



Country Works Depot Safety Management Plan

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1. Introduction

1.1 Purpose Statement

Health and Safety management within CSBP is best described as the process of planning, organising, leading and controlling to enable the integration of safety systems and other requirements throughout the organisation. CSBP addresses OH&S management as an integral part of the management system with certain components specifically designed to address OH&S compliance.

The visible components of the Safety Management System are:

- A Depot Safety Management Plan (described here)
- A written OH&S Policy (included)
- Guidelines that expand on particular areas of the Management System
- Procedures

1.2 Scope

The Depot Safety Management Plan (DSMP) is the framework for effective implementation and the support necessary to achieve the OH&S policy objectives and targets. Where there are significant changes in operational conditions, specific plans to address OH&S issues need to be developed. The plan may include, where appropriate and practical, consideration of design, production and maintenance.

2. OH&S Objectives and Targets


OH&S objectives are shown in the OH&S Policy Statement (next page) and include:

- Prevention, elimination and / or control of hazards
- Legal compliance with federal, state and local legislation
- Continual improvement
- Employee consultation

All employees have a responsibility for safety and therefore are encouraged to suggest ways for improvement in safety, via safety meetings or contacting their supervisors.

CSBP Fertiliser Management shall review the Depot Safety Management Plan annually and implement a revised edition in all areas, the following year. The sites Supervisors have the responsibility of implementing this plan within their operational area.

3. Occupational Health and Safety Policy Statement




Health, Safety and Wellbeing Policy

Wesfarmers Chemicals, Energy & Fertilisers operates chemical, energy, fertiliser, and complementary businesses that service a range of sectors in both domestic and international markets. WesCEF has a strategy to continually improve its health and safety performance, and to support employee wellbeing and hence strengthen its reputation for health, safety and wellbeing.

This policy applies to all businesses within Wesfarmers Chemicals, Energy & Fertilisers and it is a requirement that all people involved in our businesses understand and accept their responsibility to implement this Policy.


We are committed to managing activities in a safe and responsible manner, which we will do by:

- Developing a positive safety culture focused on being a Safe Person, using Safe Processes and creating a Safer Place.
- Implementing and continually improving our systems to reduce health, safety and wellbeing risk associated with our activities and products.
- Recognising that a person's wellbeing holds equal importance to their physical safety.
- Proactively identifying and understanding the hazards in the workplace - physical, process and psychosocial - and striving to eliminate or manage the risk so far as reasonably practicable.
- Setting and working to achieve targets that support ongoing improvements in every area of our health, safety and wellbeing performance, with a focus on reducing high potential risks.
- Expecting and supporting the people who we employ or contract to work in a manner that is risk aware and to report all incidents and hazards in a timely manner.
- Consulting and communicating with the people we employ, contract, the communities in which we operate and relevant stakeholders to ensure engagement and participation in the development, implementation and review of our safety program to facilitate understanding and address any concerns regarding health, safety and wellbeing.
- Providing a fair and equitable injury and claims management process for people injured at work.
- Complying with all relevant legal and other obligations.



Ian Hansen
Managing Director
Wesfarmers Chemicals, Energy & Fertilisers

June 2024





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4. Glossary of Acronyms

ERP	Emergency Response Plan
JHA	Job Hazard Analysis
JSA	Job Safety Analysis
LTI	Lost Time Injury
OHS	Occupational Health and Safety
DSMP	Depot Safety Management Plan
SMS	Safety Management System
WRAC	Workplace Risk Assessment and Control

5. Definitions

Accountability	Liabile to be called to account. Answerable for the outcomes. Accountability cannot be delegated.
Accident	An unplanned event that has or may result in personal injury or property damage.
Cintellate	Safety Information Database for reporting hazards and incidents, managing corrective actions, recording investigations etc.
Competency	Demonstrated skill and knowledge required to carry out a task to a necessary standard and has been assessed by an authorised person.
Elevate	Training and competency database.
Emergency response	Actions taken at the site of a major incident to preserve lives, the environment and property
Job Hazard Analysis	Is a structured risk assessment used for tasks; ideally developed by those conducting the Work. The JSA is developed by breaking the task into sequential steps; identifying the hazards or risks associated with that step; identifying suitable control measures and risk ranking the hazard with the control measures taken into account.
Hazard	Any unwanted event that has the potential to harm people, property, the environment or process.
Health Surveillance	Monitoring of individuals for the purpose of identifying changes in health due to occupational exposure to a hazard. It includes biological monitoring.



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Injury Management	The managed process of maintaining injured or ill employees in or returning them to a suitable employment
Incident	Any unwanted event that results in harm to people, damage to property, damage to the environment or loss of process.
Lost Time Injury	Those occurrences that resulted in time lost from work of at least one full day/shift. They include any permanent disabilities or fatalities.
Medical Treatment Injury	A work related injury which results in the individual receiving treatment from a qualified medical practitioner which could not have been provided by a qualified first aider. This includes, but is not limited to, the provision of sutures and prescribed medication. Any medical procedures that are exploratory or precautionary are not classified as Medical Treatment.
Near miss	An incident that does not result in injury but has the potential to cause injury and/or property damage. It can include process safety or environmental near misses where critical controls have not functioned as expected. A near miss can be a Significant Incident.
Objective	Goals set by CSBP that need to be achieved.
Risk	For the purposes of this procedure it refers to a combination of the hazard and the risk it poses. Risk is the combination of the potential consequences arising from a specified hazard together with the probability of the hazard resulting in an unwanted event.
Risk Assessment	The process of risk identification, risk analysis and risk evaluation. Risk is measured in the terms of consequence and probability.
Target	Detailed performance requirements that arise from the objectives that are set and met in order to achieve those objectives.
Work Permit System	Written authorisation that identifies work that may be carried out provided all precautions specified in this written authorisation have been complied with.

6. Key Personnel for Safety Management

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7. Control and Review of this Document

The Depot Safety Management Plan (DSMP) is reviewed yearly and shown to represent a given period. To ensure proper interfacing, particularly with larger projects / contracts, the DSMP for the relevant location is required to be tailored to reflect operational activities and client demands.

The DSMP template is controlled through DOCOVA via the Country Works Superintendent.

8. References

- 1) AS/NZS 4360, Risk Assessment
- 2) AS/NZS 4804, Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques
- 3) AS/NZS ISO 45001:2018, Occupational health and safety management systems – Requirements with guidance for use



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DSMP 1. Occupational Health, Safety and Wellbeing Policy

The WesCEF Health, Safety and Wellbeing Policy (WCEF-GM-OHS-000-01) outlines CSBP’s commitment to ensure the safety and wellbeing of all employees, contractors, visitors, customers, and the communities in which CSBP operates.

Requirements/Guidelines	Action and Priority	By Whom	Comments
All CSBP sites must have to an OH&S policy authorised by top management, communicated to all employees and reviewed on an annual basis.	Be appropriate to the nature and scale of the risks.	Man. Dir.	WesCEF Health, Safety and Wellbeing Policy (WCEF-PO-HSE-0015) Last review June 2024
	Show commitment to establishing measurable objectives and targets aimed at elimination of work-related injury and illness.		
	Show commitment to comply with relevant legal requirements.		
	Must be reviewed periodically to ensure it remains relevant and appropriate to the company.		
	Must be documented, implemented, maintained and communicated to all employees.	CW Dep Op.	To be displayed in all Depot workplaces
	Be available to interested parties.		Available on DOCOVA



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DSMP 2. OH&S Objectives, Targets and Improvement Plans.

The successful implementation and operation of an OH&S system requires an effective planning process with well-defined and measurable outcomes. The plan must be developed with actions, activities and goals identified in the OH&S policy. Actions must be measurable.

Requirements/Guidelines	Action and priority	By Whom	Comments
<p>Objectives and Targets to measure and improve OHS performance.</p> <p>They must:</p> <ul style="list-style-type: none"> • Be consistent with the OH&S Policy Statement • Be defined by management and workers <p>Targets are defined in the following terms:</p> <ul style="list-style-type: none"> • Goal – describing what is to be achieved • Timescale - time in which it can be achieved • Attributes - things which are measured • Scale - against which the attributes can be measured 	<p>Develop and sustain a positive safety culture focused on being a safe person, using safe processes and creating a safe place.</p> <p>Identify, understand and report all hazards in the workplace in order to eliminate or manage the risks.</p> <p>Setting and achieving targets to improve health, safety and wellbeing performance.</p>	<p>CW Dep Op.</p> <p>CW Dep Op.</p> <p>CW Dep Op.</p>	<p>WesCEF Foundation Rules</p> <ul style="list-style-type: none"> • Stop work if it feels unsafe. • Make sure we are competent to perform the task. • Report all hazards, incidents, injuries and near misses. • Assess the risks associated with each task and plan accordingly – if the job changes re-assess the risk. • Wear and use required personal protective equipment. • Take responsibility for own safety and the safety of our workmates. <p>Report all hazards/near misses, incidents and injuries to the Country Works Supervisor using the Cintellate Manual Reporting Form (WCEF-SF-OHS-070)</p> <p>Hazard identification and risk assessment processes (DSMP 8) Fertilisers safety scorecard metrics</p>



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DSMP 3. Legal and Other Obligations

CSBP must establish and maintain procedures to identify and understand all legal and other requirements directly attributable to OH&S aspects of its activities, products or services. CSBP must keep this information up to date.

Requirements/Guidelines	Action and priority	By Whom	Comments
<p>Identify legal and other requirements that are applicable to OH&S activities or services in the workplace.</p> <p>Identify new changes to legal requirements.</p>	<p>Procedures established to identify current OH&S legislative requirements for activities with respect to:</p> <ul style="list-style-type: none"> • Those specific to an activity. • Those specific to the organisation's products. • Those specific to the organisations industry. • General OH&S laws (Regulations) • Authorisation licences and permits. <p>Established processes to ensure that new and changed legal requirements are identified.</p>	<p>GM Safety & Eng Ser. CW Superintendent. CSO</p>	<p>WesCEF Compliance Register</p> <p>Depot Agreement – Wagin Depot Agreement – Tambellup Depot Agreement – Meriden</p> <p>Elevate training modules</p> <p>WesCEF has several subscriptions to ensure legal compliance. Subscriptions are held with TechStreet Enterprise and Environment Essentials platforms which provides access to all Australian Standards and legislative changes.</p>



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DSMP 4. Resources, Responsibility and Accountability

Management shall identify and provide the resources required to implement, maintain and improve the DSMP.
 CSBP shall define, document and communicate the areas of accountability and responsibility (including those imposed by legislation) of all personnel involved in the DSMP operation.

Requirements/Guidelines	Action and Priority	By Whom	Comments
<p>Resources required to achieve the DSMP objectives must be identified and provided.</p> <p>Areas of accountability and responsibility must be defined, documented and communicated to all personnel involved in the OH&S system.</p>	<p>CSBP management are accountable for compliance with the SMS and shall ensure adequate resources are provided to meet the objectives and commitments to safety.</p> <p>Managers, supervisors, employees and contractors must have the areas of responsibility documented and communicated to ensure understanding (either job description or contract).</p> <p>All personnel, including contractors and visitors must have their responsibilities in OHS communicated to them at induction.</p>	<p>GM Safety & Eng Ser.</p> <p>Fertiliser Ops. Mgr. CW Superintendant. CW Supervisor</p> <p>CW Dep Op.</p>	<p>WesCEF Safety Management System Guide Manual (WCEF-GM-OHS-000-01)</p> <p>Depot Agreement – Wagin Depot Agreement – Tambellup Depot Agreement – Meriden</p> <p>Fertilisers Country Works Depot Induction (CSBP-FORM-OHS-0013) Safe Person Commitments Safe Person Visitor Commitments</p>



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DSMP 5. Training, Development and Competency

Training is an important component in ensuring employees are knowledgeable about their legislative obligations, risk management processes and collective responsibilities.
 Employees should be competent to handle the task to which they are assigned, especially where there may be a significant degree of risk present.

Requirements/Guidelines	Action and Priority	By Whom	Comments
<p>The organisation must identify training needs and establish competencies for activities and tasks specific to its operations.</p> <p>All personnel that operate or conduct work on CSBP sites must complete induction training.</p>	<p>A training matrix developed to identify training requirements for the organisation. Competencies for those tasks where hazards and risk have been identified must be developed and kept up-to date.</p> <p>All employees/contractors must complete induction training</p>	<p>CW Superintendent.</p> <p>CW Dep Op.</p>	<p>WesCEF Competency Management System (WCEF-PD-GM-000-01)</p> <p>Hazard Identification Fundamentals CSBP Permit to Work System – Risk Assessment & Permit Holder Front End Loader WesCEF Conveyor and Rotating Equipment Awareness. Basic First Aid Environmental Awareness – CSBP Fertilisers MoveSAFE Drugs and Alcohol Policy Fatigue Management Safety data sheets - CSBP Fertilisers Leading Fertiliser Company in Australia</p> <p>Induction - CSBP Merredin Induction - CSBP Tambellup Induction - CSBP Wagin Country Works Depot Operators to complete induction training.</p>



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DSMP 5. Training, Development and Competency

Training is an important component in ensuring employees are knowledgeable about their legislative obligations, risk management processes and collective responsibilities.
 Employees should be competent to handle the task to which they are assigned, especially where there may be a significant degree of risk present.

Requirements/Guidelines	Action and Priority	By Whom	Comments
Visitor safety requirements.	All visitors must complete the Safe Person Visitor Commitments.	CW Dep Op.	Country Works Depot Operators to conduct induction training for all personnel completing work on site. Country Works Depot Operators must ensure that all visitors complete the Safe person visitor commitments.
Document all training conducted.	All training provided must be documented and recorded to evaluate its effectiveness.	CW Dep Op.	Training documents will be maintained through Elevate.



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DSMP 6. Consultation, Communication and Information

CSBP recognises that knowledge and experience throughout the workforce is a valuable resource and employees should be encouraged to participate in the organisation's Safety Management System through consultation and involvement. The objectives and targets should be understood and supported by all employees. Employees, contractors and visitors must be made aware of exposure to possible harm in their work environment including physical, chemical, biological and / or psychological hazards.

Requirements/Guidelines	Action and Priority	By Whom	Comments
Employees to be involved in the development, implementation and review of policies and procedures, where applicable.	Documented procedure agreed to by employees for employee involvement and consultation in OHS issues.	GM Safety & Eng Ser.	WesCEF Communication and Consultation (WCEF-GM-OHS-060-01).
Employees to be consulted where there are changes that affect workplace OH&S.	Commonly used methods for communication include; Meetings (safety meetings schedule) Bulletins (safety bulletins posted) Noticeboards Signage (posted where required) Training Hazard & incident reporting	CW Superintendent CW Dep Op.	Safety meetings held monthly with Country works Supervisors. Elevate training modules Cintellate Manual Reporting Form (WCEF-SF-OHS-070) and Country Works Supervisor hazard/incident updates.
Improving the organisations OH&S awareness requires the cooperation of all employees and the development of a supportive organisational culture	Management must identify/document all relevant legislation and CSBP requirements that apply to the organisation. These are to be made available for reference.	GM Safety & Eng Ser. CW Superintendant	WesCEF Compliance Register. Depot agreement.
For external stakeholder communication, WesCEF has a communication strategy which is supported by the WesCEF Corporate Communication team.	All persons who interact with external stakeholders are aware of the WesCEF Media Policy and the need to maintain confidentiality of information.	CW Dep Op.	WesCEF Media Policy (WCEF-PO-CMN-020-01).



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DSMP 7. Documentation, Data Control and Records Management

Documentation is a key part of any management system and should be tailored to the needs of the organisation. Safety documents should be current, comprehensive and issued by an authoritative source. The effective management of these records is essential to the successful implementation of the Safety Management System.

Requirements/Guidelines	Action and Priority	By Whom	Comments
Operational processes and procedures must be defined and appropriately documented as necessary.	Documents shall have a nominated custodian responsible for management of that document.	Assurance Manager	Document Control Standard (WCEF-PO-QAC-0002).
Documentation must be organised, maintained, identified with the version, date and appropriate division.	Documents shall be entered and controlled in DOCOVA.	CW Superintendent	Document Control Procedure (WCEF-PD-QAC-0016). General DOCOVA Use Booklet (WCEF-UG-QAC-011-02)
	Documents shall be in the appropriate language to ensure personnel who require access to the information are able to read them.	GM Safety & Eng Ser.	All available documents in English.
Records to demonstrate compliance with DSMP Policy and legislation.	Records shall be kept to demonstrate conformance with the requirements of DSMP.	CW Dep Op.	Elevate training records Induction records



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DSMP 8. Hazard Identification, Risk Assessment and Risk Control

CSBP utilises formal risk management processes to identify all potential hazards, determine the level of risk and to ensure that appropriate controls are in place to allow all business functions to be performed without injury, environmental harm and property damage.			
Requirements/Guidelines	Action and Priority	By Whom	Comments
Tools used in identification of hazards include: TBRA Task analysis (JSA) STOP Safety talks Inspections Safety meetings There are three components that combine when conducting a risk assessment; Likelihood Consequence Exposure	Perform TBRA for complex tasks or when residual risk on a JSA indicates a High or Extreme ranking. Conduct JSA on tasks. Perform STOP on tasks directly before commencing the task. Perform safety talks on work groups. Conduct scheduled inspections. Gathered from monthly safety meetings. All tasks on site must have a risk assessment prior to commencing work. The risk assessment tool used will depend on the task and risk involved.	CW Dep Op. CW Superintendent CW Dep Op.	Report all hazards/near misses, incidents and injuries to the Country Works Supervisor using the Cintellate Manual Reporting Form (WCEF-SF-OHS-070). Hazard and Risk Management (WCEF-GM-OHS-040-01) Team Based Risk Assessment (WCEF-GM-OHS-040-02) Create and retain JSA for all relevant tasks. Job Safety Analysis Worksheet (CSBP-SF-11-031-01). STOP and Job Safety Analysis Risk Assessment (WCEF-GM-HSE-0011).



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DSMP 8. Hazard Identification, Risk Assessment and Risk Control

<p>CSBP utilises formal risk management processes to identify all potential hazards, determine the level of risk and to ensure that appropriate controls are in place to allow all business functions to be performed without injury, environmental harm and property damage.</p>			
Requirements/Guidelines	Action and Priority	By Whom	Comments
<p>Risk Control</p> <p>Risk control should follow the hierarchy of controls. Elimination Substitution Engineering controls Administrative (procedural) controls Personal Protective Equipment (PPE)</p> <p>When developing control measures tools such as Australian standards, codes of practice and industry standards will provide guidelines on acceptable standards and practices.</p>	<p>Elimination of the risk must be the priority.</p> <p>Replace the hazard with one that presents a lower risk.</p> <p>Change the work environment or work process to separate the person from the hazard. May include machine guards.</p> <p>Document procedures and instructions to emphasize all the steps to be taken.</p> <p>PPE is to be used as the last barrier.</p>	<p>CW Superintendent CW Dep Op.</p>	<p>Hazard and Risk Management (WCEF-GM-OHS-040-01)</p> <p>All hazards must be controlled to reduce the risk to as low as practicable using the hierarchy of controls.</p>



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DSMP 9. Site Operations

Daily operations must follow CSBP requirements for all activities.				
Requirements/Guidelines	Action and Priority	By Whom	Comments	
<p>Only operational tasks authorised by CSBP shall be conducted onsite.</p> <p>The following tasks are not authorised to be completed by Depot Operators:</p> <p>Working at height Confined space entries</p> <p>All mobile and fixed plant equipment pre-starts must be completed to ensure they are in a safe state prior to use.</p> <p>All maintenance and repairs on CSBP equipment will be completed by CSBP Reliability.</p> <p>Traffic management controls must be implemented to separate personnel from traffic hazards.</p>	<p>Specific tasks will be authorised for all depot sites. Only these authorised tasks are permitted to be completed by Depot Operators.</p>	<p>CW Superintendent CW Dep Op.</p>	<p>A list of authorised tasks will be documented and maintained for each site.</p>	
	<p>All authorised tasks will require a document JSA.</p>	<p>CW Superintendent CW Dep Op</p>	<p>JSA's will be developed and maintained for site approved tasks.</p>	
	<p></p>	<p>CW Superintendent</p>	<p>To be controlled through the list of authorised tasks for each site.</p>	
	<p></p>	<p>CW Dep Op.</p>	<p>Paper based system to be implemented to document pre-starts.</p>	
	<p></p>	<p>Depot shutdowns to be scheduled to complete maintenance of CSBP equipment.</p>	<p>CW Superintendent CW Dep Op.</p>	<p>Maintenance work that is to be performed by the Depot Operator will be controlled through the list of authorised tasks for each site.</p>
	<p></p>	<p>Signage to be implemented to control traffic flow. Designated areas to be establish for vehicle/personnel interactions.</p>	<p>CW Superintendent CW Dep Op.</p>	<p>Signage in place to indicate traffic directions/entries/exits. Safe zone established for drivers to open and close tarps.</p>



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DSMP 10. Emergency Response

Emergency Management and Security response capabilities are an integral risk strategy for CSBP. It is necessary to plan for contingencies in advance and to periodically test these plans to allow an adequate response to occur during the actual contingency. These could involve significant events such as fire, explosion or natural disaster that threaten the viability of the company.

Requirements/Guidelines	Action and Priority	By Whom	Comments
Emergency response actions.	The Depot Operator will follow the emergency steps documented in this plan.	CW Superintendent CW Dep Op.	<p>In the event of an emergency the Depot Operator will:</p> <ul style="list-style-type: none"> • Sound the alarm • Ensure all personnel on site are located at the muster point • Call 000 when required for emergency assistance • Make the area safe if able to • Contact the Country Works Supervisor ASAP <p>If an on-site emergency occurs, at any time, day or night, it MUST be reported promptly by dialling the relevant site emergency number. Emergency exercises are to be documented and retained. All emergency equipment must be documented on a register and maintained as per equipment requirements.</p>



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DSMP 11. Management of Change

Where significant changes to activities occur a review and assessment must be conducted to identify, manage and reduce any associated risks.			
Requirements/Guidelines	Action and Priority	By Whom	Comments
<p>Changes can be categorised into the following:</p> <p>Equipment – e.g. new equipment, materials of construction change, changed design parameters, equipment configuration change.</p> <p>Process – a change to a process flow which does not change equipment. e.g. changes to operating conditions, flow paths, raw materials, feed specifications, chemicals, packaging.</p> <p>People – a change to role responsibilities or a work group’s activities; a change in team or department responsible for an activity; a change in personnel levels for a role with responsibility for plant or personnel safety. Not an individual change</p> <p>Operational Technology (OT), fire system outage or other that do not currently fit any other category</p>	<p>All changes require a Management of Change (MoC) assessment. The process requires:</p> <p>Formal management of change system developed, implemented and documented</p> <p>Documented authorisation by the appropriate level of management prior to implementing significant change.</p> <p>Risk assessment to be conducted on proposals for change.</p> <p>Identified hazards will be managed as per element SMS 4. Workplace Hazard Assessment and Risk Management</p>	<p>CW Superintendent CW Dep Op.</p>	<p>Management of Change (WCEF-PD-CMP-000-31).</p>



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DSMP 12. Monitoring, Measurement and Reporting

A system must be in place to measure, monitor and evaluate the key activities, which will indicate whether the organisation is performing in accordance with its safety policy, objectives and targets along with the initial and ongoing planning.

Requirements/Guidelines	Action and Priority	By Whom	Comments
<p>Periodic audits of the SMS are scheduled to determine whether the system has been properly implemented, maintained and whether the company has met the performance objectives set in the OH&S Policy.</p> <p>Health Surveillance</p> <p>The company shall identify those situations where employee health surveillance is required.</p> <p>Where specified by legislation the health of employees exposed to specific hazards shall be monitored and recorded.</p>	<p>Safety Management System shall be audited at each location as per the audit schedule.</p> <p>Items requiring action shall be documented, implemented and verified for effectiveness. The audit must be suitable and effective using a recognised methodology to ensure consistency or the process. The audit must be documented and performed by competent personnel</p> <p>Where risk assessment or legislation identifies health surveillance is required appropriate systems shall be implemented. Procedures must be in place to describe required actions when results do not conform to exposure standards, limits or show abnormal trends</p>	<p>CW Superintendent CW Dep Op.</p>	<p>Auditing of Management Systems (WCEF-PD-QAC-021-01).</p> <p>Audits will be scheduled by the Governance, Risk & Assurance department.</p> <p>Audit records will be maintained through Cintellate.</p> <p>WesCEF Health Surveillance and Biological Monitoring (WCEF-PD-OHS-090-02).</p>



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DSMP 12. Monitoring, Measurement and Reporting

A system must be in place to measure, monitor and evaluate the key activities, which will indicate whether the organisation is performing in accordance with its safety policy, objectives and targets along with the initial and ongoing planning.

Requirements/Guidelines	Action and Priority	By Whom	Comments
<p>Continual improvement</p> <p>Continual improvement of SMS is achieved by continually evaluating the performance of the DSMP against its OHS policies, objectives and targets for the purpose of identifying opportunities for improvement.</p>	<p>The continual improvement process must;</p> <ul style="list-style-type: none"> • Identify areas of opportunity for the DSMP. • Verify the effectiveness of corrective actions • Document any changes in procedures resulting in improvement. • Make comparisons with objective and targets. 	<p>CW Superintendent CW Dep Op.</p>	<p>This DSMP shall be reviewed annually or where there are significant changes to site conditions resulting in changes to the contents.</p>



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DSMP 14. Injury Management

<p>Injury management involves developing a management system that integrates employee management practices, treatment, rehabilitation claims and risk management from the onset of injury and illness for the purpose of achieving a prompt return to work.</p>			
Requirements/Guidelines	Action and Priority	By Whom	Comments
<p>An injury management policy for work related injuries with the objectives being commitment to early intervention, safe and sustainable return to work and where possible maintenance at work.</p> <p>A nominated return to work coordinator given the level of responsibility and authority to fulfill the duties of their role under legislation.</p> <p>A review of the injury management system undertaken at regular intervals.</p> <p>A documented procedures for the management of worker's compensation claims</p>	<p>Develop and communicate an injury management policy that will make clear that a workplace injury notification will set in motion the preparation of a structured return to work plan for the employee.</p> <p>A position description and performance indicators developed for the return to work coordinator.</p> <p>A review of the return to work program to ensure it meets the changing needs of the workplace.</p> <p>A documented procedure to ensure the claims management process: Informs employees on how to make a claim Provides information and is readily accessible Displays the name of the authorised Agent List the benefits available under the Compensation Act's</p>	<p>H&S Superintendent</p> <p>CW Dep Ops.</p> <p>CW Superintendent</p> <p>CW Dep Ops.</p>	<p>WesCEF Injury Management Policy (WCEF-PO-OHS-080-01)</p> <p>WesCEF Return to Work Process (WCEF-PO-OHS-080-02).</p> <p>Anyone injured on site must report to the Country Works Supervisor immediately. Medical assessment is required for ALL injury/illnesses that occur on site.</p> <p>Injured employee's rehabilitation program shall be monitored to ensure their return to work is effectively managed.</p> <p>All injured workers must receive clearance from CSBP prior to returning to their usual duties if at any stage they have been deemed unfit for work or required restricted duties. This process applies to both work related and non-work related injures/illnesses.</p>



Country Works Depot Safety Management Plan

DSMP 15. Management Review

The company will regularly review and continually focus on improvement in OH&S performance. The review will be broad enough to encompass the OH&S implications of all activities, products or services of the organisation including changing environment, technology, social and legislation changes.

Requirements/Guidelines	Action and Priority	By Whom	Comments
Senior Management shall at appropriate intervals conduct a review of the DSMP to ensure its suitability, adequacy and effectiveness.	A review shall be required when there are significant changes to site conditions resulting in changes to the contents such as site safety rules, or persons with responsibility for health and safety.	CW Superintendent	As a minimum the DSMP shall be reviewed at least annually. New revisions will be uploaded into DOCOVA and communicated to all site workers