

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment	High Risk Work Policy	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

High Risk Work Policy

Convoy Transport Pty Ltd is committed to protect workers and others from the risk of severe injury or death from the conduct of High-Risk Work, as defined in current OHS Legislation.

Objective:

To protect all workers and others from the risk of injuries undertaking High-Risk Work. Assist Convoy Transport Pty Ltd to comply with relevant current OHS Legislation.

Scope:

This policy applies to all workers, including contractors of Convoy Transport Pty Ltd and all other people performing High-Risk Work.

Policy:

Convoy Transport Pty Ltd actively works towards eliminating or reducing the number and severity High-Risk Work incidents by implementing comprehensive risk management procedures to identify and manage high-risk hazards and the associated risks arising from those hazards.

In consultation with relevant people, including workers and other Organisations on site, Convoy Transport Pty Ltd will identify all High-Risk Work tasks before work commences as required.

Risk assessments and SWMS are developed and implemented for all High-Risk Work tasks performed by Convoy Transport Pty Ltd workers.

Implement, record, monitor and review induction, training, licensing and competency requirements for supervisors/managers and workers who undertake High-Risk tasks as required.



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High Risk Work Procedure

Responsibilities:

The OHS Manager is responsible for implementing legislative requirements relating to High-Risk Work. Adopt appropriate support strategies, policies, procedures and tools, and these actions shall include the identification, assessment, elimination and control of risks arising from the conduct of High-Risk work

Individual **workers and others** have a responsibility to co-operate with their Manager/Supervisor and Convoy Transport Pty Ltd's policies and procedures concerning any High-Risk Work. The workers are expected to contribute to the process of hazard identification, risk assessment and consultation, and they must support compliance with the legislation. Workers are responsible for ensuring they have appropriate and current licenses, permits and competencies required to perform the specific tasks involved with their job.

Procedure:

Only perform High-Risk Work when there are no safer alternative methods to get the job done. Strict controls must be in place to eliminate or control the risk of incidents from occurring from the conduct of High-Risk Work.

Before the commencement of any High-Risk Work appropriate controls must be implemented to minimise risk. A risk assessment must be undertaken, and a task-specific SWMS developed, in consultation with relevant workers

Only undertake High-Risk Work by licenced and competent workers. The current OHS Regulations list work that requires a High-Risk Work licence. OHS Regulators issue licenses in their specific jurisdiction. Records of High-Risk Work licenses, permissions and competencies will be maintained by Convoy Transport Pty Ltd.

High Risk Work Licensing

A high-risk work licence is required for certain types of work. This includes:

- Scaffolding;
- Dogging and rigging;
- Crane Operation;
- Hoists;
- Boom type EWP;
- Reach stackers;
- Forklifts;
- Concrete Booms;
- Pressure equipment including boilers and steam turbines.

Workers carrying out high-risk work hold the appropriately High-Risk Work licence or are otherwise permitted under a regulation to carry out the High-Risk Work.

Workers must provide written evidence that they have the relevant high-risk work licence for that work.

Workers need to be trained and assessed by a RTO that is listed on the National Register of Vocational Education and Training.

Workers and others in the workplace have a responsibility to co-operate with their Manager/Supervisor and Convoy Transport Pty Ltd policies and procedures concerning any High-Risk Work.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300090	SWMS Checklist (<i>OHSMS Recording Forms</i>)
Document #: OHSF300091	SWMS Template (<i>OHSMS Recording Forms</i>)
Document #: OHSF300092	SWMS Register (<i>OHSMS Recording Forms</i>)
Document #: OHSF300093	High-Risk Licence Checklist (<i>OHSMS Recording Forms</i>)
Document #:	
Document #:	