Health, Safety, Environmental and Quality Management System

AS/NZS 4801:2001
AS/NZS ISO 45001:2018
AS/NZS ISO 14001:2015
Table of Contents

Distribution Record Register ......................................................................................................................... 8
Amendment Record Register .......................................................................................................................... 8
Introduction .................................................................................................................................................. 9
Scope ......................................................................................................................................................... 10
Exclusions .................................................................................................................................................. 10

References and Applicable Documents .......................................................................................................... 11
References ................................................................................................................................................. 11
Standards and guidelines ............................................................................................................................. 11

Terminology .................................................................................................................................................... 12
Abbreviations and Acronyms ......................................................................................................................... 12
Definitions ................................................................................................................................................... 13

Section 1  HSEQ MANAGEMENT FRAMEWORK ...................................................................................... 17
1.1 General Outline .................................................................................................................................. 18
1.2 Awareness ......................................................................................................................................... 20

Section 2  LEADERSHIP AND WORKER PARTICIPATION ......................................................................... 21
2.1 HSEQ Leadership and Commitment .................................................................................................. 22
2.2 Occupational Health and Safety (OHS) Policy ................................................................................... 23
2.3 Environmental Policy ......................................................................................................................... 24
2.4 Quality Policy ..................................................................................................................................... 25
2.5 Organisational Roles, Responsibilities, Accountabilities and Authorities Policy ................................ 26
2.6 Participation and Consultation Policy ................................................................................................. 29
2.7 Participation and Consultation Process ............................................................................................. 31
2.8 OHS Issue Resolution Policy ............................................................................................................. 32
2.9 Issue Resolution Procedure ............................................................................................................... 34

Section 3  PLANNING .................................................................................................................................. 36
3.1 Products and Services Requirements ................................................................................................ 37
3.1.1 Customer Communication ............................................................................................................. 37
3.1.2 Determination for Products and Services Requirements ............................................................... 37
<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.1</td>
<td>Products and Services Requirements Review</td>
<td>38</td>
</tr>
<tr>
<td>3.1.1</td>
<td>Products and Services Requirements Changes</td>
<td>38</td>
</tr>
<tr>
<td>3.2</td>
<td>Design and Development of Products and Services</td>
<td>39</td>
</tr>
<tr>
<td>3.2.1</td>
<td>Design and Development Planning</td>
<td>39</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Design and Development Input</td>
<td>40</td>
</tr>
<tr>
<td>3.2.3</td>
<td>Design and Development Controls</td>
<td>40</td>
</tr>
<tr>
<td>3.2.4</td>
<td>Design and Development Outputs</td>
<td>41</td>
</tr>
<tr>
<td>3.2.5</td>
<td>Design and Development Changes</td>
<td>41</td>
</tr>
<tr>
<td>3.3</td>
<td>Hazard and Risk Management</td>
<td>42</td>
</tr>
<tr>
<td>3.3.1</td>
<td>Hazard and Risk Policy</td>
<td>42</td>
</tr>
<tr>
<td>3.3.2</td>
<td>Hazard and Risk Management Process</td>
<td>43</td>
</tr>
<tr>
<td>3.4</td>
<td>Legal Compliance</td>
<td>45</td>
</tr>
<tr>
<td>3.4.1</td>
<td>Compliance Obligations Policy</td>
<td>45</td>
</tr>
<tr>
<td>3.4.2</td>
<td>Compliance Obligations Procedure</td>
<td>46</td>
</tr>
<tr>
<td>3.5</td>
<td>Objectives and Targets Policy</td>
<td>47</td>
</tr>
<tr>
<td>3.6</td>
<td>Objectives and Targets Procedure</td>
<td>48</td>
</tr>
<tr>
<td>3.6.1</td>
<td>Planning/Achieving Objectives and Targets</td>
<td>49</td>
</tr>
<tr>
<td>3.7</td>
<td>Change Management Policy</td>
<td>50</td>
</tr>
<tr>
<td>3.8</td>
<td>Change Management Procedure</td>
<td>51</td>
</tr>
<tr>
<td>4.1</td>
<td>Support Policy</td>
<td>55</td>
</tr>
<tr>
<td>4.1.1</td>
<td>Human Resources (including financial)</td>
<td>55</td>
</tr>
<tr>
<td>4.1.2</td>
<td>Organisational Knowledge</td>
<td>55</td>
</tr>
<tr>
<td>4.2</td>
<td>Plant, Equipment and Infrastructure Policy</td>
<td>56</td>
</tr>
<tr>
<td>4.2.1</td>
<td>Plant, Equipment and Infrastructure Process</td>
<td>58</td>
</tr>
<tr>
<td>4.2.2</td>
<td>Plant Lock-out/Tag-out Policy</td>
<td>60</td>
</tr>
<tr>
<td>4.2.3</td>
<td>Plant Lock-out/Tag-out Procedure</td>
<td>62</td>
</tr>
<tr>
<td>4.3</td>
<td>Health and Welfare</td>
<td>64</td>
</tr>
<tr>
<td>4.3.1</td>
<td>Fitness for Work Policy</td>
<td>64</td>
</tr>
<tr>
<td>4.3.2</td>
<td>Fitness for Work Procedure</td>
<td>67</td>
</tr>
<tr>
<td>4.3.3</td>
<td>Drug and Alcohol Policy</td>
<td>69</td>
</tr>
<tr>
<td>4.3.4</td>
<td>Drug and Alcohol Procedure</td>
<td>71</td>
</tr>
<tr>
<td>4.3.5</td>
<td>Fatigue Management Policy</td>
<td>73</td>
</tr>
<tr>
<td>4.3.6</td>
<td>Fatigue Management Plan</td>
<td>74</td>
</tr>
</tbody>
</table>
4.3.6.1 Responsibilities ................................................................. 74
4.3.6.2 Risk Assessment ............................................................... 75
4.3.6.3 Fatigue Management ...................................................... 76
4.3.6.4 Shift scheduling design ................................................... 77
4.3.6.5 Call outs ........................................................................ 79
4.3.6.6 Driving and Travel .......................................................... 79
4.3.6.7 Fatigue Training .............................................................. 79
4.3.7 Return to Work Policy .......................................................... 81
4.3.8 Return to Work Procedure ................................................... 82
4.3.9 Workplace Bullying Policy .................................................... 86
4.3.10 Workplace Bullying Procedure ......................................... 88

4.4 General Workplace Management ............................................ 91
4.4.1 Competency, Training and Awareness Policy ....................... 91
4.4.2 Competency, Training and Awareness Procedure ................ 93
4.4.3 Information and Communication Policy ............................... 96
4.4.4 Document Control Policy .................................................... 97
4.4.4.1 Document Management Process ...................................... 98
4.4.4.2 Document Creation ........................................................ 98
4.4.4.3 Document Review and Revision ....................................... 99
4.4.4.4 Security of Confidential Documents ................................. 100
4.4.4.5 Disposal of Confidential Documents ............................... 100
4.4.5 Records Management Policy .............................................. 101
4.4.6 Records Management Procedure ........................................ 101
4.4.7 Facilities Management Policy ............................................. 102
4.4.8 Facilities Management Procedure ....................................... 103
4.4.9 First Aid Policy ................................................................. 105
4.4.10 Personal Protective Equipment Policy ................................. 107
4.4.11 Personal Protective Equipment Procedure ........................ 108
4.4.12 Remote and Isolated Work Policy ...................................... 109
4.4.13 Remote and Isolated Work Procedure ................................. 111
4.4.14 Labour Hire Policy .......................................................... 113
4.4.15 Labour Hire Procedure ..................................................... 114

Section 5 OPERATION ...................................................................... 119
5.1 Operational Planning and Control Policy .................................. 120
5.2 Operational Planning and Control Procedure .......................... 121
5.2.1 Outsourcing Control .......................................................... 123
5.2.2 Control Type and Extent Process ........................................ 123
5.2.3 Information for External Providers ............................................................................................... 124

5.3 HSEQ Procurement Policy ............................................................................................................. 125

5.4 HSEQ Procurement Procedure .................................................................................................... 126

5.5 Hazardous Substances or Materials ............................................................................................. 129
  5.5.1 Hazardous Chemicals, Substances and Dangerous Goods Policy ............................................. 129
  5.5.2 Hazardous Chemicals, Substance and Dangerous Goods Procedure......................................... 131
  5.5.3 Health Surveillance Policy ........................................................................................................ 132
  5.5.4 Health Surveillance Procedure .................................................................................................. 134

5.6 Hazardous Work ............................................................................................................................ 135
  5.6.1 Hearing Protection and Audiometric Testing Policy ................................................................. 135
  5.6.2 Hearing Protection and Audiometric Testing Procedure ......................................................... 136
  5.6.3 Hazardous Manual Tasks Policy ............................................................................................... 140
  5.6.4 Hazardous Manual Tasks Procedure ....................................................................................... 141
  5.6.5 Falls Prevention Policy ............................................................................................................ 143
  5.6.6 Falls Prevention Procedure ..................................................................................................... 144
  5.6.7 High Risk Work Policy ............................................................................................................ 147
  5.6.8 High Risk Work Procedure ..................................................................................................... 148
  5.6.9 Electrical Safety Policy ........................................................................................................... 149
  5.6.10 Electrical Safety Procedure .................................................................................................... 151

5.7 Construction .................................................................................................................................. 153
  5.7.1 Principal Contractor and Subcontractor Policy .......................................................................... 153
  5.7.2 Principal Contractors’ Procedure ............................................................................................... 154
  5.7.3 Subcontractors’ Procedure ....................................................................................................... 155
  5.7.4 High-Risk Construction Work Policy ....................................................................................... 156
  5.7.5 Safe Work Method Statement Policy ....................................................................................... 157
  5.7.6 Safe Work Method Statement Procedure ................................................................................ 158

5.8 Environment .................................................................................................................................. 160
  5.8.1 Environmental Management Policy .......................................................................................... 160
    5.8.1.1 Air Quality Management ...................................................................................................... 161
    5.8.1.2 Fuels, Oil and Chemicals Management ............................................................................... 163
    5.8.1.3 Noise/Vibration Management .............................................................................................. 164
    5.8.1.4 Waste Management ........................................................................................................... 165
    5.8.1.5 Energy Efficiency Management ......................................................................................... 167
    5.8.1.6 Water Conservation and Management .............................................................................. 167

5.9 Contractor Management Policy .................................................................................................... 169

5.10 Contractor Management Procedure ............................................................................................ 170
5.11 Production and Service Provision .................................................................................................... 172
  5.11.1 Identification and Traceability .................................................................................................. 173
  5.11.2 Property belonging to Customers or External Providers ......................................................... 174
  5.11.3 Release of Products and Services .......................................................................................... 174
  5.11.4 Non-conforming Outputs Control ............................................................................................. 174
  5.11.5 Post Delivery (aftercare) Activities ....................................................................................... 175

Section 6   EMERGENCY PREPAREDNESS AND RESPONSE ................................ 177
  6.1 Emergency Preparedness and Response Policy ............................................................................. 178
  6.2 Emergency Preparedness and Response Procedure ...................................................................... 179
  6.3 Emergency Recovery Response Procedure .................................................................................... 180

Section 7   PERFORMANCE EVALUATION ................................................................ 182
  7.1 Performance Evaluation Policy ........................................................................................................ 183
  7.2 Monitoring, Measurement and Evaluation Process .......................................................................... 184
    7.2.1 Calibration Process ..................................................................................................................... 185
    7.2.2 Evaluation of Compliance ............................................................................................................ 186
    7.2.3 Evaluation of Compliance Procedure .......................................................................................... 186
    7.2.4 Customer Satisfaction ................................................................................................................. 186

Section 8   AUDITING .................................................................................................. 188
  8.1 Audit Policy ...................................................................................................................................... 189
    8.1.1 Audit Process .............................................................................................................................. 189
    8.1.2 Audit Plan Procedure ................................................................................................................... 190

  8.2 External Audit Policy ........................................................................................................................ 192

  8.3 External Audit Procedure ................................................................................................................. 193

Section 9   MANAGEMENT REVIEW .......................................................................... 194
  9.1 Management Review Policy ............................................................................................................. 195
    9.1.1 Management Review Process ..................................................................................................... 195
    9.1.2 Management Review Output ...................................................................................................... 196

Section 10  IMPROVEMENT ......................................................................................... 198
  10.1 Business Improvement Policy ...................................................................................................... 199
    10.1.1 Nonconformity and Corrective Actions Process ...................................................................... 199
10.1.2 Preventative Action ................................................................................................................. 201
10.1.3 Potential Non-Conformances Control ...................................................................................... 201
10.2 Incident Reporting Policy ................................................................................................................. 203
10.3 Incident Reporting Procedure .......................................................................................................... 204
10.4 Incident Investigation Procedure ...................................................................................................... 207

HSEQMS RECORDING FORMS CONTENT .................................................................. 211

Disclaimer: This document contains material to assist in addressing OHS, Environmental and Quality obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice.
Documented Information: All controlled documentation that is developed by Xyz Company Proprietary Limited is required to have developed a plan and implemented process for:

- Distribution, access, retrieval and use;
- Storage and preservation, including the preservation of legibility (managing documented records of the company’s work);
- Change Control;
- Retention and disposal in line with regulatory requirements (also a requirement of managing documented information in the form of records).

Emergency: Unplanned or unexpected event that needs the urgent application of specific competencies, resources or processes to prevent or mitigate their actual or potential consequences. Emergency situations can result in adverse HSEQ impacts or other effects on the organisation.

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

Ecological: The science of the relationships between organisms and their environments.

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 workers. 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.

Hierarchy of Control: A hierarchical structure of actions that can be used to control risk, listed in order of effectiveness.

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

Infrastructure: The physical and organisational structures and facilities needed for the operation of the organisation (e.g., buildings, power, and telecommunications supplies, roads, pipework, etc.).

Organisation: The person or group of people with responsibilities, authorities and relationships to achieve HSEQ objectives.

Management Representative: A person with the authority to implement and/or approve change within the organisation.

Management Team: This is made up of the critical decision makers for the organisation. Each member of the Management Team will concentrate on his or her own area of expertise to provide input. There may be more than one Management Team or, an individual may be a member of multiple management teams.

Non-conformity: Discrepancy between a company’s actual HSEQMS activities and the procedures laid out in their HSEQMS Manual and associated documentation.

HSEQ aspect: An element of a company’s activities, products, or services that may or does create an HSEQ impact.
1.1 General Outline

Xyz Company Proprietary Limited uses a risk and evidence-based thinking and a process-based HSEQMS (see Figure 1.) that incorporates the Plan-Do-Check-Act (PDCA) methodology as described below.

- **Plan**: Identify HSEQ impacts of the business, establish plans, objectives, targets and processes necessary to deliver required outcomes for conforming to customer requirements, regulatory requirements and the organisation's policies;

- **Do**: Implement the processes required to mitigate the impacts as planned;

- **Check**: Monitor and measure process against the plans, objectives and targets against policies, objectives, requirements and planned activities, and report the results; and

- **Act**: Develop corrective and preventative actions to improve the processes so that the planned objectives and targets are met or continually improving towards that goal.

![Figure 1. Plan-Do-Check-Act Cycle](image)

Model of a risk and process-based HSEQMS

2.2 Occupational Health and Safety (OHS) Policy

Xyz Company Proprietary Limited is committed to prevention of work-related injury and ill health of its staff, contractors and visitor within its working environment. It is our policy to ensure that any work carried out within the scope of the business is conducted in compliance with the HSEQMS and complies with all applicable regulatory requirements.

Emphasis will be placed on effective management ensuring a systematic approach to the identification of risks using a hierarchy of controls and, the allocation of financial and physical resources to control these risks. In order to deliver these responsibilities Xyz Company Proprietary Limited undertakes to:

- Maintain a safe and healthy place of work by providing plant, equipment and systems of work which reduces risks to people’s health and safety;
- Promote OHS awareness within the company and encourage workers to participate in the decision-making processes within the HSEQMS;
- Ensure compliance with all relevant safety legislation, regulations, codes of practice and other requirements associated with our operations;
- Where any process or service is outsourced, Xyz Company Proprietary Limited will determine criteria and methods of control to ensure conformity to our requirements and regulatory authorities.
- Arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures;
- Have in place a framework for setting and reviewing our OHS objectives and targets;
- Train, educate and inform our workers about OHS issues that may affect their work; and
- Commit to reporting OHS performance with measurable targets to ensure continued improvement.

(Insert the name of the nominated management representative) has been appointed as the Management Representative for the purposes of the HSEQMS. The Management Representative has the full support of Xyz Company Proprietary Limited to establish, implement and maintain the HSEQMS in accordance with this manual, AS/NZS 4801:2001, AS/NZS ISO 45001:2018 and other applicable regulations, standards and guidance.

Endorsement of the HSEQ Policy and Management Representative.

(To be signed by Director/CEO of Company) A copy of the HSEQ Policy has been provided in the HSEQMS Recording Forms. Display the policy in a prominent place where all interested parties can see and read it.
2.6 Participation and Consultation Policy

Purpose:

The purpose of this policy is to communicate the responsibility, authority and accountability for ensuring formal consultation, cooperation and participation methods are established so workers and other duty holders, such as contractors (and workers of contractors) are aware of OHS matters relevant to them.

Policy:

Xyz Company Proprietary Limited will ensure formal consultation, cooperation and participation methods are established so workers and other duty holders, such as contractors (and workers of contractors) are aware of matters relevant to them. OHS legislation requires an Organisation to consult with their workers and other relevant persons on matters that will or are likely to directly affect their health and safety. Xyz Company Proprietary Limited recognises the benefits that regular and effective consultation including, communication, cooperation and coordination can produce and is committed to fulfilling this duty.

This policy applies to all persons who work for Xyz Company Proprietary Limited, irrespective of their individual employment arrangement. This policy covers all persons who are directed and/or engaged to undertake tasks at Xyz Company Proprietary Limited workplaces/locations including Workers, independent contractors, work experience students, trainees, apprentices, volunteers.

In addition, visitors and any Organisation that may be impacted by OHS matters at Xyz Company Proprietary Limited, will be included in consultation and communication in respect of those matters.

Xyz Company Proprietary Limited will make every effort to ensure that process will be modified for languages other than English and persons with learning disabilities as relevant. Consultation will be timely and allow for relevant persons to contribute their views and feedback. Feedback will be considered during hazard identification, risk assessment and implementation of risk controls.

All workers, and others, are responsible for actively participating in consultation and for following reasonable directions whilst working at Xyz Company Proprietary Limited.

Xyz Company Proprietary Limited will establish the following consultative arrangements:

- Health, Safety and Environmental Committees and regular management meetings;
- Work Groups;
- Elected HSR; and
- Regular safety/toolbox meetings with OHS as a standing agenda item.
Figure 2. Issue Resolution Procedure Flow Chart

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document # HSEQ00001</td>
<td>HSEQMS Manual</td>
</tr>
<tr>
<td>Document # HSEQ00010</td>
<td>Hazard Report Form (HSEQMS Recording Forms)</td>
</tr>
</tbody>
</table>
At Xyz Company Proprietary Limited, review tasks, verification tasks and validation tasks are inherently independent and have separate purposes for making sure that controls are working effectively and efficiently. However, they can be completed separately or combined together depending on the size of the processes and the criteria being tested.

### 3.2.4 Design and Development Outputs

Design and development outputs undergo verification against the input and design. Specific validation/verification indicators are developed (configuration, acceptance criteria, supporting design documentation such as calculations, tests, statistical analysis and supplier and/or customer feedback).

Design and development outputs include, but are not limited to:

- Verification that the product meets the input requirements;
- That the products and/or services are adequate and capable to be used in subsequent processes;
- Instruction for the safe and proper use (including special circumstances and limitations).

Design outputs are reviewed and approved prior to product release and list all acceptance criteria, drawings and other required verification data. Records of all design outputs are kept and maintained.

Design and development reviews are conducted at regular intervals depending on the complexity of the activities. The purpose of the review is to identify any problems and recommend corrective actions and to evaluate how well the input/output procedures meet requirements. The appropriate department maintains records of all reviews.

### 3.2.5 Design and Development Changes

Any changes to the design and development must be identified and recorded and are subject to review and justification. All changes will then undergo review, verification and validation and results of this data maintained by the relevant department according to specific departmental work procedures.

The review of design and development changes includes evaluation of the effect the planned changes will have on already-delivered product.

At Xyz Company Proprietary Limited, we maintain documented information in the form of records that provides evidence of:

- Design and development changes;
- The results of reviews;
- The authorisation and approver of changes; and
- The corrective or preventative actions taken to address problems and prevent adverse impacts.
• Risk Assessment – site specific, task specific, chemical and plant Risk Assessments and environmental impact risk assessments are conducted as required by suitably trained and experienced workers. Risk Assessment Form;
• A Risk Matrix which accompanies each Risk Assessment Form is used to assist in determining risk levels;
• Actions Prioritised – once risk levels have been assessed; a list of action priorities is determined;
• Risk Control – identified hazards are systematically eliminated or reduced by implementing practical control measures. The Hierarchy of Controls will be used;
• All controls will be reviewed and monitored;
  o When/if incident/near miss occurs;
  o As per legislative requirements;
  o As requested by relevant persons (such as HSR);
  o Other times necessary to maintain effectiveness;
• Monitor and Review – regular checks are carried out to ensure that suitable control measures have been implemented, that they continue to be adequate, and that no new hazards have been introduced into the workplace either by implemented control actions or by changes to the workplace; and
• Documentation – all risk management activities conducted and the outcome of those activities, in particular, those outlined in this procedure, are fully documented and records maintained.

Figure 3. Hierarchy of Controls

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document # HSEQ00001</td>
<td>HSEQMS Manual</td>
</tr>
<tr>
<td>Document # HSEQ00013</td>
<td>Risk Assessment Form <em>(HSEQMS Recording Forms)</em></td>
</tr>
<tr>
<td>Document # HSEQ00014</td>
<td>Risk Register <em>(HSEQMS Recording Forms)</em></td>
</tr>
</tbody>
</table>
3.7 Change Management Policy

Purpose:
The purpose of this policy and procedure is to define the methods for managing changes to processes and other aspects of the HSEQMS in an organised manner.

Policy:
At Xyz Company Proprietary Limited, our Management Team review and where required, implement control changes regarding product and/or service provision. The review and change controls allow ongoing conformity with the company and customer’s requirements.

Documented information in the form of records will be retained with regards to the review and resulting change actions. The documented information shows who authorised the changes and the decisions made accordingly. Xyz Company Proprietary Limited HSEQMS processes and procedures will undergo change over time. Management of changes will occur both proactively and reactively as circumstance dictates.

Proactive change will take place as a result of the following:
- System improvement opportunities are identified and acted upon;
- Non-conformities are identified and, corrective action taken;
- New processes are added;
- Processes are removed; and
- Any other proactive response deemed necessary by management.

Reactive changes will take place as a result of the following:
- Industry conditions/regulations changing enough to require modification;
- Client requirements change resulting in adjustment;
- Accidents or emergency response; and
- Any other reactive response that requires a change or modification of management process.

In both reactive and proactive cases, Xyz Company Proprietary Limited seeks to manage change in a controlled manner to ensure proper implementation of the changes.

Responsibilities:
The Change Manager is responsible for managing the change process including:
- Implementation, maintenance and communication of policy and procedures around change management;
- Chairing necessary change management meetings;
- Identifying who should participate in the initial risk/impact assessment of the change; and
- Provide guidance when necessary.
Figure 5. Change Management Procedure Flowchart.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document #: HSEQ00001</td>
<td>HSEQMS Manual</td>
</tr>
<tr>
<td>Document #: HSEQ00019</td>
<td>Corrective/Preventative Actions Register (HSEQMS Recording Forms)</td>
</tr>
<tr>
<td>Document #: HSEQ00013</td>
<td>Risk Assessment Form (HSEQMS Recording Forms)</td>
</tr>
<tr>
<td>Document #: HSEQ00020</td>
<td>Change Request Form (HSEQMS Recording Forms)</td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
</tr>
</tbody>
</table>

You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (HSEQMS Recording Forms) and record in this table.
**Contractors:**

All contractors working at a Xyz Company Proprietary Limited workplace must comply with this procedure (exceptions agreed only in writing). Contractors are expected to provide all locks, tags, and other devices required for LOTO associated with their contract (exceptions in writing for of LOTO items unique to Xyz Company Proprietary Limited). No Contractor may participate in work on plant or equipment until they have obtained and applied the required devices.

<table>
<thead>
<tr>
<th>Cause</th>
<th>E.g.</th>
<th>Cause</th>
<th>E.g.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid</td>
<td>Water, steam, hydraulic fluid</td>
<td>Mechanical</td>
<td>Gears linkages, rings, flywheels</td>
</tr>
<tr>
<td>Gas</td>
<td>Pressurised gases, vacuum</td>
<td>Substance</td>
<td>Volatile substances, radiation</td>
</tr>
<tr>
<td>Pneumatic pressure</td>
<td>Compressed air</td>
<td>Electrical</td>
<td>Mains, generator</td>
</tr>
</tbody>
</table>

**4.2.3 Plant Lock-out/Tag-out Procedure**

**LOTO Procedure:**

1. Acquire Isolation Permit to Work;
2. Notify all affected workers that a lockout is required and that it will be undertaken at a particular date and time;
3. Identify all energy sources and hazards by conducting a risk assessment. Review any written LOTO instructions if applicable;
4. If the equipment is in operation, shut it down by following the standard procedure (e.g. stop button);
5. Identify devices used to maintain the energy source (electrical, hydraulic, gas, other) and disconnect or isolated from the equipment;
6. Lockout energy isolating devices with an appropriate lock and tag;
7. Ensure work areas is clear before dissipating any stored energy (e.g. hydraulic systems, compressed air, steam or water pressure;
8. Ensure work areas is clear before testing plant or equipment is isolated;
9. Operate the start button or other operating controls (if applicable) to ensure the equipment will not operate and is in a zero-energy state;
10. Return operating/startup controls to off/neutral position after the test;
11. The equipment is now locked out and tagged;
12. Undertake the maintenance or servicing task.
4.3.4 Drug and Alcohol Procedure

The Drug and Alcohol Procedure will be used in conjunction with the Xyz Company Proprietary Limited Drug and Alcohol Policy and will:

- Provide a framework to reduce the costs to Xyz Company Proprietary Limited of drug and alcohol use in the workplace;
- Identify, assess and control any contributing factors in the workplace to harmful drug or alcohol use;
- Provide workers with access to information and education regarding drug and alcohol use; and
- Provide access to counselling and support services to workers who have problems with drugs or alcohol.

Reasonable Suspicion:

"Reasonable Suspicion" is suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behaviour, speech or body odours of the individual or reliable information from another source.

1. Approaching a worker who may be under the influence:
   - Only (insert person's name/role) should approach a worker who may be under the influence. "Reasonable Suspicion" should be assessed before approaching any worker who is suspected of being under the influence;
   - Care needs to be taken when making this judgement in case the worker is ill or injured, taking prescribed medication or in some other form of distress, which may account for their behaviour;
   - When approaching an apparently intoxicated worker it can be more effective and less confronting to talk in terms of their approach to safety and general work performance rather than their alcohol or drug use;

2. As far as is reasonably practicable discuss the matter with the worker in a private location away from other people;

3. It will then be explained to the worker that they have been approached for a breach of the Drug and Alcohol Policy;

4. It will be made clear that there is Reasonable Suspicion that the worker is impaired by drugs and/or alcohol;

5. The worker will be given the opportunity to explain the observed behaviour;

6. After speaking with the worker, if Reasonable Suspicion is no longer held and no further action is required, the worker can return to duty;
The physical, psychological and practical signs of fatigue;
Possible causes and effects of fatigue;
Risks involved with working while fatigued; and
The FMP and risk assessments.

### Hours of work and rest

#### Normal work day
- e.g. Maximum work hours per week: 50 hrs
- e.g. Number of hours which may be worked before a meal break (lunch) is taken: 5hrs
- e.g. Rest/meal breaks: 45 min (paid break), 1 x 15min unpaid rest periods

#### Night Work

#### Shift work

#### Driving (Non-heavy vehicle)

---

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document #: HSEQ00001</td>
<td>HSEQMS Manual</td>
</tr>
<tr>
<td>Document #: HSEQ00067</td>
<td>Workplace Fatigue Risk Assessment Form (HSEQMS Recording Forms)</td>
</tr>
<tr>
<td>Document #: HSEQ00068</td>
<td>Driver Fatigue Management Form (non-heavy vehicle) (HSEQMS Recording Forms)</td>
</tr>
</tbody>
</table>

You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (HSEQMS Recording Forms) and record in this table.
Figure 6. Workplace Bullying Flowchart

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document #: HSEQ00001</td>
<td>HSEQMS Manual</td>
</tr>
<tr>
<td>Document #: HSEQ00061</td>
<td>Incident Report Form, Investigation Checklist and Action Report Form (HSEQMS Recording Forms)</td>
</tr>
</tbody>
</table>

You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (HSEQMS Recording Forms) and record in this table.
• Work Instructions;
• Forms; and
• Company templates.

Records such as:
• Corrective Actions;
• Management reviews;
• Customer complaints; and
• Calibration results.

4.4.4.1 Document Management Process

1. A Document Manager will be allocated to maintain documents in an accessible form;

2. The Document Manager will preserve updated documents for the following outcomes:
   o Operational control procedures;
   o Objectives, targets, and action plans;
   o Legal requirements;
   o HSEQ Policies and Procedures;
   o Management reviews;
   o Reports on audit outcomes; and
   o Corrective and preventive actions.

3. The Document Manager is not responsible for developing or modifying any documents unless tasked. All documents will be developed or modified by the appropriate person or group responsible.

The Document Manager will control all HSEQMS documents and records using the HSEQ Document Register.

4.4.4.2 Document Creation

1. All documents will be created by a person sufficiently experienced in the subject at hand e.g. emergency response procedures;

2. All internal documents will initially be created as electronic files (.doc, .pdf, .xlsx);

3. All internal documents will contain identification and description (e.g. a title, date, author, or reference number);

4. All drafts will be sent by email to the appropriate approver(s) for review and approval;

5. The reviewer will discuss any issues with the author to achieve a final approved document;

6. The reviewer will indicate approval of the document by signing off the HSEQ Document Register;

7. On approval of the document, it will be forwarded to the Document Manager for filing/placement;

8. If the hardcopy is maintained in a filing system/binder, any previous hardcopies of the same document must be moved to an obsolete document filing system/binder;

9. Original releases of documents must contain acknowledgment that it is the original document in the revision numbering system;
4.4.10 Personal Protective Equipment Policy

Objective:

To protect workers from workplace hazards by developing a system to manage the selection, use and maintenance of PPE where required.

Scope:

This policy covers all workers required to wear PPE.

Policy:

The purpose of PPE is to protect the workers of Xyz Company Proprietary Limited from exposure to workplace hazards. Xyz Company Proprietary Limited will provide workers with suitable PPE for the workplace or where required for specific tasks at no cost to the worker.

Xyz Company Proprietary Limited will:

- Ensure PPE is suitable concerning:
  - Nature of the work;
  - Hazards associated with work;
  - Appropriate size and fit;
  - Reasonably comfortable to wear for type of task and intended duration of the job;
  - Maintained, repaired and replace to ensure it remains effective in minimising risk to workers;
- Select quality PPE to meet relevant AS/NZS;
- Provide training, guidance, and assistance to supervisors and workers on the proper selection, use, care, and cleaning of approved PPE;
- Develop and make accessible, instructions for selection, use, maintenance, and cleaning of PPE;
- Designate areas where PPE is required and display signs;
- Periodically re-evaluate the suitability of previously selected PPE;
- Develop a system to inspect PPE to ensure it is clean, hygienic and in good working order;
- Conduct inspection and checks to make sure workers are using provided PPE;
- Review, update and conduct PPE suitability assessments whenever:
  - There are job changes;
  - Using new equipment;
  - There has been an incident;
  - A supervisor, worker or Health and Safety Representative requests it;
  - Or at least every year;
- Maintain records of PPE assignments and training.
• Workers will take reasonable care of their own safety and the health and safety of others while at the Host workplace;
• Visually check all plant and equipment, including portable equipment and tools, prior to use;
• Use the correct plant, equipment, appliance or tool for the task;
• Never misuse plant, equipment, appliance or tools;
• Workers must report any injuries or additional hazards to the Agency and the Host organisation;
• The worker will comply with all reasonable directions and safe work procedures necessary to undertake their tasks safely.

**Agency responsibilities to the Host**

Before placement of a labour hire worker, the following measures will be followed:

• Gather information about the Host workplace and type of work to be undertaken;
• Assess the risks associated with the work and any skills/knowledge the worker requires to undertake the work safely (OHS Risk Assessment Form);
• Ensure the Host organisation has a safe system of work in place for workers including appropriate; resources and processes in place to maintain a safe work environment (including policies and safe work procedures) (Labour Hire- Host Evaluation Checklist);
• Review the Host organisations’ safety system to ensure it meets Agency standards;
• Consult with the Host organisation on OHS issues and changes to work tasks. *(Establish clear lines of communication e.g. contact persons, contact methods)*;
• Consult with the Host about the requirements of site-specific inductions and any other information, qualifications, instruction and training as required *(Worker Training, Competency and Induction Register)*;
• Confirm the Host has processes and procedures in place keeping training records on hazardous substances and records on exposure lead, asbestos, noise etc., as required;
• Discuss with the Host any required equipment, including PPE.

**Risk Assessment**

Both Host organisation and labour hire Agencies are required to identify hazards and manage risks associated with the work:

• An Agency representative must visit the workplace prior to placement of a worker to identify any hazards and assess any risks to the labour hire workers;
• Where risks are identified, consultation will occur with the Host to ensure risks are managed according to a hierarchy of controls *(Labour hire - Corrective action agreement record)*;
• *Where a new risk is identified during the placement by means of a JSA, observation, audit, notification or any other method, an agreed method of controlling the risk will be negotiated with the Host organisation. (Labour hire - Corrective action agreement record)*;
• *If the host workplace is not deemed safe, workers will not be provided by the Agency.*
safe operational control procedure. This procedure will be developed with input from workers working with the process;

7. Where practicable, HSEQ controls can be added to existing procedures. E.g. Health and Safety procedures or, other SWIs. In other cases, a new procedure will be developed;

8. Determine if personnel require training to implement and maintain the HSEQ controls. If training is required, it should be documented in the Training Needs Register;

9. Any new operational control procedures will be issued as a SWI and must list the required steps or measures to be undertaken. The SWI must also include applicable monitoring to be undertaken and a frequency for that monitoring;

10. When operational controls have been developed, and implemented they will be recorded on the Operational Control Register; and

11. The SWI should be posted at the site of the activity and listed in the HSEQ Document Register.

**Frequency:**

This procedure will be repeated:

- Whenever a new process is introduced;
- Whenever a new process, impact or effect is identified (that was not identified in any previous assessment); and
- Annually to review that any new HSEQ aspects are identified.

![Figure 6. Operational Planning and Control Procedure Flow Chart](SAMPLE)
Individual **workers and others in** the workplace have a responsibility to co-operate with their Manager/Supervisor and Xyz Company Proprietary Limited policies and procedures concerning their tasks relating to:

- Chemical management systems and practical mechanisms;
- Chemical risk assessment processes and the development of safe work practices;
- Consultation about hazardous chemicals, substance and DG;
- Training and Induction;
- Monitoring and health surveillance;
- Chemical emergency drills and chemical incident response procedures;
- Assistance with emergency evacuations and first aid administration if trained and competent;
- Incident notification.

**5.5.2 Hazardous Chemicals, Substance and Dangerous Goods Procedure**

- The acquisition of chemicals in the Purchasing Policy and procedure;
- All chemicals at the workplace are identified and listed on the *Hazardous Substances/DG Register*;
- Obtain the SDS for each chemical product or material and check for compliance with the relevant Code of Practice. SDS are easily accessible for workers and others as required;
- A *Hazardous Substances/DG Register* is completed and maintained as current for all DG used;
- Chemical placards and signage are installed at the workplace, as required by the applicable legislation
- Chemical placards and signage meet relevant AS/NZS;
- Chemical risk assessment, using *Hazardous Substance Risk Assessment Form*, is conducted for all chemicals (or materials) identified as being classified as a hazardous substances and DG as per the relevant Code of Practice;
- Implement appropriate risk controls for the acquisition, use, generation, handling, storage and disposal of assessed chemicals;
- Obtaining licenses and permits required for restricted or regulated chemicals;
- Chemical storage is available at the workplace, taking into consideration such factors such as compatibility, quantities to be stored, ventilation, security etc.;
- Maintain documentation in respect of hazardous substances and DG as required by legislation;
- Maintain incident reports, investigation reports and workers’ compensation documentation concerning matters related to hazardous chemicals, substance and DG for a minimum period of thirty (30) years after the incident or injury date;
5.6.5 Falls Prevention Policy

Objective:

To prevent falls and falling objects by implementing a risk management approach.

Scope:

This policy applies to all workers, including contractors and visitors of Xyz Company Proprietary Limited exposed to the risk from falls and falling objects, including falls from height, falls from one level to another, falls into openings, and falls on the same level (including slips and trips).

Policy:

Xyz Company Proprietary Limited is committed to preventing injuries caused by falls and falling objects, unprotected edges and any situation where a fall may occur. This will occur through the identification of tasks and situations where a risk of fall or falling objects hazard is present and the implementation of suitable risk controls.

This policy includes situations when a worker or other people are:

- In or on plant, equipment or a structure that is at an elevated level;
- In or on plant that is being used to gain access to an elevated level;
- In the vicinity of an opening through which people or objects could fall;
- In the region of an edge over which people or objects could fall;
- On or in the vicinity of a surface through which people or objects could fall;
- On or near a slippery, sloping or unstable surface on which people or objects could fall.

Xyz Company Proprietary Limited will endeavour to eliminate or reduce the number and severity of injuries caused by falls by implementing procedures to identify and manage falls hazards and the associated risks arising from those hazards.

In consultation with relevant persons, Xyz Company Proprietary Limited will identify all tasks that have a potential for falls and falling objects.

Responsibilities:

The OHS Manager/Workplace Supervisor is responsible to:

- Ensure that appropriate procedures and supporting mechanisms/systems are followed in respect of falls at work;
- Ensure that a falls emergency response, and procedure are in place, are effective, and all workers are trained and familiar with these procedures (including falls rescue procedure for appropriately trained workers);
De-Energised Electrical Work:

- Electrical work is not to be carried out on electrical equipment while the equipment is energised, subject to the prescribed exceptions as listed in the relevant State Legislation;
- Before any electrical work is carried out on electrical equipment, the equipment must be de-energised and verified by a competent person that it is safe to work on;
- The worker carrying out the testing must understand the testing procedures and be competent in the use of the testing method. Panel voltmeters should not be the only method of testing to be used to determine whether an electrical part is de-energised. Additionally, each high-voltage exposed part of the equipment must be earthed after being de-energised;
- Anyone carrying out electrical work must ensure that electrical equipment that has been de-energised to allow for electrical work to be carried out cannot be inadvertently energised;
- Where safe work procedures have been developed for electrical work or energised electrical work, that work must be carried out following the safe work procedure.

Electrical Equipment

All electrical equipment must be visually inspected before use and tested/tagged as per legislative requirements. Xyz Company Proprietary Limited will ensure that all Subcontractors will bring only compliant electrical leads/equipment onto the workplace. See Electrical Equipment Register for all electrical equipment.

Electrical Inspections

Regular inspections will be undertaken by a Xyz Company Proprietary Limited representative at regular intervals to ensure all electrical leads and equipment are within test date, supplied with a compliant tag, in good condition and used/handled safely.

The scope of the inspections will include verification that electrical leads and extension leads are not placed in areas that may pose tripping hazards, on or near water or chemicals (or other deteriorating agents), not exposed to mechanical damage (from power tools) and suitable lead-stands are provided to keep leads off the ground.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title and Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document #: HSEQ00001</td>
<td>HSEQMS Manual</td>
</tr>
<tr>
<td>Document #: HSEQ00095</td>
<td>Electrical Safety Checklist (construction) (HSEQMS Recording Forms)</td>
</tr>
<tr>
<td>Document #: HSEQ00096</td>
<td>Electrical Equipment Register (HSEQMS Recording Forms)</td>
</tr>
</tbody>
</table>

You may have other procedures/documents that you wish to add to this system. Allocate the form(s) a document number taken from the Document Register (HSEQMS Recording Forms) and record in this table.
### HSEQMS RECORDING FORMS CONTENT

<table>
<thead>
<tr>
<th></th>
<th>Document ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HSEQ00002</td>
<td>Interested Parties Register</td>
</tr>
<tr>
<td>2</td>
<td>HSEQ00003</td>
<td>OHS Policy</td>
</tr>
<tr>
<td>3</td>
<td>HSEQ00004</td>
<td>Environmental Policy</td>
</tr>
<tr>
<td>4</td>
<td>HSEQ00005</td>
<td>Quality Policy</td>
</tr>
<tr>
<td>5</td>
<td>HSEQ00006</td>
<td>Roles, Responsibilities, Accountabilities and Authorities Register</td>
</tr>
<tr>
<td>6</td>
<td>HSEQ00007</td>
<td>Organisation Chart</td>
</tr>
<tr>
<td>7</td>
<td>HSEQ00008</td>
<td>Work Groups Register</td>
</tr>
<tr>
<td>8</td>
<td>HSEQ00009</td>
<td>OHS Meeting/Toolbox Record</td>
</tr>
<tr>
<td>9</td>
<td>HSEQ00010</td>
<td>Hazard Report Form</td>
</tr>
<tr>
<td>10</td>
<td>HSEQ00011</td>
<td>Design Approval Checklist</td>
</tr>
<tr>
<td>11</td>
<td>HSEQ00012</td>
<td>Quality Design Plan Template</td>
</tr>
<tr>
<td>12</td>
<td>HSEQ00013</td>
<td>Risk Assessment Form</td>
</tr>
<tr>
<td>13</td>
<td>HSEQ00014</td>
<td>Risk Register</td>
</tr>
<tr>
<td>14</td>
<td>HSEQ00015</td>
<td>Compliance Requirements Register</td>
</tr>
<tr>
<td>15</td>
<td>HSEQ00016</td>
<td>Quarterly Objective and Targets Report</td>
</tr>
<tr>
<td>16</td>
<td>HSEQ00017</td>
<td>Objectives and Targets Register</td>
</tr>
<tr>
<td>17</td>
<td>HSEQ00018</td>
<td>Objectives Summary Form</td>
</tr>
<tr>
<td>18</td>
<td>HSEQ00019</td>
<td>Corrective/Preventative Actions Register</td>
</tr>
<tr>
<td>19</td>
<td>HSEQ00020</td>
<td>Change Request Form</td>
</tr>
<tr>
<td>20</td>
<td>HSEQ00021</td>
<td>Infrastructure Responsibilities Register</td>
</tr>
<tr>
<td>21</td>
<td>HSEQ00022</td>
<td>Plant and Equipment Register/Maintenance Log</td>
</tr>
<tr>
<td>22</td>
<td>HSEQ00023</td>
<td>Roles and Responsibilities Schedule</td>
</tr>
<tr>
<td>23</td>
<td>HSEQ00024</td>
<td>Training Needs Register</td>
</tr>
<tr>
<td>24</td>
<td>HSEQ00025</td>
<td>Workers Training Record</td>
</tr>
<tr>
<td>25</td>
<td>HSEQ00026</td>
<td>Worker Training, Competency and Induction Register</td>
</tr>
<tr>
<td>26</td>
<td>HSEQ00027</td>
<td>First Aid Worker Register</td>
</tr>
<tr>
<td>27</td>
<td>HSEQ00028</td>
<td>Workplace Induction Checklist</td>
</tr>
<tr>
<td>28</td>
<td>HSEQ00029</td>
<td>Communications Program Schedule</td>
</tr>
<tr>
<td>29</td>
<td>HSEQ00030</td>
<td>HSEQ Document Register</td>
</tr>
<tr>
<td>30</td>
<td>HSEQ00031</td>
<td>Operations/Processes Identification Form</td>
</tr>
<tr>
<td>31</td>
<td>HSEQ00032</td>
<td>Hazardous Substance/Dangerous Goods Register</td>
</tr>
<tr>
<td>32</td>
<td>HSEQ00033</td>
<td>Operational Control Development Worksheet</td>
</tr>
<tr>
<td>33</td>
<td>HSEQ00034</td>
<td>Operational Control Register</td>
</tr>
</tbody>
</table>
34. HSEQ00035  Outsourced Process Register
35. HSEQ00036  HSE Pre-purchase Checklist
36. HSEQ00037  Contractor Evaluation Form
37. HSEQ00038  Contractor Spot Inspection Form
38. HSEQ00039  Workplace Contractors Register
39. HSEQ00040  Contractor Permit to Work Form
40. HSEQ00041  Test Protocols
41. HSEQ00042  Products/Processes-Identification and Material Traceability
42. HSEQ00043  Product Approval Checklist
43. HSEQ00044  Non-Conformance Form
44. HSEQ00045  Emergency Response Register
45. HSEQ00046  Emergency Response Plan
46. HSEQ00047  Emergency Drill Report
47. HSEQ00048  Emergency Recovery Register
48. HSEQ00049  Emergency Recovery Plan
49. HSEQ00050  Monitoring Register
50. HSEQ00051  Monitoring and Measurement Schedule
51. HSEQ00052  Monitoring and Measurement Equipment Register
52. HSEQ00053  Measuring and Calibration Register
53. HSEQ00054  Training Skills Responsibilities Register
54. HSEQ00055  Compliance Evaluation Report
55. HSEQ00056  Annual Audit Schedule
56. HSEQ00057  Internal Audit Plan
57. HSEQ00058  Internal Audit Checklist
58. HSEQ00059  Internal Audit Report
59. HSEQ00060  Management Review Meeting Report
60. HSEQ00061  Incident Report Form, Investigation Checklist and Action Report Form
61. HSEQ00062  Incident/Near Miss/Hazard Register
62. HSEQ00063  Corrective/Preventative Actions Form
63. HSEQ00064  Standard Operating Procedure Template
64. HSEQ00065  Isolation Permit to Work
65. HSEQ00066  LOTO Standard Operating Procedure Template
66. HSEQ00067  Workplace Fatigue Risk Assessment Form
67. HSEQ00068  Driver Fatigue Management Form (non-heavy vehicle)
68. HSEQ00069  Return to Work Plan
69. HSEQ00070  Workplace-Facility Plan
70. HSEQ00071  Workplace-Facility Description
71. HSEQ00072  Workplace Inspection Checklist
72. HSEQ00073 Workplace Inspection Checklist (daily)
73. HSEQ00074 Workplace Inspection Checklist (weekly)
74. HSEQ00075 Workplace Inspection Checklist (monthly)
75. HSEQ00076 Workplace Inspection Checklist (6 months-10 years)
76. HSEQ00077 Emergency Worker Training Register
77. HSEQ00078 PPE Register
78. HSEQ00079 Remote and Isolated Work Plan
79. HSEQ00080 Labour Hire - Host Evaluation Checklist
80. HSEQ00081 Labour Hire - Corrective Action Agreement Record
81. HSEQ00082 Manifest
82. HSEQ00083 Hazardous Substance Risk Assessment Form
83. HSEQ00084 Health Surveillance Record
84. HSEQ00085 Noise Monitoring Results Register
85. HSEQ00086 Noise Risk Register
86. HSEQ00087 Audiometric Testing Record
87. HSEQ00088 Discomfort Survey
88. HSEQ00089 Hazardous Manual Task Risk Assessment Form
89. HSEQ00090 Hazardous Manual Tasks Register
90. HSEQ00091 SWMS Checklist
91. HSEQ00092 SWMS Template
92. HSEQ00093 SWMS Register
93. HSEQ00094 High-Risk Licence Checklist
94. HSEQ00095 Electrical Safety Checklist (construction)
95. HSEQ00096 Electrical Equipment Register
96. HSEQ00097 HSEQ Site Management Plan
97. HSEQ00098 Inspection Test Plan
98. HSEQ00099 Competency Guide
99. HSEQ00100 Job Safety Analysis (JSA)
100. HSEQ00101 Environmental Risk Assessment Form
101. HSEQ00101 Environmental Risk Assessment Form
102. HSEQ00102 Environmental Site Assessment Checklist
103. HSEQ00103 Plant Hazard Checklist
104. HSEQ00104 Worker and Contractor Handbook