

PACIFIC CLIMATE CHANGE CENTRE (PCCC) OFFICE, HEALTH AND SAFETY (OHS) MANAGEMENT PLAN



(Photo: SPREP)

Acknowledgement

The Pacific Climate Change Centre Office Health and Safety Plan (PCCC OHS) was developed in consultation with the Samoa Ministry of Commerce, Industry and Labour. It was also drafted complementary to the Samoa Occupational Safety and Health Act and Regulations, Samoa National Occupational Safety and Health Framework 2018, the Safety Plan Guide of the New Zealand Foreign Affairs and Trade Aid Programme, and the Australian Government Comcare for Health and Safety Guidelines.

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DISCLAIMER

The information provided here should be read in conjunction with the relevant legislation. The Pacific Climate Change Centre has made every effort to ensure that the information in this Plan is reliable but makes no guarantee as to its completeness.

This plan may be changed at any time without notice.

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PACIFIC CLIMATE CHANGE CEOFFICE HEALTH AND SAFETY ARRANGEMENTS

1. PURPOSE

The purpose of this Plan is to establish and maintain an effective health and safety management system for the Pacific Climate Change Centre (PCCC) situated at the Secretariat of the Pacific Regional Environment Programme (SPREP) in Apia, Samoa. PCCC is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance.

This Plan will assist the Pacific Climate Change Centre in meeting its obligations in accordance with Samoa's Occupational Health and Safety Act, 2002 and the Occupational Health and Safety Regulations, 2017.

This Plan applies to all PCCC officers and workers and to other persons at risk from work carried out at the PCCC workplace. Failure to comply with the requirements of this Plan may lead to disciplinary action.

2. SAMOA OFFICE HEALTH AND SAFETY REGULATIONS

The Government of Samoa Office and Health Safety Act 2002 and the Office Health and Safety Regulations 2017 present minimum requirements for health and safety in the workplace. Occupation Safety & Health promote and educate employers and employees on standards and requirements of safety, and health in their workplace. The Samoa Ministry of Commerce, Industry and Labour under the OHS Act provide advice to employers of their obligations, workers on their rights, whole of government on preventative measures to reduce potential workplace accidents and illnesses, and responsible for the assessment and issuance of employment permits.

The PCCC's OHS Workplan is fully adhered to the preventative measures, safety & health guidelines as per mandated under the Samoa OSH Act 2002 and the OSH Regulations 2017.

3. PACIFIC CLIMATE CHANGE CENTRE (PCCC) OFFICE HEALTH AND SAFETY (OHS) COMMITMENTS

The Statement of Commitment provide the overarching direction the PCCC will follow in pursuit of workplace health and safety outcomes. These commitments are Statement of Commitment is committed to providing a workplace that enables all work activities to be carried out safely.

- a) We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.
- b) We are committed to ensuring we comply with the safety & health guidelines as per mandated under the Samoa OSH Act 2002 and OSH Regulations 2017. The PCCC will also comply with any other relevant legislation, applicable Codes of Practice, as far as possible.
- c) This OSH Management Plan for the PCCC will set out the safety arrangements and principles which are to be observed by and its workers to ensure compliance with the OSH Act and Regulations and to provide appropriate mechanisms for continuing consultation and management of OHS matters.

- d) The PCCC is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors, labour hire workers, outworkers, apprentices, students or volunteers) while they are at work at the PCCC, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations.

This will be achieved by:

- providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment;
- ensuring that workplaces under the control of are safe, without risk to health, and have safe means of access and exits;
- routinely consulting in order to maintain effective and co-operative relationships between and its workers, and with other duty holders, on health and safety matters in the workplace; and
- reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.
- providing relevant, up to date OHS information to all workers on matters such as workplace safety and their responsibilities;
- providing expert assistance in OHS matters where necessary;
- providing instruction and/or training in work processes where appropriate;
- developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards; and
- implementing and maintaining appropriate information, reporting and statistical systems.

3. TERMINOLOGIES AND DEFINITIONS

Terminology	Definition
Advisory Board	The Pacific Climate Change Centre Advisory Board
Centre	The Pacific Climate Change Centre
construction work	Any work in connection with the construction, erection, installation, repair, maintenance, painting, alteration, or demolition of any or part of the PCCC building, structure, road, drainage, electricity, water, telephone, pipeline, or similar work, and includes any scaffolding, excavation, and site preparation
dangerous work	A task or activity of any kind which may cause serious injury to any person
Hazard	Anything which has the potential to cause injury or illness.
Risk	

Employer	The Pacific Climate Change Centre is the Employer. PCCC has the primary duty of care to ensure, so far as is reasonably practicable: a) the health and safety of its workers while they are at work, and b) the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCCC
Employee or worker	The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers
Manager	The Manager of the Pacific Climate Change Centre
PCCC Office, Health and Safety Committee	Otherwise known as the PCCC OHS Committee established to discuss health and safety matters of the PCCC
OHS Risk	An OHS risk is the chance of someone becoming injured or ill because of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.
OHS Risk Control:	OHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.
Other persons	Includes any visitors
place or premises	Includes the PCCC building, land and rooms
PCCC Warden	An employee or employees elected by the Manager PCCC on behalf of the 'Employer' to responsible for the supervision of the PCCC building or activity or for enforcing the PCCC OHS Plan or any plan associated with it

4. RESPONSIBILITIES

Pacific Climate Change Centre – The Employer

The Centre being the 'Employer' must:

- a) ensure the health and safety of its workers and others in the PCCC workplace
- b) ensure the health and safety of other persons is not put at risk from work carried out as part of the PCCC operations
- c) provide and maintain a work environment that is without risks to health and safety
- d) provide and maintain safe structures and safe systems of work

- e) ensure the safe use, handling and storage of plant, structures and substances
- f) provide adequate facilities for the welfare of workers
- g) provide information, training, instruction, and supervision
- h) monitor the health of workers and the conditions of our workplaces.

Specific duties as an 'Employer' also include:

- a) record and notify the PCCC OHS Committee of any notifiable incidents arising out of the conduct of the business or undertaking
- b) ensure authorisations are in place for any high-risk work or plan
- c) consult so far as reasonably practicable with other PCBUs or persons who have a duty regarding a work health and safety matter
- d) consult so far as reasonably practicable with workers, their representatives and the PCCC Office, Health and Safety Committee on work health and safety matters.

The Members of the PCCC OHS Committee

The Chairperson and members of the PCCC OHS Committee are responsible for ensuring that the Centre complies with any duty or obligation under the Samoa OHS law and regulations. This is achieved by exercise due diligence, which means they:

- a) Acquire and keep up to date knowledge of work health and safety matters
- b) Understand the Centre's operations and the hazards and risks involved
- c) Ensure that appropriate resources and process are provided to enable hazards to be identified
- d) Ensure that information regarding incidents. Hazards and risks are received and responded to in a timely manner
- e) Ensure that the Centre has, and implements, processes for complying with the OHS duties and obligations
- f) Verify processes and use of the resources and processes listed above.

Manager, Pacific Climate Change Centre

The Manager is responsible for ensuring that the PCCC OHS plan and procedures are implemented in the workplace and/or systems of work under his/her control. As an integral part of the Manager's day to day duties, he/she will:

- a) Consult with the employees on measures to protect their health and safety in the workplace
- b) Actively follow agreed safety practices and model positive attitudes towards health and safety measures
- c) Arrange for employees to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures.
- d) Notify the PCCC OHS Committee and Members of the Advisory Board of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any employees
- e) Undertake consultation with all managers and employees on change that may affect their health and safety
- f) Ensure that OHS is a standing item at Advisory Board Meetings
- g) Monitor safety performance objectives

- h) Proactively manage other duty holders (e.g contractors) when required.

Employees/Workers

All employees must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by the Manager.

On a day-to-day basis, all employees or workers of the Centre are to:

- a) Take reasonable care to work safely
- b) Make sure that the work area is safe and secured when leaving it
- c) Make proper use of all appropriate safeguards, safety devices and personal protective equipment
- d) Follow agreed safe working practices and rules
- e) Report all known hazards, accidents, and incidents to the Manager as soon as possible.

Contractors

Contractors, sub-contractors, and self-employed persons are defined as 'employee' or 'worker' and if they carry out work in any capacity for the Pacific Climate Change Centre. They are required to:

Comply with the requirements of the PCCC OHS Plan

Consult with the PCCC about safety matters and comply with the PCCC OHS procedures and plan

Work safely and to include the safety of the PCCC employees, workers and visitors in their safety plans.

If a staff member believes that a contractor maybe engaging in an unsafe work practice, they are required to report this issue to their manager or Manager of the Pacific Climate Change Centre.

Visitors

Visitors and other persons visiting or meeting at the PCCC also have responsibilities to abide by the PCCC workplace safety rules and procedures. These responsibilities include:

- a) Take reasonable care for their own health and safety and for the health and safety of others
- b) Comply with, so far as they are reasonably able, all reasonable safety directions provided by the PCCC employees
- c) Report all safety related incidents to the PCCC staff
- d) Ensure the adequate supervision of any accompanying children
- e) Not enter any restricted area without authorisation of the Manager Pacific Climate Change Centre
- f) Not bring or consume alcohol or illegal drugs at any premises of the PCCC
- g) Not wilfully or recklessly interfere with the PCCC property

Fire Wardens

In the event of a Fire, wardens are responsible for ensuring the PCCC buildings are evacuated. When the Fire Alarm is activated, wardens have a duty to assist in the safe evacuation of staff & visitors from their buildings.

During an evacuation, wardens need to;

1. React immediately & be authoritative when asking people to leave the building.
2. Ensure all employees proceed to the PCCC Car Park (see PCCC evacuation map attached)
3. Check all accessible spaces including bathrooms to ensure everyone has evacuated. This should be done on the way out of the building so that the warden is not putting themselves at risk by re-entering the evacuated area.
4. Provide assistance to those with special needs.
5. Once at the assembly area immediately carry out a role call to ensure all staff are accounted for. Report to Manager PCCC or a designated PCCC team who will then report to the emergency services personal of any employee who may still be in the building.
6. Ensure all employees remain at the assembly area until the "ALL CLEAR" has been given.

Note

A building evacuation may be called by anyone in the event of a Fire Alarm malfunction and failing to activate.

The PCCC evacuation may be called for reasons other than a fire. Just because there does not appear to be a fire does not mean there isn't a problem. Evacuate immediately whenever the fire alarm is activated or advised to do so.

The PACIFIC CLIMATE CHANGE CENTER Building Warden

- a) 'Ofa Kaisamy (or a designated officer) contact number 759 0643, R. Duncan McIntosh contact number 724 3171
- b) First Aid Officer - Espen Ronneberg contact number 759 6430

5. CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open communication between employees/workers and their managers is important to ensuring the PCCC is a safe workplace. Employees are encouraged to:

- a) ask questions relating to PCCC OHS
- b) bring up safety concerns
- c) make recommendations regarding the PCCC OHS
- d) give regular feedback
- e) become involved in evaluation of safety issues
- f) participate in any OHS related problem-solving process.

It is important that employees help shape decisions about OHS particularly when:

- g) identifying hazards and assessing risks
- h) making decisions about ways to eliminate or minimise those hazards or risks
- i) proposing business changes that may affect the health and safety of workers

All workers are encouraged to raise any work health and safety concerns they may have with their managers and if it unresolved than elevated to the Manager PCCC.

6. TRAINING

The Manager PCCC will conduct a training needs analysis and arrange for appropriate OHS training to be undertaken by employees/workers as required.

Where required, employees are to demonstrate their competencies to perform required tasks safely.

In tasks with a high potential for injury, a separate documented assessment of a person's competency may be undertaken.

As a guide, competency assessments should be signed and dated by the assessor/assessee and contain the following elements:

- a) task or equipment description
- b) information on licenses held (or other relevant qualifications)
- c) a checklist containing the essential competencies that were demonstrated, and
- d) comments or confirmation that the competency was met.

PCCC is committed to developing a suite of competencies to deal with all safety sensitive work tasks.

7. OHS RISK ASSESSMENT

The purpose of the OHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect employees/workers, contractors and visitors from risks to their health, safety and welfare.

Control measures for OHS hazards will be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- a) elimination (removal of the hazard)
- b) substitution (substitute the hazard for something which is less hazardous e.g., replace a hazardous chemical with one which is not hazardous)
- c) isolation (isolate the hazard from people e.g., place a noisy piece of equipment in another location)
- d) engineering (e.g., guarding on machinery)
- e) administrative (e.g., provision of training, policies and procedures, signage)
- f) personal protective equipment (e.g., use of hearing, eye protection, high visibility vests).

Outcomes of risk assessments will be documented, and the control measures reviewed at least annually or earlier should a task or activity be the subject of an OHS incident or a change of process or requirement. Current risk assessments will ensure that achieves the goal of eliminating or minimising the risk workers may be exposed to.

8. OHS ISSUE RESOLUTION

All OHS concerns will be resolved through consultation between workers, and/or their manager.

If the concern cannot be resolved, then it can be referred to the Manager PCCC for resolution.

Ultimately any issue remaining unresolved may be referred to the Advisory Board.

Where the issue remains unresolved the default procedure for issue resolution set out in the OHS Laws and Regulations must be followed.

9. AUTHORITATIVE SOURCES

Office Health and Safety Act 2002 (Samoa)

Office Health and Safety Regulations, 2017 (Samoa)

National Occupational Safety and Health Framework 2018 (Samoa)

10. GENERAL OHS REQUIREMENTS

Emergency Procedures

An emergency evacuation plan has been developed with this plan, together with a list of emergency contacts, is displayed in the following locations:

SPREP Reception

PCCC Business Centre

PCCC Coffee Area Level 1

PCCC Board Rooms

PCCC Veranda

Male toilets

Female toilets

The Emergency Contact for all fire emergency is 911.

All PCCC equipment, sirens, and fire extinguishers, will be tested by an approved provider every 12 months.

Things to Remember During PCCC Office Emergency

In case of emergencies, the PCCC has the following in place

- a) OHS basic first aid kits – plasters, dressings, alcohol free moist wipes, disposable gloves, sterile dressing, eye pads, bandages, paracetamols
- b) adequate number of workers (or other persons) have been trained to administer first aid.
- c) emergency phone numbers include:
 - Fire and rescue number - 911
 - Doctor and ambulance - 922
 - Proper evacuation procedures

Hazard/Injury/Incident Reporting

How to Report a Hazard or Injury or Incident:

All managers and workers including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:

- a) Advise the Manager PCCC of the incident or injury or hazard
- b) For recording purposes complete a Hazard/Injury/Incident Report Form
- c) Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
- d) All hard copy forms should be signed by the relevant parties
- e) The PCCC Manager or a delegate must record all injuries on the injury register

Reporting of Notifiable and Dangerous Incidents

Any serious incidents must be notified immediately to the Station Manager. After becoming aware that any such incident has occurred, it is the PCCC Manager responsibility to report 'notifiable incidents' to the Police or Hospital by the fastest possible means.

Notifiable Incidents includes:

- a) the death of a person
- b) a serious injury or illness of a person
- c) Serious injury or illness includes immediate treatment as an in-patient in a hospital.
- d) immediate treatment for certain serious injuries
- e) medical treatment within 48 hours of exposure to a substance

Dangerous incident:

- a) A 'dangerous incident' means any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire, or uncontrolled escape of gas or steam

11. RISK MANAGEMENT AND RISK REGISTER

OHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for employees, visitors and contractors at the PCCC.

As required by the *Samoa Occupational Health and Safety Act and Health and Safety Regulations*, has adopted a risk management approach to underpin its OHS Management System. This approach involves all managers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the risks associated with their specific work environment. Risk management strategies used by the PCCC include:

- a) regular hazard inspections of the environment
- b) a comprehensive risk register detailing all OHS risks associated with the operation and activities of the PCCC
- c) risk assessments of newly purchased equipment
- d) risk assessments for any change to work processes
- e) hazard, injury, incident reporting procedures
- f) incident investigations (at the direction of the Manager PCCC)

Risk Management Process

OHS risk management should be undertaken for all activities where there is the potential for harm including:

- a) before activities commence.
- b) before the introduction of new equipment, procedures or processes.
- c) when equipment, procedures or processes are modified.

Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include,

but may not be limited to using tools, hazardous chemicals, dealing with people, lifting/moving items and mustering.

Step 2: Assess the Risk

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between. Some of the things the PCCC considers include:

- a) how often is the task undertaken?
- b) how frequently are people near the hazard
- c) how many people are near the hazard at a particular time
- d) has an incident happened before?
- e) have there been any ‘near misses’.

Step 3 Risk Priority Score (Identifying the necessary action and response

Step 3: RISK PRIORITY SCORE	ACTION AND RESPONSE
1. = Very High Risk	Stop the activity—immediate action is required to ensure safety—safety measures applied must be cleared by the Manager PCCC before any activity recommences Proceed with caution—immediate reporting of emerging or ongoing risk exposure at this level to the Manager PCCC for decision is mandatory
2. = High Risk	Be aware - action required as soon as possible to prevent injury or illness Report these risks to the responsible Manager during the current shift or before the next shift
3. = Substantial Risk	
4. = Moderate Risk	
5. =Acceptance Risk	Do something when possible. Manage by routine procedures
6. =Low Risk	Risk should be recorded, monitored and controlled by the responsible managers

Step 4: Control the Hazard

Control the hazards—the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes, or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Step 5: Review the Process/Risk Register

The risk assessment data collected from identifying, assessing, and controlling risks should be documented in a Risk Register Matrix. The risk register holds a list of key risks that need to be monitored and managed. The risk register is to be managed by the Manager PCCC who should be notified if new hazards are identified, and controls implemented so that the risk register can be amended.

The Manager PCCC or a delegate is responsible for overseeing the Risk Register, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

12. HAZARD INSPECTION

Manager PCCC and/or nominated manager/s accompanied by Health and Safety expert should undertake OHS hazard inspections of the PCCC regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of OHS risk management and using the attached information and checklists.

All hazard inspection documentation should be filed by the Manager, PCCC.

13. PURCHASE OF EQUIPMENT

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

14. SPECIFIC OHS REQUIREMENTS

Electrical Safety

- a) Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.
- b) All electrical equipment must be protected from damage, used safely, and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.
- c) Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.
- d) Ensure all electrical equipment is certified by a nationally recognized laboratory and read all manufacturers' instructions carefully.
- e) Encourage the use of electrical inspection checklists and include all the necessary items for an effective electrical safety walkthrough.
- f) At least once a month, thoroughly check for cracks, cuts, or abrasions on cables, wires, and cords
- g) Unplug appliances when not in use to save energy and minimize the risk of shock and fire.
- h) Avoid overloading outlets with too many appliances. Never plug more than one high-wattage appliance in a single power outlet at a time.
- i) Place power strips where there is good of air circulation to disperse heat
- j) Do not bind, kink, or knot electrical cords.
- k) If your computer screen flickers or fades, or you detect a burning smell, power down and immediately contact the building engineer.

Personal Protective Equipment

Personal Protective Equipment (PPE) may be required to protect employees, contractors, visitors

The types of PPE used at the PCCC might include:

- a) Masks, sanitizers etc
- b) Employees, contractors, visitors must have foot protection inside and outside the PCCC premises
- c) any substance used to protect health

Falls from Height

There is a risk of serious injury from falling when working above ground height. No worker will work at height without ensuring that ladders, steps and handrails are secure or fall prevention/arrest harnesses are in place. These structures include, but are not limited to the PCCC building and roofs

Contractors are to ensure that they:

- a) Observe and apply risk management procedures when working at heights
- b) Use the required personal protective equipment (PPE) where indicated

Equipment

Unsafe and/or malfunctioning equipment can be identified by any manager, employee or contractor by a number of methods such as:

- a) equipment inspections;
- b) verbal reporting of equipment malfunction to the appropriate manager
- c) hazard and incident reporting.

Once identified, the unsafe or malfunctioning /equipment should be reported to the appropriate manager in order for repair to be organised. Equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not be used. If possible the equipment should be moved to a location where it is not accessible.

Slips, Trips and Falls

Slips, trips, and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips, and falls, make sure you look at out of sight areas such as storage rooms, stairways.

Prevention

Reduce the risk of injury by following these guidelines:

- a) avoid walking on slippery floors
- b) keep floors free of water and grease
- c) clean floors regularly
- d) post warning signs around spills or wet floors
- e) use rubber mats in areas where the floors are constantly wet
- f) use non-slip footwear
- g) clean up spills immediately
- h) use floor cleaning products to remove oil and grease.
- i) agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
- j) use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits.

Drugs, Smoking and Alcohol

The PCCC maintains the right to refuse entry of any employee or contractor who, in the opinion of the Manager PCCC or the PCCC is in an unfit state to perform their work in a safe manner.

Employees, contractors, and visitors are to observe the following requirements:

- a) No alcohol may be consumed or permitted on property at any time unless expressly authorised by the Manager PCCC and only when work is completed for the day

- b) No illegal drugs shall be consumed or permitted on the PCCC property at any time or under any circumstance
- c) If, in the opinion of the Manager PCCC or the PCCC, an employee is unfit to work safely, they will be sent/taken home
- d) Employees who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform the Manager or any of the PCCC team of the circumstances so that appropriate duties may be assigned.
- e) The PCCC requires all employees to use the designated smoking area for smoking.

PCCC Carpark

The PCCC carpark must be kept safe for the employees, contractors and visitors and vehicles using it. All employees, contractors and visitors have a duty to ensure, so far as is reasonably practicable, that the workplace and the means of entering and exiting it are safe and without risks to health and safety of any person.

When a vehicle enters the PCCC parking area, they may only park in allowed places. There is a designated reserved parking for special needs that needs to be always kept clear and only use by persons with special needs.

There is also two reserved parking dedicated for the Director of Climate Change and the Manager PCCC.

Working Alone and Overtime

The consequences of an incident arising when working alone or overtime may be very serious so managers and workers shall implement the following for each alone work task:

- a) a telephone call to 911
- b) appropriate first aid kit
- c) sufficient water for emergency purposes.