Australian Fertiliser Services Association

WHS/OHS Compliance Project Progress

Perth, September 2015

Copyright© 2015. All rights reserved. Commercial in confidence

OHS / WHS

A mine field of regulations but worth the effort as the association seeks to assist members with this vital component of a modern business

The rules vary a bit across the states
The principals are the same

Copyright© 2015. All rights reserved. Commercial in confidence
WHS / OHS Requirements

Workplace injuries in Australia cost the economy more than $60 billion each year.

To maintain workplace safety, employers are required to comply with work health and safety (WHS) laws, regulations, codes of practice and industry-specific requirements, which are both stringent and complex.

Offences for failing to comply with WHS obligations can result in significant monetary fines and possible imprisonment. Development of sound work and safety practices not only provides a safer working environment, but also improves productivity and reduces overhead costs.

Given the nature of our industry, it is important that we have access to appropriate processes and systems for managing compliance with workplace health and safety laws. Doing so helps us to ensure not only that we provide safe workplaces and mitigate risks that could be detrimental to our individual businesses and industry, but also to avoid unnecessary public, media or even government scrutiny.

What happens when the regulator comes calling?

We all believe we run a safe business. The challenge is to prove it!

When put to the test our systems were found lacking. If I am brutally honest, they still are!

We need a simple recording system that recognises a small business is time poor, hates paperwork and is easily distracted by other issues that gain a higher priority.
AFSA WH&S Project

• 10 years + of challenges & searching
• 3 False starts (so far)
• Seeking to support members efforts
• Needs to be flexible and accommodating
• Challenged by needing to work with and for a collective of free agents

Aim

• To make WH&S Recording (not compliance) easier.
• To provide a platform for members to share document templates and benefit from a generic library of policies.
• To improve AFSA knowledge of high risk activities to identify training targets
• To find a system that would work in all states
Are we there yet?

No

But we believe we are well on the way!

WHS/OHS System Criteria

For this reason, over the past 10 years, the board has been investigating suitable software solutions for managing compliance with statutory and industry workplace health and safety obligations.

The criteria for the system was to be able to deliver:

For Association

- To manage all policies at the association’s level with ability to constantly update individual members’ systems
- Ability to have an overview of members issues through non-specific reporting

For Members

- WHS Management plan
- WHS Policies and Procedures
- Risk Assessments and SWMS
- Incident reporting procedures
- Auditing and review processes
- Detailed records for all assets (eg vehicles) used
We have identified the WHS Monitor system as a tool that will assist us in ensuring that we comply with our WHS obligations.

The benefits of the system in our opinion are:

**ASSOCIATION**
- Non specific statistics for the association to improve our safety record
- Repository of all safety documentation required for members’ compliance

**MEMBERS**
- Rapid and effective compliance with all aspects of WHS and legislative obligations through the use of AFSA templates and WHS monitor wizards
- Interactive, accurate and automated WHS record management
- Dynamic labelling of assets and hazards
- Significantly discounted licenses for AFSA members
- Complete training and support from industry experts with 18 years of experience

We would like to give you a short presentation that covers all aspects of what this system offers.
Fertspread is a family-owned fertiliser company based in Southern Tablelands, NSW. Fertspread supplies, delivers, and spreads chemical fertiliser, soil ameliorants, and lately large amounts of compost and biosolids.

Fertspread has a team of 23 staff and a fleet consisting of 12 conventional spreaders, 1 compost spreader, and 3 road trucks.
Being in the spreading, transport and fertiliser industry, we perform a number of high risk activities on a daily basis.
Unloading

Loading, Bogs, Tyres & Floats
Fertspread also has a fully operational workshop with 3 mechanics and 1 apprentice.

Recently we have undertaken accreditations such as Mass Management, Basic Fatigue Management and Maintenance Management.

All under the watchful eye of the Roads Maritime Services (RMS).

---

**Brief Summary of Accreditations:**

**Mass Management:**
Is one of the three modules of operator accreditation under the National Heavy Vehicle Accreditation Scheme (NHVAS). This accreditation allows us to operate vehicles of Higher Mass Limits.

**Basic Fatigue Management:**
BFM accreditation enables drivers to operate under more flexible work and rest hours, allowing for work of up to 14 hours in a 24-hour period.

**Maintenance Management:**
Allows the Fertspread workshop to oversee the maintenance of company vehicles as long as we comply with all relevant road transport legislation. This means that we no longer have to take vehicles to an inspection station run by the Road and Maritime Services (RMS).
As a result of the high risk work our industry involves and the often necessary accreditations involved in the transport industry, record keeping has become one of the most important aspects of our administration.

To be compliant, Fertspread must have:
- WHS Management Plan
- Accurate records of truck maintenance
- Records of policy updates and memos sent
- Proof of record keeping and implementation

In the event of an accident, or a complaint filed against your company, you will need to show records of your compliance. Without these records, your diligence is almost impossible to prove and allegations against you will be difficult to defend.

This is why Fertspread has been willing to trial WHS Monitor, in the hope that we can find a more streamlined management system for WHS.

Fertspread has been using WHS Monitor to:

1. Create a WHS Management Plan
2. Manage truck maintenance using WHS Monitor Q-tap app.
WHS Management Plan

Asset Management with Q-TAPs

WHS Monitor’s Q-Tap label utilises near field communication technology to transfer relevant data from the system directly to a phone or tablet. By simply tapping (or scanning) the Q-Tap label on an asset, users can access and update asset information for that item.
The Q-Tap label can deliver compliance documentation when you need it and update your asset information by recording test history, service records and log a repair.
In order to build a generic library of policies, procedures, risks and controls, we need member input.

To ensure the cost of the system remains acceptable for companies of all sizes, we need a certain number of members to come on board.

The more we work at WH&S as an association, the more likely we are to minimise risk within our industry.
Questions

Cost

<table>
<thead>
<tr>
<th>PRICING MATRIX</th>
<th>No of Employees</th>
<th>1</th>
<th>2-4</th>
<th>5-8</th>
<th>9+</th>
<th>30+</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Price</td>
<td></td>
<td>$4500 + ($110 per user)</td>
<td>$4500 + ($110 per user)</td>
<td>$4500 + ($110 per user)</td>
<td>$4500 + ($110 per user)</td>
<td>$4500 + ($110 per user)</td>
</tr>
<tr>
<td>AFSA Rates*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td></td>
<td>$1200</td>
<td>$1500</td>
<td>$1000</td>
<td>$4000</td>
<td>$6000</td>
</tr>
<tr>
<td>Monthly</td>
<td></td>
<td>$100</td>
<td>$125</td>
<td>$150</td>
<td>$333</td>
<td>$500</td>
</tr>
</tbody>
</table>

* Based on:
  3 year agreement
  50 members over three years
  Additional 10% for AFSA rebate.