

# **Occupational Health and Safety Manual**

*(insert business name & logo)*

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EXAMPLE ONLY

## Overview

The Occupational Health and Safety (O.H. &S.) management system is to apply to all sites and offices of (insert business name) and any site under management by the Company, along with any project involving its employees.

Failure to comply with the requirements of the O.H. &S. management system will lead to disciplinary action.

The purpose of this system is to establish and maintain effective management of O.H. &S. It is designed to provide compliance with all O.H. &S. legislative requirements and promote excellence in occupational health and safety management through a process of continual improvement.

(insert business name) has implemented a structured safety management system to achieve a consistently high standard of safety performance. In addition, it will serve to ensure (insert business name) meets the obligations of its internal occupational health and safety policy and relevant occupational health and safety legislation.

(insert business name) will review this system regularly in order to provide guidance for internal/external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

(insert business name) recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership of management. (insert business name) has defined an O.H. &S. policy and objectives, and plans to implement, monitor and evaluate its procedures which give effect to O.H. &S. policy and objectives; and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the Managing Director by signing the document. The O.H. &S. management system will be released as a controlled document and the controlling authority shall be the O.H. &S. Representative. This will be managed under the quality control system currently maintained by (insert business name). The Managing Director also has been assigned custody to ensure the procedure is maintained and updated.

# 1. OCCUPATIONAL HEALTH AND SAFETY POLICY

## **Objective:**

*(insert business name)* is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

### **1.1 Health and Safety Policy**

*(insert business name)* has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of O.H. &S. at senior level reinforces its importance to *(insert business name)*'s commercial objectives and legal obligations.

### **1.2 Policy Authorised by Senior Management**

The Managing Director will formally sign and date the current written policy and display it in the designated areas. The Managing Director will formally approve the policy and procedures.

The Managing Director reviews the documented health and safety policy every year.

### **1.3 Policy Incorporates Management Commitment to Comply with Relevant Legislation**

*(insert business name)*'s health and safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- The Statutory Health and Safety Acts.
- Various Codes of Practice
- AS/NZS 4801 ~ Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques

### **1.4 Policy Includes Management Responsibilities**

*(insert business name)* has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards.

Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the O.H. &S. controls as well as assisting in O.H. &S. planning.

*(insert business name)* O.H. &S. policy is to inform employees and other interested parties that O.H. &S. is an integral part of its operations. All staff are actively involved in the review and continual improvement of O.H. &S. performance as this reinforces the company's objectives.

## **General Responsibilities:**

Managing Director

- Formally approve the Occupational Health and Safety Policy
- Assign custody to ensure procedure is maintained and updated
- Formally approve the Occupational Health and Safety Procedures
- Review overall organisational health and safety performance
- Participate where required in the resolution of safety issues
- Review serious accidents/incidents and monitor corrective actions
- Review health and safety performance of middle management
- Ensure organisational compliance with health and safety legislation

Supervisors will;

- Implement the O.H.&S. Policy, O.H.&S. Procedures and legislative requirements
- Monitor health and safety performance within area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate, where required, in the resolution of safety issues
- Investigate all accidents/incidents within area of responsibility
- Ensure liaison with employees, particularly on any workplace changes which have a health and safety component
- Initiate actions to improve health and safety within area of responsibility
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all employees are inducted and receive regular training as required to perform jobs safely
- Facilitate rehabilitation of injured workers

### 1.5 Individual Employee's Responsibilities to Health and Safety

#### Employees will:

- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions

### 1.6 Consultation with Employee Representative

*(insert business name)* is committed to consultation and co-operation between management and employees, to any change or input to the health and safety policy that will affect the workplace.

### 1.7 Reporting and Recording of Workplace Incidents and Injuries

*(insert business name)* has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness.

#### 1.7.1 Continuous Improvement in Health and Safety

*(insert business name)* O.H.&S. process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

As time proceeds new information comes to light in terms of risk and therefore the O.H.&S. assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing O.H.&S.

### 1.8 Manager's Understand Health and Safety Management

*(insert business name)* management team, are responsible for the development, promotion and implementation of O.H.&S. policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and training employees in all aspects of O.H.&S. management.

Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

### 1.9 Management Support Early RTW of Injured Employee

*(insert business name)* supports the early return to work (RTW) of injured employee's provided this has been endorsed by a medical physician that the injured employee is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

## 4. TRAINING AND SUPERVISION

### Objective

*(insert business name)* will ensure that all employees are informed of their own responsibilities for health and safety in the workplace. *(insert business name)* will ensure that employees have specific knowledge concerning the management of hazards to which they are exposed. This will be achieved through training in workplace procedures, environment, equipment and materials.

### 4.1 Health and Safety Induction Programme for New Employee

“First Day Induction” for new or transferred employee is to be provided by the Manager or Supervisor. The Induction is a verbal explanation, observation of the task in a safe working environment with supervision.

All items on the First Day Induction Checklist Form O.H.&S. 04.1 are to be explained to the employee and this includes: -

- hazards associated with the job and appropriate controls;
- safe way to do the job;
- emergency procedures and equipment, facilities such as toilets, meal rooms and first aid kit; copy of health and safety policies and procedures;
- explain safety signs, symbols and safety controls;
- safety equipment and how to use them;
- procedures and forms for reporting injury and near miss; etc.

The induction form is to be signed by both the new employee and the person providing the training (i.e. Manager or Supervisor) and held in the personnel file.

### 4.2 Identification of Health and Safety Training Needs

*(insert business name)* will undertake ongoing assessment and record required training in the Training register to ensure that every employee is provided with the appropriate training. Procedures are in place to ensure that employees have appropriate competencies and these are kept up-to-date in tasks where hazards and risks have been identified. Training programmes are developed after completing an assessment of current capability against the required competency profile.

*(insert business name)* documents and records training provided to establish and evaluate its effectiveness. The O.H.&S. competency standards include:

- using industrial competency standards,
- examining job descriptions, analysing work tasks,
- analysing results of inspection and audits and review of incident reports.

### 4.3 Health and Safety Information and Training are Clearly Understood

All employees who are required to complete some form of recurring training, certification or assignment of responsibilities must be reminded through the training record database. All in-house and external training is recorded and signed by employees who participated. The employee must demonstrate competency in the area of training. Qualified, experienced, and competent professionals must carry out all training.

The Human Resource Manager maintains a reminder for recurring training and demonstrated by;

- post training questionnaire,
- practical demonstration,
- Verbal confirmation,

#### **4.4 Access to Staff with Skills, Experience and Qualification for Training**

*(insert business name)* ensures that its managers and employees are adequately trained, experienced and qualified with the relevant skills to undertake in-house training. Trainers are documented on the “*Training Attendance Register Form*” with their qualification, relevant skills, and experience.

#### **4.5 Process to Determine External Trainers**

External trainers are selected by demonstration of;

- qualifications,
- experience,
- recommendation,
- their competency to complete the training at the required standard.

##### **Selection Criteria:**

1. Knowledge and understanding of our business.
2. Provision of services that meet our training requirements.
3. Understanding of our culture and meeting the special demands that this places on providers.
4. Cost effective solutions that can be customised if necessary to our specific requirements.
5. Meet legal requirements of contract obligations e.g. St John First Aid

#### **4.6 Health and Safety Documented Control System**

Documentation of operation processes and procedures are defined and appropriately documented and updated as necessary. *(insert business name)* has clearly defined the various types of documents, which establish and specify effective operation procedure and control.

Employees are trained as to why and when these procedures are required and to be competent in their use. Procedures are reviewed regularly as well as when changes to equipment, processes or material have occurred.

O.H.&S. documentation supports employee awareness of what is required to achieve the O.H.&S. objectives and enables the evaluation of the system and performance. The documentation, also known as the O.H.&S. manual, are current, comprehensive, and dated (date of last revision), to ensure it is the current version.

Access to the documentation is available to all employees. The document contains the name of the contact person with specific responsibilities to O.H.&S. issues.

#### **4.7 Access to Health and Safety Information**

O.H.&S. Manuals are available where *(insert business name)* operations are performed and are easily accessed by all employees. Other safety information such as current O.H.&S. legislation, Internet, and other O.H.&S. information are available to all personnel.



### 3. HAZARD REPORTING

#### Purpose

This procedure describes how hazards are reported by employees. The Hazard Report applies to the reporting of any health and safety issues other than personal injury. The Incident/Injury (Form 06.1) is to be used for this purpose. The procedure applies to all employees and contractors.

#### Definitions

*Hazard* - potential to cause injury or damage.

#### Procedure

1. *(insert business name)* shall ensure that the Hazard Report Form is available to all employees in all work locations.
2. If there is an immediate risk of injury or illness an employee shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the hazard to their supervisor.
3. Employees shall immediately report any hazard to their supervisor and complete the Hazard Report Form (refer Form 03.1). The employee should keep a copy of the completed form.
4. The supervisor on receipt of the Hazard Report Form shall:
  - take action to remove the hazard if possible
  - take action to prevent employees being exposed to the hazard
  - forward the Hazard Report to the Manager immediately on receiving the report.
5. The Manager shall provide all Hazard Reports for tabling at the safety meeting and shall allow employees access to the Hazard Report file.
6. Copies of Hazard Reports are to be filed at each location under “Hazard Reports”.
7. The Manager will ensure that an explanation of this procedure is included in the induction for new employees and contractors (refer 4 Induction).
8. The Hazard Reporting Procedure is to be explained in safety meetings every 6 months.

#### Audit Records

Copies of Hazard Report Form 03.1 in all locations

Copies of completed Form 03.1

Safety minutes

**Form 03.1 – Hazard Report Form**

Date: \_\_\_\_\_ Hazard Report Number: \_\_\_\_\_

**Reported By:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Reported To:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Site location: \_\_\_\_\_

**Subject:**

Incident     Near Miss     Workplace Hazard     Hazardous Work Practice

**Description of Hazard:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What needs to be done?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Copy given to:**

Manager: \_\_\_\_\_ (Signature)

Communication Meeting: \_\_\_\_\_ (Signature)

## 4. INDUCTION

### **Purpose**

To set out the arrangements for induction of new employees, transferred employees, employees of contractors, and visitors.

### **Definitions**

Visitors: persons who are accompanied at all times on site by an employee of (*insert business name*).

### **Procedure**

- 1 **New and Transferred Employees**  
“First Day Induction” is to be provided by the Manager or Supervisor. All items on the First Day Induction Checklist (Form 04.1) are to be explained to the employee. A record of this induction is to be signed by the person providing the training and by the employee and held under “Induction Records” in the employee file.
  
- 2 **Employees of Contractors**  
Contractor induction is to be provided by the Supervisor/Manager or company delegate. All items on the Contractor Induction Checklist (Form 04.2) are to be explained and the Record of Induction signed by both the person providing the induction and the contractor’s employee. This record is to be filed by the Supervisor/Manager.

### **Audit Records**

Induction Training Forms  
Schedule of Induction Training

## Form 04.1 – First Day Induction Checklist

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Date of Induction: \_\_\_\_\_

Person conducting induction: \_\_\_\_\_

Please tick	Yes	No	Comments
1. Introduction			
2. Organisational overview and site tour			
3. Outline of site rules (provide copy)			
4. Discuss OHS manual			
5. Emergency Procedures			
6. Incident Reporting			
7. Hazard Reporting			
8. First Aid			
9. Use of PPE			
10. Security and Access Arrangements			
11. Copy Qualifications/Licences			
12. Discuss Training Schedule			
13.			
14.			

This information has been provided to me:

\_\_\_\_\_  
Name and Signature of employee Dated

\_\_\_\_\_  
Name and Signature of witness Dated

**Form 04.2 – Contractor Induction Checklist**

Name: \_\_\_\_\_ Site: \_\_\_\_\_

Company: \_\_\_\_\_ Date of Induction: \_\_\_\_\_

Person conducting induction: \_\_\_\_\_

	<b>Please tick</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1.	Introduction			
2.	Organisational overview and site tour			
3.	Outline of site rules (provide copy)			
4.	Discuss OHS manual			
5.	Emergency Procedures			
6.	Incident Reporting			
7.	Hazard Reporting			
8.	First Aid			
9.	Use of PPE			
10.	Security and Access Arrangements			
11.	Copy Qualifications/Licences			
12.				
13.				
14.				

This information has been provided to me:

\_\_\_\_\_  
Name and Signature of contractor

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Name and Signature of witness

\_\_\_\_\_  
Dated