definitions

13.2.1 Off Site- Where an employee is required to work in a location not under the direct control of AFL Manager/Supervisor.

13.3 Procedure

13.3.1 Where employees are required to work off site or where there is a possibility the services will be provided off site, the Supervisor responsible for the service delivery shall be accountable for overseeing that the work carried out is done in a safe manner. This may include maintenance work, installation, fault etc. Details or work done shall be recorded accordingly in the relevant Station's diary.

13.4 Procedure Responsibility

13.4.1 Manager/Supervisor of work/work group

13.5 Audit Record

13.5.1 Station Diary

13.5.2 Training Records

13.6 Procedure Owner

13.6.1 OH&S Officer

14 WORKPLACE FACILITIES

14.1 Purpose

14.1.1 To ensure that appropriate facilities are provided for employees.

14.2 Definitions

14.2.1 Appropriate Facilities –Equipment, amenities and space provided for the welfare and comfort of employees as determined in accordance with the location and conditions in the workplace.

14.3 Procedure

14.3.1 Section Supervisors in conjunction with the OH&S Officer, Health and Safety Committee and HSR's shall conduct a written assessment of facilities on a six monthly in accordance with the relevant Health and Safety at Work Regulations. Areas to be covered include the following:

i) Dining facilities – dining rooms / areas;

ii) Change rooms;

iii) Other storage facilities;

iv) Washing accommodation;

v) Emergency washing facilities;

vi) Drinking water

vii) Workplace environment – cooling/ ventilation

viii) Outside work – shelters, toilets, communication

ix) Workplace design, layout, space including aisle ways and passageways and means of egress

x) Task lighting

xi) Workplace cleanliness

xii) Seating

xiii) Toilets

14.3.2 Any recommendations for improvement shall be forwarded to the relevant manager for appropriate action.

14.4 Procedure Responsibility

14.4.1 Workplace Supervisors

14.5 Audit Records

14.5.1 Annual assessment of facilities

14.5.2 Workplace inspections

14.6 Procedure Owner

14.6.1 OH&S Officer

15 ELECTRICAL SAFETY – GENERIC & INDUSTRY SPECIFIC REFERENCES

15.1 Purpose

15.1.1 This procedure is a guidance to ensure the safety of persons and property against the dangers and damage that may arise in the use of electrical installations. To ensure that electrical equipment and apparatus is maintained and operated safety and static electricity hazards are kept to a minimum.

15.2 Procedure

15.2.1 This procedure is not intended to list all hazard controls involving electricity in the AFL, rather to detail generic workplace electrical controls and list references for specific risk control procedures. The AFL E/M Section documents specific detailed electrical safe working procedure

15.3 General

15.3.1 Two major risks in electrical installations exit:

a) Shock currents (i.e. the level and duration of current which would cause electric shock).

b) Excessive temperatures likely to cause burns, fires and other injurious effects.

15.3.2 To ensure safety in the workplace and lower the risk of injuries or electric shock, the following points must be considered:

a) Electrical wires should be considered “LIVE” (a conductor with the electrical power switch on to it, therefore dangerous to touch) until checked by an Electrical/ Mechanical Technician;

b) All electrical work undertaken shall conform to Australian Standard AS3000 and instructions issued by AFL;

c) Electrical equipment should only be used for the purpose for which it is designed and intended, and in accordance with the manufacturer’s specification;

d) All equipment should be provided with an isolation switch. Isolation switches shall physically separate the equipment or circular from all active supply conductors;

e) Switchboard and transmitter station and power centres shall be kept locked at all times to prevent unauthorized access.

f) Portable items that require repairs including office equipment (either damaged or out of service) shall not work in proximity to any part of an electrical tools or equipment is prohibited.

g) Electrical equipment is not to be used near water;

h) Employee may contact, unless the employee is protected against shock (i.e. De

i) energizing the circuit, earthling the unit or guarding it by effective insulation or other means);

j) No metal ladder or no ladder – reinforced equipment shall be used in vicinity of any electrical conductor of any electrical equipment or apparatus if there is a danger that any person may receive an electrical shock.

15.4 Inspection

15.4.1 Regular inspections of the electrical equipment should be carried out by nominated E/M personnel.

15.4.2 Visual check for any damage or component defects in the accessories, connectors, plugs or outlet sockets;

15.4.3 Obvious signs if damage to electrical equipment or damage to building structures that might expose electrical equipment risks;

15.4.4 Check the flexible cords are effectively anchored;

15.4.5 For portable outlet devices, check that the warning indicating the maximum load to be connected to the device is intact and legible;

15.4.6 Check the security and alignment of any control knobs;

15.4.7 Check that covers guards and like are secured in the manner intended by the manufacturer/supplier;

15.4.8 Check that the mechanical safety facilities and devices are in good working order and ventilation inlets and exhausts are unobstructed;

15.4.9 Check that any controls and alarms are in good working order and that the ratings of any replaceable protective devices accessible to the users are correct;

15.4.10 Signs of electrical equipment exposed to water covers on electrical equipment incorrectly replacement or damaged;

15.4.11 Check that the isolating switch is installed adjacent to or on the motor so that a person operating the switch has a clear view of any person working on the motor;

15.4.12 The correct identification of all switches (i.e. check for missing or obscured labels and signs, in particular the correct identification of main switches).

15.4.13 Alteration to building or machinery which may have been undertaken without due consideration of electrical safety aspects;

15.4.14 Abuse of statutory requirements e.g. A clear passageway to provide safe exists from a switch room, where the space is being used as a temporary storage area.

15.5 Isolation

15.5.1 All equipment is to be isolated and tested before electrical works can commence

15.6 Hazardous Area

15.6.1 Hazardous areas require precautions for construction, the isolation and use of electrical equipment.

15.6.2 Only explosion proof/intrinsically safe electrical wring and associates apparatus shall be used when hazardous levels of dust or flammable liquid gases exit or accumulate;

15.6.3 Equipment selected for use in hazardous areas shall comply with appropriate requirements as specified in Australian Standard AS 2381

15.7 Temporary Electrical Wiring

15.7.1 All electrical wiring installation and equipment used in construction work must be safe for use. Temporary wiring must conform to provisions of Australian Standard AS 3000, wiring Rules amended, and the local Supply Authority Service and Installation Rules.

15.8 Office Issues

15.8.1 Extension cord to be protected against accident damage from traffic, sharp corners, pinch points etc;

15.8.2 Working areas, walkway and similar locations shall be kept clear of cords and cables to eliminate tripping hazards;

15.8.3 Extension cord should not be fastened with staples or suspended by wire;

15.8.4 Damage of items of office equipment or associated cords should be immediately reported to the immediate supervisor.

15.9 How to Maintain Electrical Safety

15.9.1 Electrical accidents are caused by unsafe equipment and/ or improper installation, not following accepted work practices or a combination of these factors. While safety in equipment design and installation is essential, electrical safety is only maintained through:

15.9.2 The establishment of safe work practices and procedures, including regular inspections; and

15.9.3 Effective employee training.

15.9.4 References – Electrical Supply OH&S

a) AS/NZ 3000:2000 Wiring rules

b) E&M Operations Manual

c) Electrical Safety Handbook for Emergency personnel, AFL Safety Rules and First Aid for Employees

15.10 Procedure Responsibility

15.10.1 Manager Electrical and Mechanical

15.11 Audit Records

15.11.1 AFL Forms OH&S – 2.3, 2.3-1, 2.3-2

15.11.2 Procedure Manual

15.12 Procedure Owner

15.12.1 OH&S Officer

16 PROCEDURE FOR DEVELOPMENT OF EMERGENCY PLANS AT AFL LOCATIONS

16.1 Purpose

16.1.1 This procedure is a guidance to ensure safety of persons and property against the danger that may arise during an earthquake, fire and bomb threat. To ensure that appropriate people are trained who shall take a lead role in such situations.

16.2 Procedure

16.2.1 Each Manager/location Supervisor in conjunction with Manager Aviation Rescue Fire Services and the appropriate Health & Safety Representative Shall identify possible situations. A record of the assessment shall be kept.

16.2.2 MARFS in conjunction with the relevant manager shall develop the Evacuation Plan for all AFL buildings.

16.2.3 The Emergency Evacuation Plan shall be made available at a location accessible to all staff or visitors in the area.

16.2.4 All Emergency plans must be kept up to date and reviewed every six months by the wardens and the OHS Officer.

16.2.5 Each department shall have a noticeboard labelled “Safety Bulletin Board” in a location accessible to all employees.

16.2.6 The following information shall be on the noticeboard at all times:

a) Names of First Aiders

b) Emergency Phone Numbers

c) Other OH&S information e.g. committee minutes

16.2.7 The manager/location supervisor shall be responsible for ensuring that the required information is displayed and is current.

16.2.8 The accuracy of notices shall be checked as part of the monthly workplace inspection and recorded in the inspection report.

16.2.9 Equipment provided for Emergency Procedures shall be checked monthly by the relevant OHS rep as part of their monthly hazard inspection (refer inspection Procedure 3.1)

16.3 Procedure Responsibility

16.3.1 Location Supervisor

16.4 Audit Records

16.4.1 Assessments of on site and off site Emergencies

a) Emergency Plan

b) Reviews of Emergency Plans

c) Inspection Checklist

d) Training Records

16.5 Procedure Owner

16.5.1 OH&S Officer

16.6 Standard Requirements For Emergency Procedures

The following requirements are not applicable to the Nadi Terminal Building for detail refer to the Nadi Terminal Evacuation Plan

Requirements	Procedures
The alarm system	An action signal is a continuous repeating signal which means “move to the designated assembly area”.
Raising the alarm	There should be a system to allow people identifying an emergency to communicate this quickly to the Emergency Controller
Standard Orders	Order covers most emergency e.g. Fire, chemical
	etc. will be posted in appropriate areas. It will contain brief instructions, emergency contact numbers and evacuation points.
Assembly Points	These areas must be highlighted on floor plans for each area. Assembly points ensure wardens can take an initial count of personnel
Evacuation points	These highlighted on both any standard orders and on the floor plans for each area. Evacuation to these points will only be undertaken upon the orders of the wardens

Controller & Wardens	The controller and Wardens will be listed on any Standing Orders and on noticeboards.
Emergency Contacts	Emergency contact numbers for initial (Wardens, Controller, Management, Security) and external emergency liaisons officers (Police, Fire Brigade, Ambulance) must be posted at each telephone.
Training of Wardens	Employees shall be provided with emergency wardens shall be provided with appropriate training.
Training of Employees	Employees shall be provided with appropriate training every year.
First Aid	First aiders will be provided necessary training.
Floor plans	Floor plans will be posted in all areas indicating exits, assembly points, fire protection equipment, break glass alarms and any other relevant information e.g. emergency showers etc.
Checklist	Checklist listing personnel evacuated will be completed and checked against.

EMERGENCY PROCEDURES FOR EMPLOYEES

1. Raise alarm by phoning 0(AFL Telephone Operators) or breaking alarm glass.
2. Assist anyone in danger if safe to do so.
3. If safe use extinguisher to smother fire
4. Move to assembly point on signal, on instruction from warden
5. Assist visitors and disabled persons to evacuate.
6. Remain at Assemble Area until instructed by Warden

EMERGENCY PROCEDURES FOR EMPLOYEES

BOMB THREAT/ SUSPECT PACKAGE

Threat received

Step 1 Use the Bomb Threat Checklist to record all details

Step 2 Notify the incident controller (or warden)

Step 3 Contact AFL security operations on ext 6221/6395, the police on 6268 or 6722222 if not already done by the Incident Controller

Step 4 Open as many doors and windows as possible

Step 5 Evacuate to evacuation areas

Bomb Found

Step 1 Do not touch it – clear the area and do not re enter until instructed

Step 2 Advise the incident controller immediately

Step 3 Contact AFL security operations 6221/7590/9983205 and the police on 6268 or 6722222 if not already done by the Incident Controller

Step 4 Wait for advice from Incident Controller and leave doors windows open

16.7 Bomb Threat Checklist

QUESTIONS TO BE ASKED	CALLER'S VOICE
Where did you put the bomb?	Accent (Specify):
When did you put it there?	Any impediment (specify):
What does the bomb look like?	Voice loud, soft etc.):
What kind of bomb is it?	Speech (fast, slow, etc.)
Did you place the bomb?	Did you recognise the voice?
What is your name?	If so, who do you think it is?
Where are you?	
What is your address?	**THREAT LANGUAGE**
…… ……... ……. ……... Sex of caller: Estimated age:	Incoherent? Irrational? Taped? Message read by caller? Abusive? Other?

EXACT WORDING OF THREAT	BACKGROUND NOISES
	Street/house noises? Aircraft? Voices/ music Local call? STD/ISD/OTHER?
ACTION	**CALL TAKEN & BY WHOM**
Report call immediately to: Police: 6268, 6722222 Incident Controller 7590	Date & Time of call: Duration of call: Name of person taking call Telephone No: Number called(if different from above): **Signature**

MEDICAL EMERGENCY

Step 1 Check for any threatening situation and control if safe to do so.
Step 2 Remain with casualty (unless there is no other option) and provide appropriate support
Step 3 Do not move any casualties unless in a life threatening situation
Step 4 Notify the Incident Controller and the First Aider.
Step 5 Notify the ambulance if not already done and designate someone to meet them.
Step 6 Provide support to First Aider or ambulance if required.

17 FIRE CONTROLS

17.1 Purpose

17.1.1 To ensure fire prevention and control by gaining the understanding and the co operation of every Supervisor and compliance with the Health & Safety at Work Regulation on Fire Prevention. Each supervisor at work has a direct responsibility and control. The key principles and procedures should be issued to supervisors or covered in their induction to the OH&S reference Manual.

17.2 Key Principles

17.2.1 The importance of Supervision in Fire Prevention.

17.2.2 Supervisors have a good knowledge of the operation and are in an excellent position to determine the special fire prevention measures necessary in the work area. Supervisors should be able to recognize the need for specific fire protection equipment and should take the necessary steps to see that such equipment is provided.

17.2.3 Housekeeping is also under the supervisor's control. Supervisors know weather or not their employees' fellow safe housekeeping practices with regard to preventing fires. Continuous training in fire safe work procedures, regular inspection of Work areas and close supervision of the employee's job performance are prerequisites for a successful fire prevention program.

17.2.4 Although the fire protection equipment may be maintain by others, the ultimate responsibility for the fire safety to employees, material in process and equipment rightfully belongs to the supervisor. Thus, every Supervisor must make sure not only that the proper fire protection equipment that is provided but also that employees follow the safe work procedures and know how to use the equipment that is provided

17.3 The "Fire triangle"

17.3.1 The Supervisor's approach to fire prevention and control must begin with an understanding of the basic fire triangle. Every ordinary fire depends upon three components:

i) Oxygen

ii) Fuel

iii) Source of ignition

17.3.2 Prevention and extinguishment of ordinary fires depend upon the elimination of one or more of those three components.

17.3.3 The principle of fire prevention, that is, the elimination of one of the three components of fire is equally applicable to fire extinguishment. Therefore to extinguish a fire, take one or more of the following steps:

a) Exclude the air by either mechanical smothering e.g. shutting the lid over a tank or burning solvent, or chemical blanketing by covering by foam, or replacing the air with inert gas;

b) Remove or seal off the fuel by mechanical means or divert or shut off the flow of burning liquids or gases;

c) Cool the burning material below its ignition with a suitable cooling agent. Once a Supervisor understands and appreciates a fire triangle and its practical application, improvement of fire control methods should follow.

17.4 Procedures

Methods	Controls
Hot Work Permits	Ensure that hot permits have been obtained as required. Do not stretch a permit to cover an area, an item not originally specified, no matter how small the job may seem, nor how little time may be required to do it.

Personal Instruction	Perform periodic inspections but also familiarize your employees with each hazard and explain how it relates to them individually; - Inform your employees of AFL's desire for fire safety operation; - Call their attention to all physical safe guards that have been provided to prevent injury and destruction by fire; - Stress to each individual the precaution necessary on the job – the safe practices that complement mechanical protection; - Persistently enforce the fire prevention policy.

Electrical Equipment	Electrical motors, switches, lights and other equipment exposed to flammable vapours, dust, gases or fumes present special problems; - Do not allow haphazard wiring, poor connections and "temporary" repairs on the job; - Ensure that fuses are the proper type and size; - Check circuit breakers to see that they are not blocked in closed position (this could result overloading) and to see that moving parts do not stick.
Welding and Cutting	ensure that welding and cutting is carried out only after the following safeguards are in place - Survey the areas for fire safety hazards; - Take the necessary precautions to prevent fires - Ensure that hot permits have been obtained as required. Do not stretch a permit to cover an area or an item, or a time not originally specified, no matter how small the job may seem, nor how little time be required to do it.
Special Fire Hazard Materials	Supervisors are responsible for their own understanding of the materials used in their areas and to take the proper
	Precautions to work out how to fight fires well beforehand. It is pointless waiting until a fire occurs, before information on the hazards is sought.

Fire Safe Housekeeping	Good housekeeping is another important part of effective fire protection program.
	  Ensure that you enforce the housekeeping rules at all times
	  Hold each employee personally responsible for preventing the accumulation of unnecessary combustible materials in their work area, especially at the end of the shift. Fire safe housekeeping consists of the following precautions:
	  Ensure that combustible materials are present in work only in quantities required for the job. Designate them to a safe storage area at the end of each workday;
	  Store quick burning and flammable materials only in designated locations. Ensure that such locations are always away from ignition sources and that special fire extinguishing provisions have been made;
	  Ensure that vessels and pipes containing flammable liquids or gases have no leaks. Ensure that spills are cleaned up immediately;
	  Ensure that employees avoid their clothing becoming contaminated with flammable liquids. If contamination does occur, ensure that they replace the clothing before continuing to work;
	  Keep aisles and fire doors clear and unobstructed at all times
	  Ensure that materials are not piled around fire extinguisher location or standpipe controls;
	  Ensure the correct types of extinguishers are always present in the work area.

Fire Alarms	Do two things when a fire is discovered: - Turn the alarm on or raise the alert, regardless of the size of the fire; - Make an attempt to extinguish the fire by using the appropriate type of portable fire extinguisher if you have the necessary skills to do so safely; - A complete fire program includes the fire extinguishment, but despite the best laid prevention plans, a fire may occur. Know the location of the extinguishers etc. instruct employees in it use. This is a supervisor's responsibility.

Reviewing the Supervisor's "Fire Job"	The supervisor's prime responsibility with regard to fire prevention and control can be summarized in these five general points: - Know the fire hazards in your work area and promote the installation of engineered safeguards in every instance practicable. - Conduct regular periodical inspections of work areas to ensure that they remain in fire safe condition; - Instil in each employee a fire conscious attitude for elimination of hazards and observance of safe practices – then follow up; - Keep well informed on fire brigade activity and site evacuation plans. Keep employees advised of any changes in procedure; - Ensure the appropriate type and numbers of fire extinguishers are present in the workplace at all times.

17.5 Procedure Responsibility

17.5.1 Managers/Supervisors

17.6 Audit Records

17.6.1 Workplace Inspection records

17.6.2 Training Cards

17.6.3 Health & Safety Work Regulation covering Fire Prevention

17.7 Procedure Owner

17.7.1 OH&S Officer

MEASUREMENT & EVALUATION

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1 MEASUREMENT & EVALUATION

1.1 Injury/Incident, Investigation & Statutory Reporting Requirement

1.1.1 To formally investigate injuries/incidents in order to meet statutory obligations and prevent re-occurrence

1.1.2 Definitions (as per Health & Safety at Work Act (Administration) Regulations 1997

1.1.3 "Serious Injury" means an injury that causes death or disables a person to the extent that as a consequence of that injury the person is subject to admission to hospital as an in-patient that includes any injury that involves any worker being certified unfit for work three or more days by a registered medical practitioner.

1.2 Procedure

1.2.1 This procedure describes the internal and external incident reporting and recording requirements of AFL, and the procedure for accident/incident investigation. It specifies who does the reporting and investigating if incidents, and what forms must be completed.

Notification to the Fiji Ministry of Employment, Productivity & Industrial Relations (as prescribed)

1.2.2 Where an accident, incident or disease occurs at a workplace, whether or not it causes death of, or bodily injury to, any person, or any other matter occurs at or in relation to a workplace which affects the health or safety of any person, the AFL shall as soon as possible, and in any event not later than 48 hours after the occurrence in form OH&SF1 as prescribed by the regulation, by the OH&S Section.

1.2.3 To facilitate the filling of form OH&SF1, the location supervisor shall as soon as practicable upon notification of an incident, accident or disease fills I form OH&S-5.1 and submit the original to the OH&S section within 24 hours.

1.2.4 In case of serious injury, immediate notice by the most expedient means (telephone / fax / hand deliver) shall be given to the Chief Health and Safety Inspector-Nadi followed by a written notice as required by Form OH&S-5.1-1 by the OH&S Officer.

1.2.5 Except for the purpose of caring for any person who suffers or may suffer injury or illness, no person shall do any act likely to prevent the discovery of the cause of the accident, incident, disease or other matters until a Health and Safety Inspector has visited the scene and completed an inquiry.

1.3 Record of Accidents and Investigation (as prescribed by Legislation)

1.3.1 AFL shall maintain a record at the workplace in the Form OH&SF 2 (AFL Form OH&S – 5.1-2) as prescribed in the regulations in respect of any accident, disease or incident. A copy of the completed form to be retained on site.

1.4 Responsibility For Reporting and Investigation

1.4.1 Form OH&S-5.1-1 is to be completed by the supervisor of the injured employee or AFL supervisor at the location where the incident occurred and forwarded to the AFL OH&S Officer within 24 hours. The OH&S Officer will then forward the completed Form to the Ministry of Employment, Productivity & Industrial Relations within 24 hours. A copy of the Form OH&S-5.1-1 will be returned to the Supervisor for filing and corrective action follow-up. The OH&S Officer (depending on the seriousness of the accident/incident) will carry out an investigation and submit a report to the management.

1.5 Procedure Responsibility

1.5.1 Workplace Supervisors and OH&S Officer.

1.6 Audit Records

1.6.1 Injury / Incident Forms 5.1, 5.1-1 and 5.1-2

1.7 Procedure Owner

1.7.1 OH&S Officer

2 RECORD KEEPING & INFORMATION

2.1 Purpose

2.1.1 Provide AFL management with guidance in the management of OH&S records and information. Outline records maintenance requirements for OH&S records. These requirements are designed to meet the standards imposed by the legislation, Insurance companies, OH&S industry best practice, and other relevant bodies.

2.2 Procedure

2.2.1 Records relating to the health and safety of employees and to the activities of AFL shall be retained by the OH&S Section and the Section concerned for the appropriate period of time and in a manner which protects their respective confidentiality.

2.2.2 Responsibility will be allocated for the retention of each identified record type.

2.2.3 Responsible persons will also ensure that access to each record is confined to the persons identified and authorized to do so.

2.2.4 An overall register will be kept which identifies all record types, and the storage and disposal requirements (Form OH&S-5.2).

2.2.5 Disposal of records will be after a 7 – year archives period.

2.3 Procedure Responsibility

2.3.1 As per record table Form OH&S – 5.2

2.4 Audit Records

- Current list of records kept by AFL Form OH&S –5.2
- Records kept in accordance with procedures

2.5 Procedure Owner

2.5.1 OH&S Officer

3 SYSTEMS –USING STATISTICAL DATA

3.1 Purpose

3.1.1 To record and measure incident data to measure the performance of the OH&S program at AFL.

3.2 Procedure

3.2.1 5.3.2.1 Injury Statics Form (OH&S – 5.3) shall be completed on a monthly basis by the OH&S Officer based on the information received from the incident and accident reports from location supervisors.

3.2.2 The OH&S Officer shall present the statistics to the OHS committee on a monthly basis and copy made available on the Safety Bulletin Board.

3.3 Procedure Responsibility

3.3.1 OH&S Officer

3.4 Audit Records

3.4.1 OH&S statistical reports

3.5 Procedure Owner

3.5.1 OH&S Officer

4 AUDITING OH&S – PERFORMANCE MEASUREMENT

4.1 Purpose

4.1.1 To provide a framework of measuring performance in the management of OH&S at AFL locations and establishing performance indicators

4.2 Procedure

4.2.1 Internal Audits – Auditing consists of reviewing policy, procedure and inspecting installations to verify that the OH&S policy and procedures are carried out at the workplace.

4.2.2 Internal audits of all locations will be conducted on a yearly basis by the AFL OH&S Officer and/or qualified training personnel/department representative(s) OH&S Committee Chairman/Chairperson.

4.2.3 A copy of the internal audit report indicating the status of any outstanding work pending from previous internal and external audits is to accompany the current internal audit report.

4.2.4 A report summary status will be prepared for Senior Management and the CEO.

4.3 External Audits

4.3.1 External audits of all locations will be scheduled in accordance with the AFL OH&S 3- year plan requirement for external audits agreed by Senior Management.

Note: The Ministry of Employment, Productivity Industrial Relations may conduct an audit or inspection of a facility/s within its power and jurisdiction under the Health and Safety at Work Act and Regulations

4.4 Managers and Supervisors OH&S Performance Measurement

4.4.1 The Manager Safety & Risk Management will establish with the CEO and other senior AFL Managers, yearly OH&S statistical performance criteria (refer Procedure 5.3) for Managers and Supervisors to attain for their designated work group/location.

4.5 Audit Records

4.5.1 Internal & External audit reports

4.5.2 OH&S Statistical Form OH&S-5.3 against established targets

4.6 Procedure Owner

4.6.1 Manager – Manager Safety & Risk Management

MAINTAIN,PROMOTE & IMPROVE OHS

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1 MAINTAIN, PROMOTE & IMPROVE OH&S

1.1 OH&S Promotion & Publicity

1.1.1 This procedure aims to ensure that all employees are provided with the relevant health and safety information on a regular basis.

1.2 Procedure

1.2.1 All lists of the organizational health and safety information will be developed and maintained, and made available to employees and visitors. This shall identify the type of information, its source, and the means of distribution and the frequency of updating. (See Form OH&S-6.1).

1.2.2 Where information is conveyed verbally at Toolbox/Work Group meetings the supervisor shall maintain a record of the items discussed and the employees present at the meeting. (See Form OH&S-6.1)

1.2.3 The Toolbox/Work Group meetings may be used as a forum to consult with employees about proposed changes to the work environment, processes or practices that could have health and safety implications.

1.2.4 New issues raised at Toolbox/Work Group meetings are to be noted and followed up by the supervisor or referred on to the appropriate person for a response.

1.2.5 The OH&S Officer will prepare OH&S articles for the AFL Newsletter

1.3 Procedure Responsibility

1.3.1 OH&S Officer, Workplace Supervisors

1.4 Audit Records

- Master list for health and safety information distribution form OH&S –6.1
- Toolbox/Work Group meeting records OH&S-6.1
- AFL Newsletters

1.5 Procedure Owner

1.5.1 OH&S Officer

2 CONSULTATION – OH&S REPRESENTATIVES AND COMMITTEE

2.1 Purpose

2.1.1 To outline how the organization will consult with employees regarding occupational health and safety (OH&S) issues

2.2 Definitions

2.2.1 Designated Work Group: A group of employees at a workplace determined pursuant to the Health and Safety at Work Representative and Committees Regulation 1997.

2.2.2 Health and Safety Representative: A person elected by the members of a designated work group to represent them in health and safety matters.

2.3 Health & Safety Committee:

2.3.1 Representatives of the employer and employees to function as specified pursuant to Section

2.3.2 20 of the Health and Safety at Work (Amendment) Act 2003.

2.4 Consultation

2.4.1 The organization shall attempt to consult with and involve employees in decisions affecting health and safety and shall develop arrangements to facilitate consultation.

2.5 Procedure

OH&S Representatives

2.5.1 The Manager Safety & Risk Management shall negotiate with the employee representative through the OH&S Officer regarding the Designated Work Group (DWG);

2.5.2 The DWG's shall be documented on Form OH&S – 6.2 and displayed on Departments Notice boards;

2.5.3 Employees shall be encouraged to elect Health and Safety representatives (HSR's). The organization recognizes the right of employees to freely elect HSR's.

2.5.4 HSR's will be provided with appropriate training to allow them to perform their duties.

2.5.5 Section Supervisors will consult HSR's and employees regarding OH&S issues and where changes affecting health and safety are proposed.

2.5.6 Section Supervisors will ensure that OH&S information is provided to employees at work group meetings and on notice boards.

2.5.7 The names of employee HSR's and employer representatives shall be included on Form OH&S-6.2 and posted on Sectional Notice boards.

2.6 Duties

2.6.1 Health and Safety representatives may for the purpose of health and safety at work (refer to regulations)-

a) May conduct inspections of any part of their workplace;

b) Accompany any inspector through workplace;

c) Be present at any meetings between AFL and inspectors;

d) May have access to OH&S information and records relating to OH&S hazards and risks within the workplace.

2.7 OH&S Committee

- AFL will establish Health and Safety Committees in accordance with the consultation arrangements outlined in the Health and Safety at Work (Representatives and Committees) regulation 1996.

2.8 Function of Committees

2.8.1 The Health and Safety Committees' role is to:

a) Facilitate cooperation between AFL and its employees in instigating, developing and carrying out measures designed to ensure the health and safety at work of employees.

b) Formulate, review and disseminate (in such languages as are appropriate) the standards, rules and procedures relating to health and safety, which are to be carried out or complied with at AFL.

c) Include at meetings as appropriate:

2.8.2 Discussions of accidents and incidents, which occurred during the month:

i) follow up investigations/actions, which have been taken regarding those accidents and incidents;

ii) Action plans to reduce the number of accidents and incidents;

iii) Unsafe systems at work reports;

iv) Occupational health and safety initiatives;

v) Formal requests for the review of AFL policies and/ or procedures;

vi) Consider intended workplace changes that have OH&S implications;

vii) Other functions as prescribed in the regulation and by AFL.

2.8.3 The committee will not override the direct lines of communication between management, staff or health and safety representatives. The committees will deal with health and safety issues, which affect the whole organization, rather than specific area issues, which should be dealt with locally.

2.9 Membership

2.9.1 Membership will comprise management and employees, with at least half the membership being employees. In addition to committee members, OH&S Officer can sit on the committee in an ex-officio capacity.

2.10 Nomination

2.10.1 The General Manager/Executive Chairman shall nominate the management representatives on the committee. A meeting of workers in each Designated Work Group shall determine the employee representatives on the OH&S Committees (in accordance with the Regulation).

2.11 Tenure

2.11.1 Membership of the Health and Safety Committees shall be for a period of 2 years. Committee members may be re-nominated.

2.11.2 Appointment of Chairperson

2.11.3 The chairperson shall be an Employees' Representative

2.11.4 Role of members

Committee Members	Duties
Chairperson	Schedule meetings and inform the members Prepare agenda and other documentation relevant to each meeting Invite any advisers, presenters' etc Guide the meeting through the agenda Ensure all have an opportunity to speak Ensure the committee stays within its charter Review and approve minutes of meetings
Deputy Chairperson	Perform the role of chairperson in their absence

Secretary	Keep committee records Report on the status of recommendations Prepare the minutes and distribute minutes Assist chairpersons as required
Deputy Secretary	Perform the functions of secretary when he/she is absent
Committee Member	Perform functions as required by the committee

2.12 Meeting Frequency and Quorum

2.12.1 The committees will meet at minimum every 3 months (in accordance with the Regulation) and at least half of its members must be from employees to form a quorum.

2.13 Action

2.13.1 Any recommendation arising from the committee shall be made by consensus of members.

2.14 Agenda

2.14.1 A meeting agenda will be prepared and sent to members no later than 3 working days prior to the meeting. It will list the matters to be discussed, who is required to attend, time, date and location of the meeting and have attached any documents to be reviewed prior to the meeting.

2.15 Meeting Minutes

2.15.1 Minutes of each meeting will be taken and distributed to all members and to each area within 7 days from the date of the meeting. The minutes will include the following details: committee name, meeting time, date and location of meeting, members present and absent, items discussed, what action is to taken by what date and by whom. The Chairperson must sign the minutes.

2.16 Procedure Responsibility

2.16.1 Manager Safety & Risk Management / OH&S Officer / Location Supervisors

2.17 Audit Records

- Meeting schedule
- Current list of committee members
- Minutes of Health and Safety Committee meetings

2.18 Procedure Owner

2.18.1 OH&S Officer

3 REVIEWS FOR CONTINUED IMPROVEMENT

3.1 Purpose

3.1.1 To monitor the effectiveness of the AFL OH&S program against industry best practice to ensure continued improvement in OH&S management.

3.2 Procedure

3.2.1 Maintain a communications link on OH&S matters with AFL employees, customers, contractors, tenants etc.

3.2.2 Conduct ongoing (at least 3monthly) reviews of the AFL 3 year OH&S plan to ascertain if modifications and/or additions are required in line with AFL OH&S needs and best practice OH&S.

3.2.3 Continually assess and at least yearly conduct a formal review of the AFL OH&S reference manual.

3.2.4 Conduct 6 monthly follow – up (via internal audit) as to locations progress towards documenting safe operating procedures for tasks, and where these are in place, the effectiveness or otherwise of the procedures.

3.3 Procedure Responsibility

3.3.1 OH&S Officer

3.4 Audit Records

- Internal OH&S Audits
- Safe Operating Procedures
- OH&S 3-year plan reviews with other organizations
- Reference library in OH&S

3.5 Procedure Owner

3.5.1 OH&S Officer

WORKPLACE HEALTH PROMOTION

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1 WORKPLACE HEALTH PROMOTION

1.1 What is Workplace Health Promotion? (WHP)

1.1.1 Workplace Health Promotion is the combined effort of employees, workers, communities and society to improve the health and well being of women and men at work. Or the promotion and maintenance of the highest degree of physical, mental and social well being of workers in all occupations

1.2 Procedure

1.2.1 To reach a state of complete physical, mental and social well being, an individual or group must be able to identify and to realise aspiration to satisfy needs and to change or cope with the environment

1.2.2 Health is therefore seen as a resource for everyday life not the objective of living

1.2.3 Prerequisites for Health –The fundamental conditions and resources for health are; peace; shelter; education, food; income; a stable ecosystem ;sustainable resource; social justice and equality

1.2.4 The impact of public health on workplace through workers frequently sick or long term illness such as heart disease or cancer, skill workers may be lost and hard to replace

1.2.5 Many workers spend a large proportion of their working hours at work so the conditions workers undertake that work can influence their health

1.2.6 Surveys shall be carried out in order to determine the needs/concern of the workers and these would be analysed to address the issue in an integrated way.

1.3 Procedure Responsibility

1.3.1 OHS Officer, MSRM,OHS Committees, MHR & Location Supervisors

1.4 Audit Records

1.4.1 Health screening schedule, surveys, OHS Committee meeting minutes, rewards schedule, points system

1.5 Procedure Owner

1.5.1 OHS Officer

2 MANAGING WORKPLACE HEALTH PROMOTION

2.1 Why invest in Work Health Promotion

2.1.1 Workplace Health Promotion programs are an effective business investment as it can enhance and extend existing occupational safety and health programs by contributing to keep workers fit and healthy, maintaining their ability to work and allowing them to remain active and productive members of society, while at the same time contributing to the well being both workers and the organisation with more efficient and profitable working practice

2.2 Procedure

2.2.1 Survey shall be carried out to collect information on the workers needs and their contribution to the wellness program

2.2.2 Survey shall be collected and assessed, prepare plans to address wellness in accordance with the specific needs of the workers

2.2.3 All workers shall be informed of the workplace wellness program and activities

2.2.4 Health screening scheduled shall be made available to all workers, insured spouse and children

2.2.5 Health screening shall include BMI, Blood sugar level, Blood Pressure, Cervical Cancer, breast cancer prostate and mental health. Health screening shall be done at the workplace and all shifts off duty workers shall attend the screening during their day off.

2.2.6 Results of screening shall be collected and collated to create further action plans to work towards improving health status.

2.2.7 Smoking cessation programs and rehabilitation shall be provided to current smokers

2.2.8 Cessation of Alcohol and drug abuse shall be encouraged.

2.2.9 All snacks and food prepared or sold at the workplaces shall be fresh and nutritious. Fruit bowls/basin and salads shall be encouraged.

2.2.10 Fiji Airports brand Water bottles shall be provided to all workers to encourage hydration and remind wellness status

2.2.11 Task Force group shall be appointed to oversee and encourage workers to attend to health promotion programs. Task force shall include all OHS Committee members and others appointed by the Manager HR

2.2.12 The rewards shall be awarded accordingly as per the schedule.

2.2.13 Procedure Responsibility

- OHS Officer, OHS Committee, MHR, Location Supervisors

2.2.14 Audit Records

- Survey forms, health screening data form, screening schedules, reward forms,

2.2.15 Procedure Owner

- OHS Officer

2.3 Work Related Stress

2.3.1 Work Related Stress is caused by an imbalance between the perceived resources and abilities of a person to cope with those demands. Increased stress levels can increase the speed at which the body is worn down and develops health problems. What kind of illness this leads to depends partly on genetics and partly on what kind of things the person is exposed to, such as previous illnesses. The impact of stress on health can therefore vary widely. For some, stress can lead to suicide, whereas for others the result might be high blood pressure or a heart attack. Some may be lucky enough to suffer only a few ill-effects.

2.3.2 Purpose – the aim of the SOP is to highlight and list all possible impacts of stress on health. The following are possible impacts of stress on health

2.3.3 High Blood Pressure - Stress at work can cause high blood pressure. For a person who lives in a stable society and who learns how to deal with the strains of everyday life during childhood, blood pressure will not necessarily increase with age, regardless of whether they live in an industrialized or developing country. But if the environment changes drastically and the person is exposed to new demands and strains that they do not know how to handle, blood pressure often increases. However, if the person gets support and encouragement from the group of people they belong to, high blood pressure can often be avoided. If the social group – for example the family or co-workers – breaks up and stops caring, it will result in stress reactions and, in the long run, increase the risk of high blood pressure.

2.3.4 Heart Disease - Negative psychosocial circumstances along with high blood pressure, high blood cholesterol and smoking are the main factors which increase the risk of having a heart attack. The relationship between lifestyle and the risk of coronary artery disease is well-established. Those who aggressively race to climb the social ladder have a higher fat content in the blood, faster blood coagulation, higher rates of ill-health and a higher risk of coronary artery disease compared to people with a calmer, softer and more “relaxed” lifestyle. Stress can cause heart attacks either in the short term in people who already have partially blocked coronary arteries, or in the long term as a result of the strain put on the heart by a combination of excessive workloads (either frequently or over too long a period) with excessively low control.

2.3.5 Burnout - Burnout is a condition of exhaustion combined with feelings of hopelessness and cynicism. Burnout often occurs when over a long period of time excessive demands are placed on a person who does not have enough resources to meet those demands. It can feel like trying to empty the ocean with a teaspoon. A “burned-out” worker becomes exhausted, indifferent and inefficient. They have given everything, have put others’ needs before their own and finally reach a point where they have no more to give. They will become unable to work at all, if the burnout is not treated.

2.3.6 Mental Illness - Mental illnesses are common to all countries and cause immense suffering. People withthese disorders are often subjected to social isolation and poor quality of life which only adds to stress levels. Mental health problems lead to staggering economic and social costs Post-traumatic stress disorder (PTSD) is a particularly extreme form of stress which occurs after severe external strains, such as an accident, violence, murder, rape, torture, war, or natural disasters. The person is tormented by painful, traumatic memories and tries to avoid being reminded of them. If reminded, they may react with palpitations, trembling, concentration difficulties, and poor sleep. Some jobs may expose workers to a risk of PTSD, and they should receive appropriate treatment for it.

2.3.7 Cancer -Cancer caused 7.6 million deaths in 2008, equivalent to 13 per cent of deaths worldwide. More than 30 per cent of these deaths could have been prevented by modifying and avoiding key factors, such as: smoking, alcohol use, low fruit and vegetable intake, overweight and obesity and unprotected sex contributing to the transmission of the human papilloma virus. These key contributory factors have been shown to often increase dependent on the level of stress a person may experience.

2.3.8 Suicidal Behaviour - Mental disorders (particularly depression and substance abuse) are a major risk factor associated with suicide. However, suicide results from many complex socio-cultural factors. Problems at work or in the family, such as job losses, lack of social support, psychological violence or the loss of a close relative through divorce or death are often part of the cause. Becoming unemployed or suffering from workplace harassment and bullying, or particular situations like retirement, excessive workload or financial problems can also lead to suicide.

2.3.9 Procedure

- Staff shall be encouraged to fill the hazard form online should they feel that they are stressed
- Necessary support and counselling shall be recommended online
- Workers shall be encouraged to follow through on recommendation by the OHS officer after consulting the Safety and Risk management Team.
- Implementing collective risk assessment and management measures as it will be dealt with other workplace hazards using online hazard reporting
- Increasing the coping ability of workers by increasing their control over their tasks
- Building up social support systems for workers within the workplace

2.3.10 Procedure Responsibility

- Location Supervisors, Safety Data coordinator, OHS Officer, OHS Committee, MHR

2.3.11 Audit Records

- Online Hazard forms, Online risk management updates, support groups registration form.

2.3.12 Procedure Owner

- OHS Officer

2.3.13 Stress Related Hazards

- The aim of the procedure is to identify all possible work organisation stress related hazards

2.3.14 Procedure -The following shall be analysed should it be creating stress to workers:

- Job Content;
- Work Load or pace;
- Working hours;
- Participation and Control;
- Career Development, status and pay;
- Role in the organisation.

2.3.15 All concern with regard to the above reported online via the hazard report form shall be analysed, assessed and recommendations forward to the appropriate responsible manager to provide update to and work toward closing the issue.

2.3.16 The safety Data Coordinator shall inform the reporter of the outcome of the issue.

2.3.17 Procedure Responsibility

- All workers, OHS reps, Location supervisors, managers,

2.3.18 Audit Records

- Hazard forms, Job Description, Rosters, Organisation structure, Pay structure

2.3.19 Procedure Owner

- OHS Officer

2.4 Planning

2.4.1 Preparation- The OHS Committee in consultation with MHR shall be responsible for the planning and implementation of the Work Health Promotion Program

2.4.2 Purpose – The aim of this procedure is to highlight areas where HPP could be implemented to reverse funds use on treatment to be driven towards prevention and protection.

2.4.3 Procedure

- Data on sick leave utilisation shall be obtained and analysed. Data on overseas medical evacuation shall be obtained and analysed. Medical insurance cover shall be disclosed by the management accountant.
- The OHS Reps shall be tasked to inform their respective Work Group of the intention of the WHPP
- The OHS Officer shall conduct an awareness of the whole program for further clarification if required
- Survey forms distributed shall be collected and analysed
- Input from staff shall be incorporated to the existing plans, procedures and schedules.
- Health screening schedules shall be ready and screening carried out as per the schedule
- Task force team shall monitor progress and award points
- Workers shall be rewarded for their participation
- Review of the WHPP and review rewards system
- Collaborated report on the success or otherwise of the WHPP shall be made available and presented on 28 April during OHS Celebration Day.

2.4.4 Procedure Responsibility

- Location Supervisors, OHS reps, OHS Committee members, MHR, Management Accountant

2.4.5 Audit Records

- Survey forms, Health screening schedule, health screening forms, Reward points forms,

2.4.6 Procedure Owner

- OHS Officer

2.5 Implementation

2.5.1 Purpose – The aim of this procedure is to describe what, how, when and who will be involved in the WHPP plans implementation

2.5.2 Procedure

- The OHS Committee shall quantify in dollar terms the loss in working hours due absence on sick leave hours and overtaken sick leave
- The OHS Committee shall quantify in dollar terms the loss in liability on cost of insurance premiums for medical cover for the previous year
- The OHS Committee shall put up rewards system attractive to challenge workers to choose WHPP to keep fit and productive and reduce liability on huge bills on accumulative annual leave on the organisation at the same time receive rewards for reporting to work efficiently and effectively
- The OHS Committee members shall be the members of the task force to ensure that the objective of the WHPP is relayed to their work group
- Health screening schedules shall be made available at all work stations and staff should attempt to be screened and earn points.
- Necessary support and counselling services shall be made available to workers needing special attention
- The rewards schedule and points system shall be made readily available for workers and their insured spouses and children

- The task force shall be tasked to tally points scored, verify and approve by the task force committee. Scores shall be made available at work locations notice board for the respective workgroup or department only
- All workers scoring 145 points and above shall be finalist of the strongest and fittest AFL Employee Competition
- Workers shall be rewarded and they will have the option to choose their rewards from the list provided.
- The name of the strongest and fittest AFL employee of the year shall be announced on 28 April during the OHS Celebration Day.

2.5.3 Procedure Responsibility

- OHS Committee, MHR

2.5.4 Audit Records

- Health screening schedules, reward forms,

2.5.5 Procedure Owner

- OHS Officer

2.5.6 Points and Rewards system

- The aim of this procedure is to encourage workers to take control of their health and submit to the WHPP and continue to strife for a health and fit person
- Procedure

  i) Maximum Points shall be awarded to staff for taking part in all the WHPP survey

  ii) Maximum Points shall be awarded for workers attending all the health screening exercises

  iii) Maximum points shall be awarded to workers for giving up smoking

  iv) Maximum Points shall be awarded to workers for giving up alcohol, drugs and kava abuse

v) Maximum points shall be awarded to workers for not taking any sick leave for the year, injury or illness free from workplace incidents/accidents

vi) Maximum points shall be awarded to workers for taking at least 2 annual breaks of at least 5 consecutive days annual leave or 10 consecutive days annual leave. Maximum points for managers and ATM staff for 2 annual breaks of 10 consecutive days annual leave or 20 consecutive days by the end of the year.

vii) Maximum points shall be awarded to workers maintaining the required BMI

viii) Maximum Points shall be awarded to workers for maintaining normal blood sugar level

ix) Maximum Points shall be awarded to workers for maintaining hydration program with buddy daily

2.5.7 Points shall be tallied, verified and approved by the Task force team

2.5.8 Rewards shall be made available by choice of the worker as per the award form

2.5.9 Rewards shall be taken before the following year end.

2.5.10 Audit records

- Attendance records leave records, health screening results, reward forms

2.5.11 Procedure responsibility

- Locations supervisors, managers, OHS Committees

2.5.12 Procedure Owner

- OHS Officer

2.5.13 Strongest and Fittest AFL Employee of the Year

- Purpose – The aim of this procedure is to single out the fittest AFL employee of the year award

2.5.14 Procedure

- Points for taking part in the WHPP shall be tallied
- Workers collecting 130 points or more shall be rewarded accordingly as per the schedule
- Workers collecting 130 points or more qualify for the Strongest and fittest AFL Employee of the year competition as its bonus reward
- The Strongest and Fittest Employee of the year participants shall undergo further 2 weeks of competition as per the schedule (100 meter race, 50 meter swimming, beep test
- Should there be 16 staff eligible for the competition; the number of competitors shall be put in different pools of 4. Winners and runners up in each pool shall proceed to the quarter finals. Winner of quarter final 1 meets winner of quarter final 3 for first semi final and winner of quarter final 2 meet winner Q 4.shall playoff for the second semi final
- Pool games shall be drawn up for one week. The quarter finals shall be played on the second week. Semi finals shall be played on week 3. Final shall be played on week 4.
- Winner shall be declared by the wellness task force committee

2.5.15 Procedure responsibility;

- Location supervisors, managers, OHS reps

2.5.16 Audit Records

- Reward Winners list, Points forms, Pool draws, game results sheets,

2.5.17 Procedure Responsibility

- OHS Officer

3 EVALUATION

3.1 Purpose

3.1.1 The aim of this procedure is to analyse the impact of WHP.

3.2 Procedure

3.2.1 Survey shall be conducted to analyse satisfaction of workers on the WHPP

3.2.2 Evaluate on relevant economic factors as in staff turnover, rates of absenteeism, annual leave utilisation, and rate of medical evacuation local and overseas for staff and insured spouses and children, medical insurance cover difference

3.2.3 Evaluate on the financial benefits of WHPP

3.2.4 Communicate results of the evaluation, inform the workers of the success and changes of plan to be made for the future.

3.2.5 Procedure Responsibility

- MHR, Management Accountant, OHS Committee,

3.2.6 Audit records

- Survey forms, attendance records, annual leave balance, sick leave bonus payouts

3.2.7 Procedure Owner

- OHS Officer

APPENDIX

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APPENDIX A: RESPONSIBILITIES FOR H&S AND RELATED LEGISLATIVE COMPLIANCEE

AIRPORTS FIJI LIMITED	RESPONSIBILITIES FOR HEALTH AND SAFETY AND RELATED LEGISLATIVE COMPLIANCE
LEGISLATION/CODES/ STANDARDS	MANAGEMENT PERSON RESPONSIBLE
Monitor changes to health and safety legislation and notify procedure owners regarding changes to legislation/standards. Distribute ministry legislation summary notice	OH&S Officer
Nomination of employer representatives	OH&S Officer in consultation with Managers and General Managers
Plant assessments and registration of plant	Managers and OH&S Officer
Notification of injuries/incidents to Ministry(refer to Health and Safety at Work Act requirements	OH&S Officer
Nomination of employee representatives	Workers
OH&S Committee	Workers/Managers/supervisors
Regulation Compliance	Workers/Supervisors/OH&S Officer

APPENDIX B : FIRST DAY INDUCTION CHECKLIST

Refer to OH&S Chapter 2 section 2.1 for information about the use of this FIRST DAY INDUCTION CHECKLIST AFL (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED	**CORPORATE FIRST DAY INDUCTION CHECKLIST**		
Name: …….……	Position: …….……		
Date of Commencement: …….....	Location…….……...		
Name of person providing the Induction: ……			
Check items (Please tick where appropriate)	Yes	No	N /A
1. Welcome employee	[ ]	[ ]	[ ]
2.Introduce employee to Manager, Supervisor & Co-workers	[ ]	[ ]	[ ]
3.Explain work tasks and provide job description	[ ]	[ ]	[ ]
4. Tour of section	[ ]	[ ]	[ ]

Location of toilets / amenities First aid kits	[ ]	[ ]	[ ]
Lunch room	[ ]	[ ]	[ ]
Supervisor's and Manager's office	[ ]	[ ]	[ ]
Noticeboards	[ ]	[ ]	[ ]
Evacuation instructions Names of Health and Safety Representatives,	[ ]	[ ]	[ ]
First Aiders	[ ]	[ ]	[ ]
5. Explain	[ ]	[ ]	[ ]
OH&S Policy	[ ]	[ ]	[ ]
OH&S Committee role	[ ]	[ ]	[ ]
Hazard Reporting Procedure	[ ]	[ ]	[ ]
Worker's Compensation cl aims	[ ]	[ ]	[ ]
Procedure Evacuation and Emergency Procedure	[ ]	[ ]	[ ]

Employee's responsibilities under OH&S legislation	[ ]	[ ]	[ ]
Issue Resolution Procedure	[ ]	[ ]	[ ]
Isolation and Tag Out	[ ]	[ ]	[ ]
6. Arrange for employee ID	[ ]	[ ]	[ ]
7. Provide locker, Personal Protective Equipment, tools etc.	[ ]	[ ]	[ ]
8. Schedule training in accordance with AFL training program	[ ]	[ ]	[ ]

Rev 1.0 Issued Date: August 2013 Form No:AFL393-01

New employee: …… Signed: ……

Date: ……

APPENDIX C: AFL CONTRACTOR INDUCTION CHECKLIST for OH&S MANUAL

AIRPORTS FIJI LIMITED

AFL CONTRACTOR INDUCTION CHECKLIST

Name: Company:
Date of Induction:

Name of Person Providing Induction

Please tick	Yes	No	N / A
1. Introduction	[ ]	[ ]	[ ]
2. Organizational overview and site tour	[ ]	[ ]	[ ]
3. Outline of site rules	[ ]	[ ]	[ ]
4. Emergency procedures	[ ]	[ ]	[ ]
5. Hazard reporting	[ ]	[ ]	[ ]
6. Incident / Injury Reporting	[ ]	[ ]	[ ]
7. First Aid	[ ]	[ ]	[ ]
8. Use of personal protective equipment	[ ]	[ ]	[ ]
9. Briefing on restricted areas	[ ]	[ ]	[ ]
10. Security and access requirements	[ ]	[ ]	[ ]

I certify that information on the above has been provided to me/my workers.

…… ……

Signature of Contractor / Representative Date

Note: *The Contractor or Employees of the Contractor must sign that they have received the induction training before being allowed*

Rev 1.0	Issued Date: August 2013	Form No: AFL393-02

APPENDIX D: AFL VISITOR RECORD BOOK

Refer to OH&S Chapter 2 section 2.1-3 for information about the use of this AFL VISITOR RECORD BOOK (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED

AFL VISITOR RECORD BOOK

PLEASE NOTE CONDITION OF ENTRY TO THIS LOCATION

1. Visitors must be accompanied at all times whilst in this Section of AFL.

2. Visitors must follow the Emergency and Evacuation instructions given by AFL

3. Visitors must follow safety instructions issued by AFL representatives.

DATE	VISITORS NAME	ORGANIZATION	TIME IN	TIME OUT

Rev 1.0 Issued Date:1st July,2013 Form No: AFL393-03

APPENDIX E: EMPLOYEE COMPETENCY,LICENCE/QUALIFICATION/CERTIFICATE & TRAINING RECORD

Refer to OH&S Chapter 2 section 2.4 for information about the use of this Certificate and Training Record (Amendments to OH&S Manual)

Name: Date of Birth: _____ Qualification: _____

Department: _____ Date of Joining: _____
Ref: _____

AIRPORTS FIJI LIMITED	Employee competency, Licence/ Qualification/ Certificate and Training Record		
YEAR	SCHOOL/COLLEGE/UNIVERSITY	LEVEL ATTAINED	SUBJECTS PASSED
PREVIOUS EXPERIENCE:			
POSITION	DEPARTMENT/SECTION	FROM/TO	REMARKS
Rev:1.0	Issued Date:1st July,2013		Form No: AFL393-04

ATTACHMENT F: TRAINING HISTORY

Refer to OH&S Chapter 2 section 2.4for information about the use of this Training History (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED

Training History

DATE	COMPETENCY/TRAINING	HELD AT	CATEGORY/EXPIRY DATE	METHOD/TRAINING	RESULTS

CATEGORY				TYPE		METHOD OF TRAINING	
M	Management	SA	Service Administration			FT	Full Time
S	Supervisory	O	Operative			DR	day Release
TN	Technician	I	Instructor				
TL	Trade Licence	S	Safety				
IR	Industrial Relation	ACC	Accounting				

Issued date: 1st July,2013 Rev 10 Form No: AFL 393-05

APPENDIX G: TRAINING COURSE ATTENDANCE RECORD - AFL

Refer to OH&S Chapter 2 section 2.4-2.4.1 for information about the use of this Training History

(Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED

TRAINING COURSE RECORD - AFL ATTENDANCE

Training Course:…….

Course Venue:…….

Course Content [list training session]:…….. Course Duration:……

ATTENDEES

No.	EDP NO.	NAME	POSITION - SECTION	SIGN
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Rev 1.0 Issued Date: 1st July, 2013 Form No. AFL 393-06

ATTACHMENT H: ANNUAL INSPECTION CALENDAR

Refer to OH&S Chapter 3 section 3.1 for information about the use of this ANNUAL INSPECTION CALENDAR (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED

ANNUAL INSPECTION CALENDAR

AREA	INSPECTION DATE	INSPECTION CONDUCTED	MANAGEMENT SIGNATURE	EMPLOYEE SIGNATURE

Rev 1.0 Issued Date: 1st July,2013 Form No: AFL 393-07

APPENDIX I: WORKPLACE INSPECTION CHECKLIST

Refer to OH&S Chapter 3 section 3.1-1 for information about the use of this ANNUAL INSPECTION CALENDAR (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED

WORKPLACE INSPECTION CHECKLIST

AFL Location: ……. Area: …… Date: ……..
Inspectors: ……

ITEM & DESCRIPTION	SATISFACTORY (Yes/No)	COMMENT (if it is not satisfactory)	ACTION BY & TARGET DATE

Inspection Report:

.....

.....

Signature (of all parties involved in inspection):

……

Rev 1.0	Issued Date: 1st July, 2013	Form No: AFL 393- 08

Date:……..

APPENDIX J: RISK MATRIX for OH&S MANUAL

Probability Matrix to be used with Hazard Identification, Assessment and Control Procedure

Risk Matrix Table

Likelihood	Risk Severity/Consequences				
	Catastrophic A	Hazardous B	Major C	Minor D	Negligence E
Frequent 5	5A	5B	5C	5D	5E
Occasional 4	4A	4B	4C	4D	4E
Remote 3	3A	3B	3C	3D	3E
Improbable 2	2A	2B	2C	2D	2E
Extremely Improbable 1	1A	1B	1C	1D	1E

Overall Risk Table

	Risk level	Urgency of Action	Level of Management Action
	High Risk (5A, 5B, 5C, 4A, 4B, 3A)	Unacceptable under the existing circumstances. Immediate action required. Response is expected within 1 week.	Accountable Executive/General Managers
	Medium Risk: (5D,5E,4C,4D,4E,3B, 3C,3D,2A,2B,2C,1A)	Action as soon as practicable. Response is expected within 2 week.	Managers
	Low Risk (3E,2D,2E,1B,1C,1D, 1E)	Managed by routine procedures, and can be accepted with no action.	As appropriate

Consequence and Likelihood Descriptions Table

Likelihood Description			Severity/Consequences Description		
Likelihood	Meaning	Value	Severity	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5	Catastrophic	Equipment destroyed Multiple deaths	A
Occasional	Likely to occur sometimes (has occurred infrequently)	4	Hazardous	A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely — Serious injury — Major equipment damage	B
Remote	Unlikely to occur, but possible (has occurred rarely)	3	Major	— A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of increase in workload, or as a result of conditions impairing their efficiency — Serious incident — Injury to persons	C
Improbable	Very unlikely to occur (not known to have occurred)	2	Minor	— Nuisance — Operating limitations — Use of emergency procedures — Minor incident	D
Extremely Improbable	Almost inconceivable that the event will occur	1	Negligible	Little consequences	E

[Refer to the Corporate SMS Manual for more detail]

APPENDIX K: HAZARD REPORT FORM

Refer to OH&S Chapter 3 section 3.2 for information about the use of this ANNUAL INSPECTION CALENDAR (Amendments to OH&S Manual)

Hazard/ Incident Report Form

Select Airport Involved

Nadi

Hazard/ Incident Description (Describe the hazard in your own words,effect and consequences if possible, include as much detail as possible)

Enter ...

Evidence Upload (if available)

Browse... No file selected.

Upload evidence here. Files Supported: Jpeg/Word/Excel/PDF

Reporter Details

Name ...

Email ...

Phone ...

Submit

"REPORT THAT HAZARD" INSTRUCTION

AIRPORTS FIJI LIMITED	REPORT THAT HAZARD

If you see something that you think is DANGEROUS

1. Tell your supervisor immediately

2. Fill the hazard form online. http://10.99.100.29/srm/index.html

3. If you aren't satisfied with what has been done to improve safety, tell your

Employee Health and Safety Committee Member/Representative.

The Employee Health and Safety Committee Member/Representative for this area is:

Authorized by:

APPENDIX L: HAZARD IDENTIFICATION, ASSESMENT, CONTROL REPORT

Hazard Identification,Assessment Control Report

IDENTIFICATION

Department and area……..

Item of plant/equipment (if applicable)…….

Date identified: ……..……..

How and who identify: ……..……

Description of Hazards: ……..……..

RISK ASSESSMENT AND CONTROL:

Hazard Probability Consequence Level of Risk

(1 highest –6 lowest) Refer to matrix table

……..

……..

Recommended Hazard Control:

…….

…….

……..

Date of recommendation: ……

To be completed by Workplace Supervisor or delegate and assistants.

Actions to be taken

……

……

Expected date of completion: ……..

Person responsible for implementation: …….

[ ] A copy of this report is to be forwarded to the Health and Safety Committee within 1 week of completion by the Supervisor.

[ ] Original copy to be filed in Hazard Register.

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL 393- 10

APPENDIX M: FIRST AID REQUIREMENT CHECKLIST

AIRPORTS FIJI LIMITED

FIRST AID REQUIREMENT CHECKLIST

Legislation

Refer to copy of the Health & Safety at Work first aid regulations and/or specific agreements related to the provision of first aid of the site.

First Aid Boxes/Facilities

(1) Employer employing 10 persons or less-

Adhesive Plaster (50mm) and/ or Elasto Plaster	1 spool
Lint or Gauze	1 roll
Bandages 25mm Gauze	2 rolls
Bandages 50mm Gauze	2 rolls
Bandages 75mm Gauze	2 rolls
Cotton Wool	125g
Antiseptic Wound Lotion	250ml
Boracic Lotion for Eyes	110ml
Band Aid	20
Triangular Bandage	3 only
Savlon/ Dettol	125ml
Bandage- Elastic (50mm)	1 only
Twissors	1 only
Scissors	1 only
Disposal Gloves	2 pairs
Pain Killer	20

(2) Employer employing not less than 11 and not more than 50 persons-	
Adhesive Plaster (50mm) and/ or Elasto Plaster	2 spools
Lint or Gauze	2 rolls
Bandages 50mm Gauze	6 rolls
Bandages 75mm Gauze	6 rolls
Cotton Wool	250g
Antiseptic Wound Lotion	250ml
Boracic Lotion for Eyes	2x 110ml
Pain Killer	50
Band Aid	50
Triangular Bandage	6 only
Savlon/ Dettol	250ml
Bandage- Elastic (50mm)	2 only
Twissors	1 only
Scissors	1 only
Disposal Gloves	4 pairs
Folding Stretcher	1 only
(3) Employers employing more than 50 persons-	
Adhesive Plaster (50mm) and/ or Elasto Plaster	4 spools
Lint or Gauze	4 rolls
Bandages 50mm Gauze	12 rolls
Bandages 75mm Gauze	12 rolls
Cotton Wool	500g
Antiseptic Wound Lotion	500ml
Boracic Lotion for Eyes	3x 110ml
Band Aid	100
Triangular Bandage	10 only
Savlon/ Dettol	250ml
Bandage- Elastic (50mm)	5 only
Twissors	1 only
Scissors	1 only
Disposal Gloves	6 pairs
Folding Stretcher	1 only
Pain Killer	100

APPENDIX N: ASSESSMENT OF HAZARDOUS SUBSTANCES AND DANGEROUS GOODS COMPLIANCE FORM

(Refer to OH&S Chapter 4 section 4.2 for information about the use of this ANNUAL INSPECTION CALENDAR (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED	ASSESSMENT OF HAZARDOUS SUBSTANCES AND DANGEROUS GOODS COMPLIANCE

QUESTIONNAIRE

Name of Location:_____

Name of Manager:_____

Manager or Hazardous Substance Coordinator

Are hazardous substances and/or dangerous goods stored and/or used on the premises? Yes No

If yes, please specify below the purpose and storage location of the hazard materials.

Has a self- assessment been undertaken for the occupancy or works? Yes No

Does the storage and handling of hazardous substances and

Dangerous goods comply with the regulatory requirements? Yes No

If not, document any areas not in compliance with the requirements

And give an option plan with time frames for bringing these areas into compliance Has a manifest of hazardous materials been developed? Yes No
(Including purpose, quantities, location and Material Safety Data Sheets).

Signature- Manager or delegated responsible Date: _____ Person: _____

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL 393- 11

ATTACHMENT O: SAFETY DATA SHEET

Refer to OH&S Chapter 4 section 4.2-1 for information about the use of this SAFETY DATA SHEETS (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED

Material Safety Data Sheets (MSDS) Register

PRODUCT NAME	HAZARD	LOCATIONS	QUANTITY

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL 393-12

ATTACHMENT P: ISOLATION REGISTER

Location/Department: _____

The following tasks have been identified as requiring isolation procedures.

(Refer to OH&S Chapter 4 section 4.4 for information about the use of this ISOLATION REGISTER (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED	ISOLATION REGISTER	
TASK	**TYPE OF ISOLATION**	**AUTHORIZED PERSON**
Rev 1.0	**Issued Date: 1st July, 2013**	**Form No: AFL393-13**

APPENDIX Q :AFL REGISTRATION OF PLANT & EQUIPMENT

AIRPORTS FIJI LIMITED

AFL Registration of Plant & Equipment

NO	LOCATION	DATE OF REGISTRATION & NUMBER *	DATE OF RENEWAL **	SPECIFICATION ***	RESPONSIBLE OFFICER

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL 393-14

**** Ministry of Employment, Productivity & Industrial Relations Plant Registration Confirmation Number.***

*****Renewal must be in accordance with legislation prescribed time frame.***

APPENDIX R: MANUAL HANDLING RISK ASSESSMENT RECORD - AFL

Refer to OH&S Chapter 4 section 4.6 for information about the use of this MANUAL HANDLING RISK (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED

Manual Handling Risk Assessment Record - AFL

DATE	MANUAL HANDLING TASK	KEY RISK FACTORS	CONTROLS IMPLEMENTED	DATE IMPLIED

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL393-12

APPENDIX S: PERMIT TO WORK REQUIREMENTS & WORK AUTHORIZATION REGISTER

Refer to OH&S Chapter 4 section 4.7 for information about the use of this PERMIT TO WORK AND AUTHORIZATION REGISTER (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED

Permit to Work Requirements & Work Authorization Register

Area / Task	Permit Type	Person Authorization to Issue Permit	Date Authorized

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL393-13

APPENDIX T: AFL CONTRACTOR PERMIT TO WORK

(Refer to OH&S Chapter 4 section 4.8 for information about the use of this AFL CONTRACTOR PERMIT TO WORK (Amendments to OH&S Manual)

Permit No AE/___

AIRPORTS FIJI LIMITED

AFL Contractor Permit to Work

Name of AFL employee issuing permit _____

Permit issued to_____Organization_____

This permit is valid from_____hrs. Date_____
to_____

Location(s) where work is to be done:

Tasks to be undertaken:

Specific hazards and precautions that must be undertaken: Specific Work Permits Required:

AFL Supervisor for this job_____

Signature of AFL employee issuing permit_____

Signature or person receiving permit_____

This section to be completed on return of permit for person issuing it: Permit Returned.
Time Date_____ Signature of AFL employee signing off return permit_____

Note: AFL employee must check that work has been completed as required in the permit and that the area has been made safe before signing off the permit.

Permit Conditions

1. This permit applies only to the work described
2. Permit is valid only between the hours specified.
3. Failure to observe permit conditions may lead to cessation of contract.
4. Permit cannot be transferred to another person.
5. Person receiving permit must comply with all site rules.
6. Person receiving permit must comply with instructions of authorized supervisor.

Hot Work	Electrical	Access to roof	Trenching
Overhead	High Voltage Mains and Apparatus	Confined Spaces	other

Authorized AFL Employee Issuing Permit _____

Permit issued to _____organization_____

This Permit is valid from _____hrs. Date _____hrs. Date_____
Exact Locations where work is to be done:

Task to be performed:

Equipment to be used including PPE:

Hazards and Precautions that must be undertaken: Isolation required:

AFL Supervisor_____

Signature of AFL Employee Issuing Permit_____
Signature of person receiving permit_____

This section to be completed on return of permit

Permit returned _____hrs. Date _____
Work checked at _____hrs. Date_____

Note: AFL employee must check that work has been completed as required and that the area has been made safe before signing off the permit.

Permit to work conditions.

1. Permit can only be issued by authorized person
2. Authorized person must assess hazards list precautions to taken and list PPE to be used.
3. Authorized person or supervisor must check that work is performed according to the permit
4. Permit must be returned to issuing Officer on completion of the work

SIGN IN/SIGN OUT

Name ___Sign _____

Date ____Entry Time_____Exit Time _____ Name _____
_____Sign _____

Date ____

EMPLOYEE TO RECORD SIGNING OUT
Entry Time_____Exit Time _____

All persons have exited the confined space. Authorized Person _____
Date ____

WORK COMPLETED/SUSPENDED

All persons/equipment have been withdrawn, the work has been completed and any plant/machinery is / is not fit for use (delete as appropriate).

Authorized Person _____ Date _____

The following observation of satisfactory aspects of the operation in the confined space is noted for attention prior to undertaking similar operations (attach separate sheet if necessary).

Authorized Person _____ Date _____

Original To: _____ Copies To:

……..

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL393-14

……..

……..

……..

……..

……..

APPENDIX U: INJURY AND DISEASE NOTIFICATION FORM

AIRPORTS FIJI LIMITED

AFL WORKPLACE INJURY AND DISEASE NOTIFICATION FORM

HEALTH & SAFETY AT WORK ACT (ADMINISTRATION REGULATIONS 1996)

To be completed and forwarded via the AFL OH&S Officer to the Chief Health & Safety Inspector, Ministry of Employment, Productivity & Industrial Relations.

ABOUT THE EMPLOYER OR PERSON IN CONTROL

1. Registered name of the Company: …….

2. Trading name: ……

3. Address of the registered office: ……

4. Address of the workplace to where accident/occurrence took place:

…….....

5. Main activity carried out at the workplace:

……..

6. Number of people employed at the workplace or site:

……..

7.Is there a OH&S committee at the workplace or site: Yes ☐ No☐

ABOUT THE INJURED OR ILL PERSON

8. Surname: …… Given Names: ……..

9. Sex: Male Female:

10. Date of Birth:

11. Is the injured or ill person an employee of the above company? Yes/No. *If No, go to* Section 16.

BASIS OF EMPLOYMENT

12. Shift Arrangement 1……Fixed, standard or flexible hours 2. ….. more than 8 hours (excluding overtime)

13. Numbers of hours: 1 ……8hours or less

2 …….. Rotating shift

14. Description of occupation or job title: ……..

Main tasks performed: ……

15. Training provided: 1.Induction training2.Task specific training

3.Both of the above 4.Neither of the above

DETAILS OF THE INJURY OR DISEASE (Refer to fifth and sixth schedule)

16.Date injured occurred or diseases report: Date ……..Month……..Year…….

…… / …… /……

17.Time of injury or disease: ……...

18.Nature of injury of disease: ……

……...

19.Bodily location of injury or disease: …….....

…….

20.Description of occurrence of injury or disease:

 In which part of the workplace did the injury or disease exposures occur? (E.g. Machine, shop)

……

 What was the person doing at the time? (E.g. Driving a forklift truck, lifting bags of cement, typing).

.....

What happened unexpectedly? (E.g. Brakes failed on the forklift truck, slipped on the wet floor, scaffolding collapsed, arm started hurting while typing on the word processor).

LOST TIME INJURY / DISEASE

Additional questions to be answered for causes, which result in fatality or permanent disability or where time lost from work of one or more day/shifts. These questions should be completed as soon as possible after the injury or disease is reported.

21.Employees preferred language: _

22.Type of employment: ☐ Full time ☐ Part time ☐ Casual

23.Type of employee: ☐ trainee ☐ outworker ☐ Apprentice

Wage / Salary earner:

☐ Pieceworker ☐ Other

24.Worker's experience in task being carried out when injury or disease occurred

Years Month Date

_____/ _____/ _____

Details of person completing this form

Name: ___Signature: _____

Position: _____Date: _____

Keep completed copy on site and send original to AFL OH&S Officer within 24 hours.

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL393-15

APPENDIX V: AFL RECORD OF ACCIDENTS AND OTHER MATTERS

Refer to OH&S Chapter 5 section 1-2 for information about the use of this AFL RECORD OF ACCIDENTS AND OTHER MATTERS OH&S FORM (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED	**AFL RECORD OF ACCIDENTS AND OTHER MATTERS**

HEALTH & SAFETY AT WORK ACT (ADMINISTRATION REGULATIONS 1996)

A. Personal data:

1. Name of injured person

Surname _____

First Name _____Other Int/s_____

2. Sex: male/female _____
3. Residential Address _____
4. Date of Birth __/ _____/ _____
5. Occupation or job title:_____

How long at this occupation/job? Years_____Months _____

Days _____

6. Workplace relationship: _____ Employment Status: _____
7. Time and date of accidents or disease or incident __am/pm _____

/_____/_____

8. Type of incident/accidents or disease _____
9. Agency of accident/incident/nature of disease _____
10. How and where did accident, disease or incident happen?

_____

11 Description of location of personal damage

12. Corrective action identified _____

Date of action ___

13. Medical treatment _____

ATTACHMENT W: PERSONAL INJURY/ACCIDENT REPORT FORM

AIRPORTS FIJI LIMITED	PERSONAL INJURY/ACCIDENT REPORT FORM

NOTE

To be filled in as soon as possible after the accident within a maximum of 24 hours.

To be completed in triplicate.

Distribution:

1)Division Head

2)OH&S Section

3)File 1/1/13

EMPLOYEE

i. Name
ii. Post
iii. Section
iv. Age
v. Date of accident
vi. Time of accident
vii. Time commenced work
viii. Time ceased work
ix. Time reported to immediate supervisor

ACCIDENT

Place of accident

Briefly, what was workman actually doing when the accident occurred (including tools, machines and materials he was using)?

Explain what happened

Name of witness

Contributing factor if there was any, directly responsible for the accident (eg. condition of the flow in adequate lighting, not wearing safety glasses, equipment failure etc.

Nature of Injuries……

Medical treatment ……

First Aid (if appropriate) ……

Medical Officer or name of hospital treating the injured workman ……..

……..

COMMENTS

Comments by immediate supervisor …….. ……..

……

Signature:……. Date:……

ACTIONS TAKEN BY OH&S SECTION

Medical certificate/report received …….. ……

Payroll advised (2/3 payments activated) …….. ……

LD/Form C./1 despatched …….. ……

Insurance company advised …….. ……

Copy of correspondence in relevant files …….. ……..

COSTING

Man-hours lost and period …….. ……

Wages paid for period of incapacity

ii. Post _____

vi. Time of accident _____

iii. Section_____

vii. Time commenced work _____

iv. Age

viii. Time ceased work _____

Ix Time reported to immediate supervisor _____

ACCIDENT

Place of accident _____

Briefly, what was the workman actually doing when the accident occurred (including tools, machines and materials he was using)?

Explain what happened _____ Name of witness_____
Contributing factor if any, directly responsible for the accident (eg. Condition of the flow in adequate lighting, not wearing safety glasses, equipment failure etc

INJURY
Nature of injuries _____

Medical treatment _____

First Aid (if appropriate) _____

Medical Officer or name of hospital treating the injured workman.

COMMENTS
Comments by immediate Supervisor _____

Signature: …….. Date: ……

ACTIONS TAKEN BY OH&S SECTION
Medical certificates/report received _____

Payroll advised (2/3 payments activated) _____

LD/Form C. /1 despatched _____

Insurance company advised _____

Copies of correspondence in relevant files _____

COSTING

Man-hours lost and period _____ Wages paid for period of incapacity _____

Medical and other related expenses paid _____

% Of incapacity _____

Compensation paid _____

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APPENDIX W -1 : RECORD KEEPING AND INFORMATION

RECORD	REPONSIBILITY	LOCATION STORED/FILED
Employee medical records	OH&S OFFICER & ASSISTANT PERSONNEL OFFICER	OH&S SRM HR SECTION
Hazard identification, assessment and control reports	OH&S OFFICER & SECTION HEADS	OH&S SECTION SECTION CONCERNED
Training registers/records	TRAINING OFFICER	TRAINING HR SECTION
Hazard reports	SECTION OH&S REPS, SECTION SUPERVISOR & OH&S OFFICER.	SECTION CONCERNED OH&S & . SRM
Hazard inspection reports	OH&S REPS, SECTION SUPV. OH&S OFFICER	SECTION CONCERNED OH&S SRM.
Incident/ Injury investigation reports	SECTION SUPERVISOR OH&S OFFICER	SECTION CONCERNED OH&S SRM
H&S Committee minutes	COMMITTEE SECRETARY OH&S OFFICER	SECTION CONCERNED OH&S SRM

Plant register	OH&S OFFICER	SECTION CONCERNED OH&S SRM. SECTION
Material Safety Data Sheets	SECTION SUPERVISOR OH&S OFFICER	SECTION CONCERNED OH&S & SRM SECTION

Hazardous substances report	SECTION SUPERVISOR OH&S OFFICER	SECTION CONCERNED OH&S SRM. SECTION
Consultants reports	OH&S OFFICER	OH&S SRM. SECTION
H&S Management reports	OH&S OFFICER	OH&S SRM. SECTION
Induction Forms	SECTION SUPERVISOR OH&S OFFICER	SECTION CONCERNED OH&S SRM. SECTION
Permit to work registers	SECTION SUPERVISOR OH&S OFFICER	SECTION CONCERNED OH&S SRM. SECTION
Documentation Control Report	OH&S OFFICER	OH&S SRM. SECTION
OH&S Issue reports	OH&S OFFICER	SECTION CONCERNED OH&S SRM. SECTION
Record of Regulation compliance – Manual handling etc	OH&S OFFICER	SECTION CONCERNED OH&S SRM. SECTION
Pre – purchasing checklist reports	SECTION SUPERVISOR OH&S OFFICER	OH&S SRM. SECTION

OH&S 3 year plans	OH&S OFFICER	OH&S SRM. SECTION
OH&S Statistics	OH&S OFFICER	OH&S SRM. SECTION

Responsibility: Refers to the person/job title responsible for the retention of the record

APPENDIX W-2: SYSTEMS –USING STATISTICAL DATA (Refer to OH&S Chapter 5 section 5.3 for information about the use of this USING STATISTICAL DATA (Amendments to OH&S Manual)

Year:

Month: Location:

AIRPORTS FIJI LIMITED	This month	This year to date	This time last year
No of reported injury			
No of staff on Medical treatment due to injury at work			
No of hours lost due to injury at work			
Total cost of hours lost ($)			
Hidden cost (X8 -36)			
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LTI (lost time injury)=An occurrence that results in a fatality, permanent disability or time lost from work of one day/shift or more subsequent to the day/shift on which the injury occurred

APPENDIX W-3: Master List – AFL Health & Safety

Information Distribution

Master List – AFL Health & Safety Information Distribution				
INFORMATION	**PROVIDER**	**RECEIVER**	**MEANSOF DISTRIBUTION**	**FREQUENCY**
OH&S reference Manual	Most Senior Manager	Dept. Heads	All Departments	Yearly or when changes made
OH&S Policy	Most Senior Manager	Area Heads	All Noticeboards	Yearly or when changes made
Consultative mechanisms	Most Senior Manager	Area Heads	All Noticeboards	Yearly or when changes made
First aiders list	Most Senior Manager	Area Heads	All Noticeboards	Yearly or when changes made
Fire warden list	Most Senior Manager	Area Heads	All Noticeboards	Yearly or when changes made
Workplace health & safety changes	Most Senior Manager	Area Heads	All Noticeboards & Toolbox meetings	As needed
Health & Safety Committee minutes	Chair Health & Safety Committee	Committee members, workers & OH&S Officer	Committee Members & all noticeboards	Quarterly or according to schedule
MSDS	Purchasing Manager	Area Heads training Manager	Summaries where Handles or decanted	On going

Health & Safety training	Training Manager & area Manager	Area Heads	Training Register	Yearly
Health & Safety procedures	Area Manager	Area Heads	All noticeboards & Toolbox meetings	On going
Emergency procedures	Area Manager	Area Heads	Noticeboards or work areas	6 monthly
OH&S 3 year plan	CEO	OH&S committees	OH&S committees	Yearly review
OH&S statistics	OH&S Officer	OH&S committees	Noticeboards	Monthly

APPENDIX W-4: RECORD OF TOOLBOX/WORKGROUP MEETINGS

Refer to OH&S Chapter 6 section 6.1 for information about the use of this Record of Toolbox/Workgroup Meetings (Amendments to OH&S Manual)

AIRPORTS FIJI LIMITED	**Record of Toolbox/Workgroup Meetings**

Work Group: …….

Meeting to be held on: ……. By: …….

Date of meeting: ……..

Meeting conducted by;…….. Signed: ……

Health and Safety Representative: Signed: ……..……

Interpretation in language Signed:

Issues to be covered:

1. _____

2. _____

3. _____

Other issues addressed:

1. _____

2. _____

3. _____

Attendance (all participants to print name and sign)

1. Sign _____ 4.Sign _____

2. Sign _____5.Sign _____

Keep completed meeting record on" Toolbox Meeting File".

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL 393-17

ATTACHMENT W-5: HEALTH & SAFETY REPRESENTATIVE NOMINATION

AIRPORTS FIJI LIMITED

HEALTH & SAFETY REPRESENTATIVE NOMINATION

I am nominating for the position of:

Health & Safety Representative ☐ Deputy Health & Safety Representative ☐

Designated Work Group No: ☐

Covering: ☐

(Designated Work Groups)

Full Name: ☐

(*In Block Letters*)

Email: ☐

Department: ☐

Work group: ☐ Phone No: ☐

Signature: ……. Date: ☐

I acknowledge that my nomination for the above DWG only remains in effect until such that the above DWG is advertised as a vacancy in the next call for nominations and that in to be officially nominated for the above DWG, I will need to re-nominate at the next call for Nominations.

DETAILS OF SECONDER

I, as a staff member in the above Designated Work Group, second the above nomination for election to the position of Health and Safety Representative/Deputy Health & Safety Representative for this Designated Work Group.

Full Name: _____

(*In Block Letters*)

Department: _____

Phone No: _____ Date: _____

Signature: ……

When completed please print and forward the completed form to the officer, OH&S, Nadi.

Rev 1.0 Issued Date: 1st July, 2013 Form No: AFL 393-18

APPENDIX W-6: AFL DESIGNATED WORK GROUPS & OH&S REPRESENTATIVE

AIRPORTS FIJI LIMITED	AFL DESIGNATED WORK GROUPS & OH&S REPRESENTATIVES (TO BE PLACED ON ALL NOTICE BOARDS)		
Designated Work Group	Employee Reps	Employee Deputy Reps	Employer Reps
ATM	Leo Martin Fox (Chairman)	Rajnal Prasad	Amit Singh
Air Navigation Engineering Service	Jared Wong (Dep. Chair)	Anusheel Kavitesh	
E&M Services	Devendra Pillay (Dep. Chair)	Nitin Roshan	
ARFS	Vowase Naivalu	Sailosi Turaganivalu	Semi Banuve
Airside Operation	Vilikesa Saqiwa	Osea Silimaibau	
Apt MGMT, ICT,Security & Commercial Service	Kritika Jyoti Dep. Secretary	Jolame Nailaruwai	Josaia Lacanikaibau Joe Gray
SRM,HRM,Finance/ HQ & Fleet Service	Isikeli Banuve	Mereia Tubarua (Secretary)	Sunia Korosigasiga
BCW	Pauliasi Nalewabau	Semi Nadru	Shameer Khan
Nausori & OuterIslands Airport Committee			

ANES & E/M	Akariva Rabakewa	Viliame Tuibeqa	
Admin/Airside	Vamarasi Kaitu'u	Sarote Elaise	Vincent Kumar Sunia Korosigasiga
ARFS	Severo Kuruduadua	Luke Koroi	Semi Banuve
ATM	Katalaini Vuli (Secretary)	Watisoni Gonedua	Rajneel Mishra
Works Services	Mateo Namanu	Darven Chand	
Security	Titilia Ranadi (Deputy Secretary)	Sailosi Ravu	
Labasa	Mesake Mateni Luca (Chairman)	Jemima Koster	Vula Seru
Savusavu	Benito Salele	Sireli Momo	
Matei	Jimaima Natuwawa	Iowane Rasomo	
Bureta	Seru Lagitukawa	Naibuka Seruitamana	
Lakeba	Sunia Daro	Peni Buka	
Kadavu	Samuela Bilo	Seremaia Ritova	
Rotuma	Etike Kaitu u	Brian Tanu	

Occupational Health Promotion Event Schedules

1.	Survey	December, January
2.	Health Screening	February ,May, August November
3.	Cancer screening	As above
4.	Smoking Cessation	As above
5.	Alcohol Abuse Cessation	As above
6.	Food preparation tips	TBC
7.	Weight Loss Program	As above
8.	Mental health awareness/Stress management	TBC
9.	Team/group exercises/activities	weekly
10.	AFL Fittest & Strongest Employee of the year final	November
11.	World OHS Day	28 April

Workplace Health and Well-being Survey

The aim of this survey is obtain your opinions and interests on health promotion activities hence device an integrated program to suit all staff and insured spouses and children. .

Please take a few minutes to complete this survey. Your participant on the survey qualify you to earn points and the more points you score will enable you to qualify for rewards.

All your answers will be kept confidential and shall not be used against you for openly expressing yourself.

You may either fill the form online or print the form, put in sealed envelope and forward to the SRM..

1. Sex:

☐ Male ☐ Female

2. Age Group:

☐ under 21 ☐ 21 - 30 ☐ 31 - 40

☐ 41 - 50 ☐ 51 - 60 ☐ over 60

3. Do you have any health concerns about yourself, your family, or something arising from the workplace?

4. Would you like FA to help with these concerns?

☐ Yes ☐ No ☐ Not sure

Explain your answer

_____

_____

_____

_____

_____

_____

5. Indicate how you feel about the following statements:

	Agree Strongly	Agree	Not sure/ No opinion	Disagree	Disagree Strongly
On the whole, I like my job.					
I feel that I am well rewarded for the effort I put in at work.					
I am happy with the balance between my work time and my leisure time.					
At work, my level of authority is about the same as my level of responsibility.					

6. Which of the following activities would you prefer to participate in? (Check all that you would be likely to join)

	Yes	No	Maybe
Aerobic exercise			
Walking Club			
Recreational Team (e.g., volleyball)			
Other exercise programs (specify)			
Healthy Backs			
Healthy Eating (general tips, etc.)			
Weight Management			
Blood Cholesterol Testing			
Blood Pressure Screening			
Blood Glucose Screening			
Body/Mass Index (BMI) Testing			
Stress Management (either home/work)			
Alcohol / Drug Abuse Education			
Smoking Cessation			
Parenting			
Marital Situations			
Interpersonal Skills (such as "Dealing with Difficult People", Conflict Resolution, etc.)			
Retirement Planning			
Lunch & Learn Sessions			
Time Management			
Home Budgeting / Financial Planning			
Health Fair (booths)			
Balancing Family and Work			
Other: (please list)			

7. When would you be able to participate?

Day of the Week	Season	Time Period
☐ Monday	☐ Nov – March	☐ Before work
☐ Tuesday	☐ April – Aug	☐ Lunch time
☐ Wednesday	☐ Sep - October	☐ After work
☐ Thursday	☐ Jan - Dec	☐ Evenings
☐ Friday	☐ Other	
☐ Weekends (for family events)		

8. Where would you prefer to attend a program?

☐ Work
☐ Private Health Club
☐ Local School or Facility/Hall
☐ Other

9. If necessary, would you be willing to share in the cost of a program?

☐ Yes ☐ No

10. Do you have any additional comments or concerns you would like the committee to know?

_____

_____

_____

_____

_____

At Individual Level

WORK RELATED STRESS

If you suffer from stress… think about the following ten points. Some maybe true for you.

1.	Get to know your own stress reactions. Use them as warning signals.
	a) What is your body and your mind trying to tell you? b) Should you prioritize differently? c) Slow down? Take a few days off next week? d) Call in sick if you are feeling unwell? e) Change jobs? f) See a doctor?
2.	Try to find out what is in your situation which causes the stress.
	a) The job? b) Family? c) Finances? d) Your own demands? e) In which areas? Something which you can and will change?
3.	A lot of what stresses you maybe trivial, something you will soon have forgotten, nothing to worry about. Do not overreact to little things which do not require so much energy and attention. Something's are just tiresome, not disasters.
4.	Do not trouble yourself with worries about what might happen in the future ("what if…"). Someone once said: "I have many worries in life, most of which never happened."
5.	If you come up against something which you cannot change, then do not hit your head against the brick wall. Try to accept the inevitable. Let the wave come. And hold on tight. Afterwards you may even find that it was not as bad as you thought.
6.	Seek to compensate in other ways. Do fun things with your family if you are having a hard time at work. Or try to enjoy work if family life is hard.
7.	Find social support. "Carry each other's burden."
8.	Get a hold of reality. Be realistic when you set yourself goals. Set up partial goals. And do not fight phantoms or ghosts.
9.	Try to get control of your own life.
	·Develop and use your own self control, your own power, your power over your daily life. ·Change what can and should be changed ·Accept what cannot be changed ·Compensate for the unpleasantness ·And learn to appreciate all that is well
10.	If the above points do not help – do not hesitate to see a doctor.

Schedule – Points system

POINTS SCHEDULE		
Nil sick leave (in patient/outpatient) taken for from January to June 30th	10	
ATM & Managers		25
Nil sick leave (in patient/outpatient) taken for from July 01 to December 31st	10	
ATM & Managers		25
Nil incident accident. Incident free – Nil sick leave for injury or illness	10	10
Taken 2 annual break of at least 5 consecutive days or 10 consecutive day	10	25
Insured Spouse and Children attend at least 2 health and cancer screening	10	10
Quarterly health screening	10	10
Quarterly cancer screening	10	10
Smoke cessation (Non Smokers)	10	10
Alcohol abuse cessation	10	10
Weight Loss Program – BMI	10	10
Attend Managing Stress awareness	10	10
Substance & Drugs Cessation	10	10
Diabetes prevention – Normal Blood Sugar level	10	10
Participates in surveys	10	10
Daily Hydration 6-8 glasses or carry and drink1.lbottle	10	10
TOTAL	150	160

Health Promotion Program Reward Forms

Name: EDP: Airport:

Designation: Dept/Section DWG's

Criteria	Remarks	Percentage	Points scored
Sick leave utilisation			
Annual leave break			
Quarterly screening			
Quarterly Cancer screening			
Insured Spouse and children health screening			
Smoking cessation			
Alcohol abuse cessation			
Maintain proper BMI Weight Loss Program			
Substance and drug abuse cessation(Kava)			
Diabetes Prevention			
Attend food preparation shows			
Carries water bottle and drink at least 1.5 l/day			
Total			

Prepared By: Date:

Checked By: Date:

Certified By: Date:

REWARDS SCHEDULE

INDIVIDUAL	
1.	Nil sick leave taken for 1 year (Pick any 1) in addition to sick leave bonus
	·Extra Day off on Birthday ·Suit ·Shopping voucher ·8 massage sessions at the massage parlour ·3 months gymnasium or aerobics or yoga pass ·Day Cruise for 2
2.	Taken 2 annual break of at least 5 consecutive days annual leave or 10 consecutive days annual leave by the end of the year (Select 1 only)ATM staff and managers shall take 2 annual break of at least 10 consecutive days or 20 consecutive days by the end of the year.
	·2 VIP tickets with transport allowance and meal allowance to watch Fare Brother Cup Challenge ·VIP tickets for 2 with transport, meal and accommodation allowance to watch Coca Cola Games Finals for 2 days ·2 VIP tickets to watch IDC semi-finals and finals with transport allowance, accommodation and meals ·2 VIP tickets to any sports or social function of choice locally
3.	Collect 130 points and above
	·Paid 3-5 days cruise for 2 ·Return ticket for any international sports tournament whether Fiji is represented or not with games tickets and accommodation e.g. US open, Wimbledon etc ·Accommodation and meals to watch the Fiji Golf Open at Natadola
4.	Strongest & Fittest AFL Employee Finalist (145 points and above)
	·Paid leave to join and watch the Fiji Team to watch back to back IRB 7's series of choice ·Paid leave to join and watch Fiji's 3 pool matches in the RWC with tickets and accommodation paid for ·Paid leave to join and watch all Fiji & 7's team in Olympic Games with accommodation and meals paid for ·Paid leave to watch an international championship with all expenses paid for

5.	Strongest and Fittest AFL Employee
	·Paid leave to attend 1 month Project Abroad Zumba cruise or voluntary work with Project Abroad locally or abroad
GROUP/ WORKGROUP/ DESIGNATED WORKGROUP	
6.	Nil Sick Leave taken for 1 year
	·Family Fun Day BBQ ·Boot Camp ·Visit unfortunate with gifts all provided by AFL with accommodation meals and transport
7.	Taken 2 small annual break or one long annual break before year end
	·Paid tickets and transport, meal and accommodation to watch local tournament ·Paid 3-5 day boat cruise
8.	Collect 145 points or more (Individual for strongest and fittest winners will either choose options above or chose for the group and not both)
	·Return tickets to watch HK 7's with accommodation, meals and ground tickets ·Return tickets to watch any IRB 7's series with ground tickets and accommodation and meals

Rewards Acceptance Form

Name; EDP:

Department; Station:

INDIVIDUAL:

1. Nil sick leave taken, Nil sick leave due injury at work. (Choose one from the following)

- [ ] Extra day off on birthday
- [ ] Suit
- [ ] Shopping Voucher
- [ ] 8 pass Massage cessions
- [ ] 3 months of gym, yoga or aerobic Pass

2. Taken 2 annual Leave break of 5/10(ATM & Managers)consecutive days or 10/20(ATM/Managers)consecutive days off annually

- [ ] VIP Tickets to watch Fare brother Rugby Cup Challenge
- [ ] 4 VIP tickets to watch Coco Cola Games Finals for 2 days
- [ ] 2 VIP Tickets to watch Semi finals and Finals of IDC Fare brother Soccer

3. Accumulated 130 points and above(ATM & Managers 140 points)

- [ ] Paid 3-5 Days cruise for 2
- [ ] Return Tickets to any sports tournament Overseas
- [ ] Accommodation & Meals and Paid to volunteer at the Fiji Golf Open at Natadola

4. Strongest & Fittest AFL Employee Finalist

- [ ] Paid Leave to watch and join the Fiji 7's Team any IRB back to back series
- [ ] Paid leave to watch Fiji Rugby Team World Cup 3 Pool Matches or 1 RWC QF,1 RWCSF and RWC Final with accommodation
- [ ] Paid leave to Join and watch Fiji 7's Team at the Olympic or Commonwealth games
- [ ] Paid Leave to watch an international championship with all expenses paid for

5. Strongest & Fittest AFL Employee of the year

- [ ] Paid Leave to attend 1 month Project Abroad Zumba Cruise
- [ ] Paid Leave to Volunteer with Projects Abroad for 1-4 weeks Locally or Abroad

GROUP/WORK GROUP/DESAGNATED WORKGROUP

6. NIL Sick leave taken

- [ ] Family Fun Day BBQ
- [ ] Boot Camp
- [ ] Visit The underprivileged on behalf of the ORG with goodies and gifts

7. Annual Break Taken

- [ ] Paid Tickets, Transport & Meal to watch Local tournament in groups or individually
- [ ] Paid 3-5 Days boat cruise

8. 145 Points and above

☐ Return Tickets to watch HK 7's with accommodation, ground tickets

☐ Return tickets to watch any IRB sevens with accommodation, ground tickets

Health Promotion Program Hydration Form

Name: Designation: EDP:

Airport Workgroup: Designated Work Group

Monthly Checklist

Date	Day	Yes/No		
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
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22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Hydration Buddy:

Name:
EDP
Designation

I hereby declare that my hydration buddy …….. hydrated himself by taking part in daily drinking of 1.5l of water on the days as per highlighted on the form.

……
Date:

Signature.

……

OHS Rep Signature

ATTENDANCE REGISTER

Date;
Wellness Event:

Location:

EDP	Name	Dept	Signature

HEALTH IMPROVEMENT PROGRAM

Workers/spouse/children selection criteria:

·High risk cases (e.g. hypertension, diabetes)

·Must be willing to appreciate receiving information education and counselling on holistic health

·Must have time to talk and discuss personal health problems with nurses, volunteers etc

Name: _____ Date: _____

Nurse/Volunteer's Name: _____

WELCOME TO DAY 1: Introduction and Health Background

Activity 1: INTRODUCTION

Rapport building:

Take time to introduce yourself to your client, build rapport, and get to know the client and their interests/ hobbies, family, etc...

Activity 2: PERSONAL HEALTH HISTORY (25mins)

Do you have verbal consent from your individual: Y / N

Full name of Client	
Residential Address	
Age: Gender: M / F	Telephone No:
Ethnicity	I-taukei/ Fiji Indian/ Others
Marital Status	Legally married/ single/ defacto/ widow/ separated Single- never got married/ Defacto- staying together but not married/ separated- married but not staying together
Religion	
Socio economic status (source of income)	Working/ Self Employed/ Dependant/ Others (Self Employed – own business)
Knowledge of English	Fluent/ Need Assistance
Do you have family support?	(Y / N)
Do you stay with an extended family?	Y / N

Do you smoke? How many rolls per day?	Y / N _____ rolls
Do you drink alcohol?	Y / N If yes, then how many glasses per drinking session: How many times: 2 weekly/ Monthly/ Seldom
Do you drink Kava?	Y / N If yes, how many bowls per drinking session: How many times: 2 weekly/ Monthly/ Seldom
Do you exercise daily?	Y / N If yes, then how many times per week? For how many minutes? What type of exercise: Walking/ running/ gardening/ housework/ swimming/ trend mill/ Zumba
What is your favourite food?	
What is your favourite fizzy drink?	
What is your favourite hobby?	
Do you have diabetes?	Y / N If yes, do you check in with your doctor? Y / N
Do you take medications for diabetes?	Y / N
Do you have hypertension?	Y / N If yes, do you check in with your doctor?
Do you take medication for hypertension?	Y / N
Do you have poor vision?	Y / N

Have you been examined by the eye specialist in hospital?	Y / N If yes, do you check with your doctor? Y / N
Advise on referral (Y / N)	Give client the Health Screening Patient Information Sheet
Do you have any family member with NCDs? (diabetes/ hypertension)	Y / N
Additional relevant medical history:	

Activity 3: CONDUCT HEALTH SCREENING AND RECORD AS BASELINE

	Height	Weight	WHR	Body Fat %	BMI	Blood Pressure	Blood Sugar
Initial							
Results	L /G /H		L /G /H	L /G /H	L /G /H	L /G /H	L /G /H
2nd Visit							
Results	L /G /H		L /G /H	L /G /H	L /G /H	L /G /H	L /G /H
3rd Visit							
Results	L /G /H		L /G /H	L /G /H	L /G /H	L /G /H	L /G /H

*L = Low, G = Good, H = High

Activity 4: GOAL SETTING

Short Term Goals (3-6months)	Long Term Goals (1-2 years)
1.	1.
2.	2.
3.	3.

Short Term Goals (as listed from above)	Resources available to client to achieve these goals	Barriers to achieving these goals	Possible solutions to achieve goals (discuss with client)
1.			
2.			
3.			

Activity 5: Additional information

Purpose of this activity is for the volunteers or the nurses to understand the workers and insured spouses and children their surrounding and resources that are available to help accomplish or hinder achieving their goals.

Be sure to observe, ask and document what you can get regarding food garden, rubbish disposal, drainage, water supply, type of toilet, source of energy/ light/ type of compound and whether organic or non organic manure (fertiliser) is used from the checklist below

(Circle/ add information if required)

Type/ Name	Bearing Fruit	Eaten by Family	Eaten by Client
Fruity plants, growing in their compound			
Breadfruit	Y / N	Y / N	Y / N
Vudi	Y / N	Y / N	Y / N
Banana	Y / N	Y / N	Y / N
Avocado	Y / N	Y / N	Y / N
Guava	Y / N	Y / N	Y / N
Coconut	Y / N	Y / N	Y / N
Lemons	Y / N	Y / N	Y / N
Mangoes	Y / N	Y / N	Y / N
Pawpaw	Y / N	Y / N	Y / N
Pear (sausaup)	Y / N	Y / N	Y / N
Other Fruits:	Y / N	Y / N	Y / N

Vegetables grown by the family available in their food garden			
Beans	Y / N	Y / N	Y / N
Bele	Y / N	Y / N	Y / N
Cabbage	Y / N	Y / N	Y / N
Carrot	Y / N	Y / N	Y / N
Egg- Plant	Y / N	Y / N	Y / N
Pumpkin	Y / N	Y / N	Y / N
Other vegetables:	Y / N	Y / N	Y / N
Root crops available in their garden			
Cassava	Y / N	Y / N	Y / N
Dalo (Taro)	Y / N	Y / N	Y / N
Kumala (sweet potato).....	Y / N	Y / N	Y / N
Yams	Y / N	Y / N	Y / N
Animal & Sea Foods raised by Family			
Chicken	Y / N	Y / N	Y / N
Pigs	Y / N	Y / N	Y / N
Fish	Y / N	Y / N	Y / N
Goats	Y / N	Y / N	Y / N
Sanitation Type of rubbish disposal	Type of disposal	Compliance by family	
Town council	Y / N	Y / N	
Bury	Y / N	Y / N	
Burn	Y / N	Y / N	

Type of drainage Block drain	 Y / N		
Safe water supply available and used by family	Y / N		
Type of Toilet Flush Pit	 Y / N Y / N		
Source of energy/ light	Electricity	Cash power	Solar
Type of compound	Flat area	Slope	

HAVE I MET MY GOAL?

Workers/Insured Spouse Name: _____
Date: _____

My Goal:

_____

Activity	Notes	Date Accomplished & Signature

Food Diary:

The purpose of a food diary is to help you keep track of what you eat, and assist you with achieving healthy eating goals.

Workers name Name: _____

Date From: _____ To: _____

Meal (Breakfast, Lunch, Dinner, Snack)	Time	Food	Portion Size

Activity: Monitoring

Is your body due for a check-up and service? Our body is like a car, and the older it gets, the more important it is to get it serviced regularly. Start by using this quiz to see if you need an overhaul.

OHS Rep for each DWG shall hand out these forms to be filled by each worker and insured spouse and children. Take 5 minutes to give your body a road test

Circle the number that answers each question total the points and give back the form to the OHS rep after discussing the final scores.

Nutrition	Physical Activity	The Check-up
How many days a week do you eat at least 2 pieces of fruit? Seven 4 Five to six 3 Three to four 2 One to two 1 None 0	How many days a week do you participate in physical activity that makes you puff? Seven 4 Five to six 3 Three to four 2 One to two 1 None 0	When was the last time you had a check-up with your doctor? Within the last year 4 One or two years ago 3 Three or four years ago 2 More than four years ago 1 Never 0
How many days a week do you eat a meal which includes vegetables? Seven 4 Five to six 3 Three to four 2 One to two 1 None 0	How long do you do physical activity each time? Thirty minutes or more 3 Fifteen up to thirty minutes 2 Up to fifteen minutes 1 Do no exercise at all 0	Do you know the result of your last cholesterol check? Yes 1 No/ Haven't had one done 0
How do you spread butter or margarine on your bread? Don't have 2 Thinly 1 Thickly 0	How many hours do you sit per day? Zero to eight hours 2 Eight to twelve hours 1 Twelve to more hours 0	Do you know the result of your last blood pressure check? Yes 1 No/ Haven't had one done 0

How often do you eat fatty foods e.g. sausage rolls, ice cream, fish and chips, cookies, process foods Seldom or never 3 Once or twice a week 2 Three or four times a week 1 Daily or almost daily 0	How often do you drive or go by car when you could walk? Daily or almost daily 0 Three or four times a week 1 Once or twice a week 2 Seldom or never 3	Do you know the result of your last blood glucose check? Yes 1 No/ Haven't had one done 0 Do you know if you are in the healthy weight range? Yes 1 No 0
Your final scores:		
11-13 you are doing well. Keep up the healthy diet! 5-10 Umm... you could probably eat a bit better 0-4 You need help (Need information, counselling)	11-15 Well done, you are achieving a good level of fitness! 5-10 there is always room for improvement 0-4 Leave the remote and go for a walk – NOW	7-8 You are the full bottle about you- excellent 3-6 A check-up in the near future is a good idea 0-2 Definitely make an appointment