

**Council Works Depot Guidelines for  
MacDonnell Regional Council  
Working toward Best Practice  
2016 - 2020**



Effective July 2015

Review conducted September 2016

Next Review to be conducted September 2017

### Council Works Depot three (3) level implementation program 2016-2020

The MacDonnell Regional Council has developed Council Works Depot Guidelines to improve safety in the workplace for its employees. This supports the Council's goal of being a Supportive organisation by focusing on workplace health and safety for its workers. The success of this plan is based on nine (9) factors – appropriate signage; completion of hazard and risk assessments; ensuring fire/first aid equipment is in place; having the depot fenced, lockable and secured; sheds being clean and meeting OHS requirements; tools are stored properly; oils and chemicals are stored separately; hoists are inspected and operational (where applicable); and there are appropriate road and traffic management signs and equipment.

These guidelines provide a three (3) level implementation plan for Council Works Depot to reach a service level standard within the various timeframes, taking into account the Regional Council's Goals and also in accordance with relevant legislation.

**Intent: to achieve best practice in maintaining Council Works Depots across the Region.**

In commencing this three (3) level implementation plan, it should be noted

Most Regional Council Service Delivery Centres (SDCs) have made significant advancements in improving their Works Depots over the past seven (7) years. This is in part due to initiatives by Council Service Coordinators, Area Managers and the community.

In outlining the targets of the three (3) service level guidelines, we note that some SDCs have already achieved some of the targets for various levels. These sites will be required to continue implementing acceptable standards and practices that have not yet been met. The objective is for relevant SDCs to meet each service level's targets for Council Works Depots. Achieving the next level's targets is encouraged.

Nine (9) priority actions have been identified for Works Depots in the Region. These actions are to be achieved in each community by the end of the three (3) service level periods that this plan applies. A Health, Safety & Environment Inspection Form has been created to assist in meeting these actions.

#### Priority Actions

1. Appropriate safety signage in place	SL1	6. Tools stored appropriately	SL2
2. Hazard and Risk Assessment completed	SL1	7. Oil and Chemical storage area	SL2
3. Fire/First Aid Safety equipment in place	SL1	8. Hoist inspected and operational	SL3
4. Fenced lockable and secured	SL2	9. Appropriate road and traffic management signs/equipment	SL3
5. Shed clean and meets OHS requirements	SL2		

### ***Service Level One: Safety signage, Hazard & Risk Assessment, Fire/First Aid***

Actions at this level are to ensure that Council depots have appropriate safety signage in place, fire and first aid safety equipment and that a Hazard and Risk Assessment of the depot is completed.

It is expected that staff directly involved in Council Works depot undertake training in Certificate II Rural Operations as provided by MRC. Through this training, staff participate in relevant training that includes: Identifying hazards & waste; planning & organising work; and, participate in OHS processes.

Actions are to be taken to commence and complete Service Level One requirements in the timeframes below.

Service Level One Targets	Anticipated Time Frame	Completed (Y/N)
<b><i>Appropriate Safety signage in place</i></b>		
Emergency and hazard signage is clearly visible	On-going	
<b><i>Hazard and Risk Assessment</i></b>		
Complete Workshop Inspection Checklist Regularly	On-going	
<b><i>Fire/First Aid Safety Equipment in Place</i></b>		
First Aid Kits are stocked and contents are in-date	On-going	
First Aid Kits are accessible within five minutes	On-going	
Fire extinguishers are appropriate, accessible and have current inspection dates	On-going	
<b><i>Staff Management</i></b>		
PPE (safety wear) for all staff	On-going	
Fire preparedness equipment is maintained	On-going	



***Service Level Two: Fenced, Clean with appropriate storage areas***

Actions at this level are to ensure a safe working environment for employees and protection of Council assets

Service Level Two Targets	Anticipated Time Frame	Completed (Y/N)
<b><i>Fenced, Lockable and Secured</i></b>		
Works Depot yard is to be fenced with the ability to secure it from the public.	On-going	
<b><i>Shed clean and meets OHS requirements</i></b>		
Area is to be tidy and well kept. Floor should free of obstructions, non-slip, with any opening guarded or covered.	On-going	
<b><i>Tools stored appropriately</i></b>		
Tools are well maintained, Portable electric tools have current test tags, and all are stored correctly	On-going	
<b><i>Oil and Chemicals storage area</i></b>		
Containers should be labelled, stored correctly, with appropriate HAZChem signage. There should be ready access to eyewashes.	On-going	
<b><i>Staff Management</i></b>		
PPE (safety wear) for all staff	On-going	
Staff are trained in the safe use of chemicals and identifying hazards & waste	On-going	



### ***Service Level Three: Hoists (where applicable) and Road/Traffic management signs and equipment***

At this level, actions are aimed at ensuring safety in the workplace for employees and providing notices for motorists when roads are being maintained.

Actions for this level should be carried out as necessary.

Service Level Three Targets	Anticipated Time Frame	Completed (Y/N)
<b><i>Hoists are inspected and operational</i></b>		
Where a hoist is located, annual inspections by a qualified inspector are required to ensure its safe operation.	12 months	
<b><i>Appropriate Road and Traffic Management Signs &amp; Equipment</i></b>		
Ensure there are appropriate and an adequate supply of traffic management signs and equipment to enable internal roads to be maintained in a safe manner.	On-going	
<b><i>Staff Management</i></b>		
PPE (safety wear) for all staff	On-going	
Staff are trained in basic traffic management requirements	On-going	