

COMPANY NAME

AS4801 OCCUPATIONAL HEALTH AND SAFETY
SYSTEM MANUAL



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OHSMS Reviews

Last Management Review	23/05/14
Next Management Review	18/05/14

Introduction

“Safety is a core value at COMPANY NAME.

We take pride in our commitment of providing a safe workplace in both the construction and in the operation of our irrigation schemes. With safety at the core of what we do, COMPANY NAME constantly challenges employees to be the safest they possibly can.

The philosophy behind our approach to safety is to put people first.

We will continue to invest significantly in safety training, support, auditing and equipment to allow us to achieve the highest possible safety outcomes. It is our strong conviction that every incident is preventable. Using a combination of documentation, procedures and auditing we will continue to strive towards our aim of being totally incident free.

Our commitment to providing a safe workplace stems from deep personal belief.

COMPANY NAME understands it has a moral obligation to employees, contractors and all stakeholders regarding safety. This belief is shared by senior management teams and by directors. It is at the core of every major business decision that we take. But a safe working environment will only be achieved when it is your highest personal priority at work too. A personal commitment to safety is required from all employees.”

SIGNED

CEO COMPANY NAME

COMPANY NAME Pty Ltd

Occupational Health & Safety Policy

COMPANY NAME Pty Ltd (TI) is committed to achieving excellence in its approach to safety within its operations by providing a healthy and safe work environment for all workers and members of the public who may be affected by our business activities.

Through our Safety Management System (SMS) and a continuous improvement process *COMPANY NAME* will:

COMMUNICATE - CONSULT:

Consult with and promote the active participation of workers, to ensure all matters potentially affecting worker health and safety are managed in a consultative and cooperative way.

MANAGE HAZARDS:

Ensure that effective, documented controls are in place to identify and eliminate hazards or minimise hazards as far as is reasonably practicable.

REPORTING:

Focus on the need for workers to report any hazards or incidents that occur, to enable causes to be identified and eliminated or managed in accordance with the hierarchy of controls.

STATUTORY:

To comply as far as is reasonable practicable with all relevant Acts, Regulations, Standards, Codes of Practice and Local Ordinances and other requirements placed upon the organisation or to which the organisation subscribes through the nature of our work.

WORKERS:

Require all workers and other persons in our operations to conform to the Safety Management System (SMS).

Note: For the purposes of this policy:

- A person is a **worker** if the person carried out work in any capacity for a person conducting a business or undertaking, including work:
 - as an employee;
 - as a contractor or sub contractor;
 - as an employee of a labour hire company who has been assigned work in the person's business or undertaking;
 - as an outworker;
 - as an apprentice or trainee;
 - as a student gaining work experience;
 - as a volunteer.

- The person conducting the business or undertaking is also a **worker** if the person is an individual who carries out work in that business or undertaking.

REVIEW:

The Occupational Health and Safety Policy will be periodically reviewed to ensure it remains relevant and appropriate to the organisation.

IMPROVE:

To establish measurable objectives and targets which are aimed at the elimination of workplace injuries and illness and to continue to develop and improve our Safety Management System (SMS).

Hazard Identification, Risk Assessment and Control of Hazards/Risks

Hazard Identification:

The organisation will establish, maintain and periodically review and improve an Organisational Risk Register which is designed to achieve the following;

- Identify the scope, nature and detail of hazards across the business's operations
- Provide guidance on the anticipated level of risk posed by each hazard
- Suggest control measures for eliminating mitigating hazards and risks to the highest practicable level

The Risk Register will be populated and maintained by the Manager Health and Safety. Additions, changes or modifications to the risk and hazard data will occur as a result of any of the following;

- Routine Risk Assessment Results
- An examination of duties from employee position descriptions
- Contractor HAZOP/HAZID workshops for construction projects
- Post Construction operations manuals for each scheme
- Hazardous Observation Reports
- Incident Findings and Outcomes
- Changes to people, plant or systems

Hazard Identification & Risk Assessment Process:

As a routine practice any work that has not already been hazard identified and managed through the organisational risk register, or the development of a safe work method statement will require a formal risk assessment and implementation of controls prior to the work being conducted. The risk assessment will be conducted using either;

- Hazard Identification and Risk Assessment Tool
- Job Safety Analysis Form
- Risk Assessment Matrix (Page 20)

Generally speaking the level of formal hazard identification and risk assessment work will be dictated by the nature, seriousness, scope, score and immediacy of the hazard and risk. For a simple hazard identification and report, the "Hazard/Incident Reporting Procedure" can be used. For a more detailed analysis, the tools referred to above should be used. If there is any doubt about the required method, the Manager Health and Safety will determine the appropriate level of action.

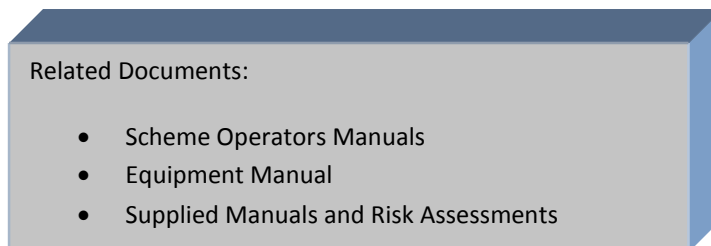
In any case, observed hazards and generated reports from the hazard assessment tools should be emailed to the Manager Health and Safety upon completion.

Related Documents:

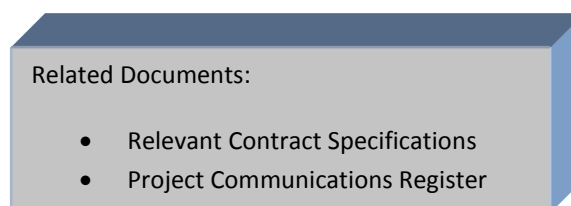
- iAuditor Hazard Identification and Risk Assessment Tool
- Job Safety Analysis Form
- Hazard/Incident Reporting Procedure

Product/Structure/System Safety:

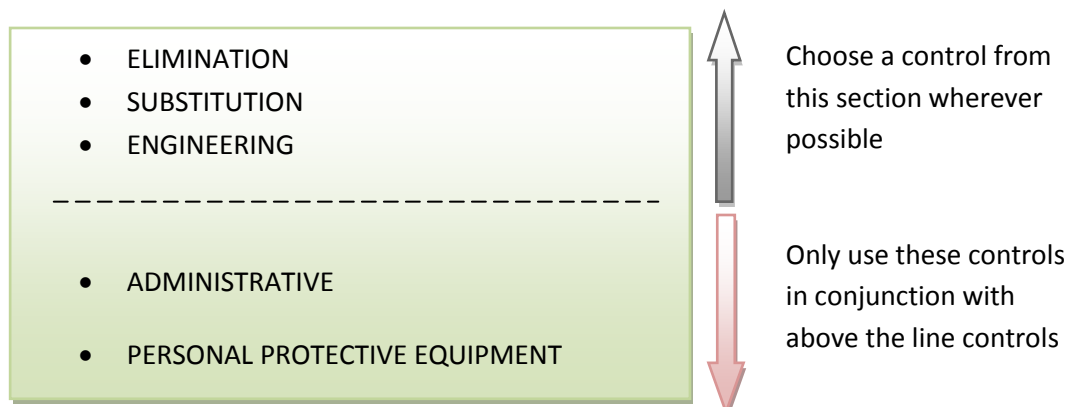
Where COMPANY NAME is supplied products, structures or systems such as operational requirements for pumps etc. The manufacturer's instructions, combined with any required documentation produced as a result of the contracted products, structures or systems will form the hazard identification, risk assessment and control measure for such items.

**Subcontractor Requirements:**

Subcontractors acting on behalf of *COMPANY NAME* in either a construction or operational capacity will be required by the relevant contract to ensure their systems meet or exceed the requirements of *COMPANY NAME*'s systems in this area. Routine and random audits and inspections, in addition to pre-work planning meetings will be conducted to ensure compliance and require improvements where compliance levels are not met.

**Control of Hazards and Risks:**

All identified hazards and risks within *COMPANY NAME* shall be eliminated or controlled to the greatest extent reasonably practicable. In the management of hazards and risks *COMPANY NAME* will employ the "hierarchy of controls" method and seek to employ the highest level of control reasonably practicable. *COMPANY NAME* considers the hierarchy of controls in terms of elimination being the most desirable option at all times. In any case control measures will always seek an "above the line" control, with administrative and PPE controls being considered as usually inadequate on their own.



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