



## Communication Module

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## Introduction

### Review Procedure

The Managing Directors will review the policy, procedure and associated forms as required. The review schedule will be directed in response to organisational and/or legislative changes and requirements. The reviews will be undertaken in consultation with workers, health and safety representatives and other relevant parties. All relevant persons will be made aware of changes made as a result of review.

All policies, procedures and associated forms will be reviewed if:

- It is identified that there are changes in the workplace that may affect a policy, procedure or form;
- It is identified that the policy, procedure or form is not effective;
- There are legislative changes that affect the policy, procedure or form;
- There is a serious incident or dangerous occurrence.

All policies, procedures and forms will be reviewed at least annually.

### Document Control

This module is a controlled document. All unauthorised copies either electronic or printed are considered uncontrolled copies. Copyholders and the version numbers will be recorded in the distribution record. □

All versions of this module will have a unique document number and version number.

All versions of this module will be kept as a record and noted in the document register.

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Amendment Record					ISSUE #: 1
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Rev. #	Date	Details		Description of Changes	Approved By
		Section #	Para. #		



## Definitions

Act: A law (legislation) passed and enacted by a state or territory parliament.

AS/NZS 4801: The joint Australian and New Zealand Standard for Occupational Health and Safety Management Systems – Specification with guidance for use, published by Standards Australia International Ltd and Standards New Zealand.

Code of Practice is a practical guide to achieving the standards of OHS required under legislation. A COP applies to anyone who has a duty of care in the circumstances described in the code. Mostly, following an approved COP would achieve compliance with the health and safety duties in the relevant OHS Act, in relation to the subject matter of the code.

Contractor: A contractor is any person (other than an Xyz Company Proprietary Limited worker) or a company performing work for, or on behalf of Xyz Company Proprietary Limited.

Controlled document or record: Any document for which distribution and status are to be kept current by the issuer to ensure that authorised holders or users have available the most up to date version.

Employee: A person employed under a contract of employment or contract of training.

Employer: An Employer is an individual, a company, body corporate, partnership, unincorporated association, franchising operation or not-for-profit organisation, in the private or public sector who has one or more employees. Occupational Health and Safety Act 2004: Information for Employers.

Hazard: A hazard is a source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment, or a combination of these.

Incident: An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

ISO 45001: International audit tool system intended to audit OHS Management Systems and provide international OHS benchmarks.

Organisation: The person or group of people with responsibilities, authorities and relationships to achieve OHS objectives. E.g. Employer, Chief Executive Officer (CEO), Person Conducting a Business or Undertaking (PCBU), etc.

Person who Conducts a Business or Undertaking: The definition of a PCBU is similar to an Employer, however it is termed PCBU to ensure other relevant relationships (such as someone who commissions work, or a landlord) are recognised under the WHS legislation.

Regulations: Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.

Risk: is a combination of the likelihood and consequences of any injury or harm occurring.