Xyz Company Proprietary Limited
Occupational Health and Safety
Management System
AS/NZS ISO 45001:2018
AS/NZS 4801:2001
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Disclaimer: This document contains material to assist in addressing Occupational Health and Safety management 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 on meeting your obligations.
Introduction

Xyz Company Proprietary Limited is committed to developing and maintaining an Occupational Health and Safety Management System (OHSMS) that demonstrates our commitment to maintaining OHS values. This commitment is placed within a framework that has safety as priority, is focused on the service it provides, while fostering continual improvement of our OHSMS.

The purpose of this manual is to describe the scope of the OHSMS, define accountabilities of all persons involved and to provide procedures for testing and OHS inspection for all activities that impact Health and Safety as a result of our processes, product and service. The manual is used to direct internal activities and inform external parties who require information about our OHSMS.

The OHSMS will include essential information for persons at the workplace(s) to ensure health and safety as far as is reasonably practicable. It will include roles and responsibilities of key personnel, health and safety representatives and participation arrangements, guides for resolving issues, workplace rules, and processes in place for hazard identification, risk assessment and controls, managing incidents, emergency response and review/monitoring procedures.

This OHSMS Manual documents the means by which we implement, maintain and continually improve our OHSMS. It identifies the criteria and methods used to ensure the effective operation, and control of the system, and identifies the monitoring, analysis, information, and actions necessary to achieve business outcomes.

Senior Management of the company determines the management of the external and internal issues that have an impact on the products and services that we deliver to our customers.

To understand the external issues, the Management Team will monitor and consider issues coming from:

- Legal and legislative requirements;
- Technology changes;
- Customer requirements; and
- Cultural and social expectations on an international, national, regional and local level.

To understand the internal issues affecting our OHS policies, the Management Team will monitor and consider issues coming from:

- The company’s values;
- The company’s culture and ways of operating; and
- The ongoing performance of the company against our OHS plans, objectives and targets.
OHS Management Representative: Member of the company’s management group who is responsible for the functioning of the OHSMS. The OHS Management Representative ensures that all tasks relating to the OHSMS are identified and completed in a timely manner. The OHS Management Representative is responsible for reporting periodically to the management group on the progress and results of the OHSMS.

OHS Management Team (Implementation team): Anyone with primary responsibilities within the OHSMS should be on the team. These team members may vary over time or process and would be dependent on the task at hand e.g. site or process engineer, health and safety officer, maintenance engineer, or shift foreman.

OHS Records: Include, but not limited to audit reports, workplace inspections, risk assessments, SWIs, training plans and registers, OHS meeting minutes, emergency evacuation reports, health monitoring reports, document control registers, inspection testing and monitoring reports and corrective action registers.

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

Performance indicator: Measurement criteria that allows the company to evaluate the success of the OHSMS program.

Person Responsible: The nominated person authorised to make decisions in relation to a specified task or activity.

Plan-Do-Check-Act: A system to ensure all actions are planned and checked before action takes place. It ensures that the system is continually being improved as below.

Plant: includes:
   a. Any machinery, equipment, appliance, implement and tool; and
   b. Any component of any of those things; and
   c. Anything fitted, connected or related to any of those things.

Process: The implementation of tasks to convert inputs into the delivery of outputs.

Safe Work Instructions: SWI's are a set of written instructions that identify the health and safety issues that may arise from use of the machinery and equipment or be based on a task or process.

Stakeholder: Anyone who has a stake in the company’s OHS performance. Internal stakeholders may include Workers, shareholders, customers, suppliers, investors and insurers. External stakeholders may include neighbours, community organisations, OHS Regulators, the media, and the general public.

Structure: a building, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels), any component of a structure, or any part of a structure.

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.
1.1 General Outline

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

- **Plan**: Identify OHS impacts of the business, establish plans, objectives, targets and processes necessary to deliver required outcomes for conforming to 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.

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

*Figure 1. Plan-Do-Check-Act Cycle*

2.3 Organisational Roles, Responsibilities, Accountabilities and Authorities Policy

Purpose:
The purpose of this policy is to define, document and communicate the roles, responsibility, accountability and authority for all elements of the Xyz Company Proprietary Limited OHSMS. This policy and procedure will apply to all activities across all operational areas of Xyz Company Proprietary Limited business.

Policy:
Senior Management at Xyz Company Proprietary Limited has developed a register of assigned organisational roles, responsibilities, accountabilities and authorities for the implementation and maintenance of the OHSMS. This will ensure that Xyz Company Proprietary Limited’s processes are controlled and delivered by implementing clear roles and reporting structures.

The register and schedule for roles, responsibilities and authorities also provides for reporting of management system performance and for the identification of opportunities to improve the system.

As changes occur within the OHSMS, the register and schedule will provide the necessary information to ensure the integrity and OHS of the management system is maintained.

2.4 Organisational Roles, Responsibilities, Accountabilities and Authorities Procedure

Xyz Company Proprietary Limited allocates the following roles and responsibilities:

Organisation – Officer (Board Member, Managing Director or other):

- Approval of OHS documentation;
- Communication of OHS policies and objectives;
- OHS Leadership;
- Allocating sufficient OHS resources;
- Reviewing OHS performance;
- Providing direction for increasing OHS performance;
The following formal consultative arrangements are in place. (Check one or more of the following options as appropriate. Include specific consultative arrangements if they are not represented already).

<table>
<thead>
<tr>
<th>Formal OHS Meetings</th>
<th>Toolbox Meetings</th>
<th>OHS Committee Meetings</th>
</tr>
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<tr>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Day</td>
<td>Week</td>
<td>Bi-week</td>
</tr>
</tbody>
</table>

Records of health and safety meetings will be maintained using the template for OHS Meeting/Toolbox Record. Xyz Company Proprietary Limited will ensure effective communication and consultation with other Duty Holders (such as contractors) as relevant for the tasks undertaken at this workplace. All efforts will be made to identify hazards, consult with duty holders, cooperate and co-ordinate with duty holders to ensure health and safety.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title and Description</th>
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<tbody>
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<td>OHSMS Manual</td>
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<tr>
<td>Document # OHSF300039</td>
<td>Work Groups Register (OHSMS Recording Forms)</td>
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<tr>
<td>Document # OHSF300040</td>
<td>OHS Meeting/Toolbox Record (OHSMS 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 (OHSMS Recording Forms) and record in this table.

Amendment Record

<table>
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<tr>
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<th>Issue #: 1</th>
<th>Revision #: 0</th>
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<td>Reviewed by: Insert name of person responsible</td>
<td>Approved by: Insert name of top management representative</td>
<td></td>
</tr>
</tbody>
</table>

2.7 Issue Resolution Policy

**Purpose:**

The objective of this policy is to ensure that all OHS issues arising in the workplace are resolved in an efficient, timely and suitable manner to enable a safe and healthy work environment to be maintained at Xyz Company Proprietary Limited. This policy will provide a practical framework to enable the resolution of any work health, safety or welfare (OHS) issue that may arise at Xyz Company Proprietary Limited.

**Policy:**

Xyz Company Proprietary Limited will adhere to the guidelines and requirements of the OHS legislation and follow a process of natural justice to resolve any OHS issues raised in the workplace.

In attempting to resolve any OHS issue, Xyz Company Proprietary Limited will have regard to relevant matters, including, but not limited to:

- The degree and immediacy of the risk to workers or other persons affected by the OHS issue;
- The number and location of workers and other persons affected by the OHS issue;
Figure 3. Issue Resolution Procedure Flow Chart

### Reference Table

<table>
<thead>
<tr>
<th>Reference</th>
<th>Title and Description</th>
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</thead>
<tbody>
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<td>Document # OHSM300001</td>
<td>OHSMS Manual</td>
</tr>
<tr>
<td>Document # OHSF300041</td>
<td>Hazard Report Form (OHSMS Recording Forms)</td>
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<td>Document #</td>
<td></td>
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<tr>
<td>Document #</td>
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</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 (OHSMS Recording Forms) and record in this table.*
3.5 Compliance Obligations Policy

Purpose:

The purpose of this policy is to define, document and communicate the responsibility, authority and accountability for all legal and regulatory compliance obligations. This policy and procedure applies to all activities including legislative, contractual, licences and other forms of authorisation or standard.

Policy:

Xyz Company Proprietary Limited is committed to conducting its business activities lawfully and in a manner, that is consistent with its compliance obligations. These obligations will be achieved by:

- Identifying a clear compliance framework within which we operate;
- Promoting a consistent and comprehensive approach to compliance;
- Developing and maintaining practices that assist and monitor compliance activities; and
- Creating a culture of compliance where every person within the organisation accepts personal responsibility for compliance.

At Xyz Company Proprietary Limited, compliance with legislation is evaluated using several strategies including, but not limited to:

- Review of internal and external audit results, inspection and other compliance programs;
- Evaluation of legal compliance issues;
Risk controls will be selected following a hierarchy of control;

- Elimination;
- Substitution;
- Isolation;
- Engineering Controls;
- Administrative Controls;
- Personal Protective Equipment;

- Adequate training, information, instruction and supervision as required;
- All persons obtain licences to operate plant where required;
- Risk controls are reviewed whenever;
  - Control is no longer effective;
  - Before any change likely to introduce new or different hazards that current controls will not adequately address;
  - A new hazard or risk is identified;
  - Results of consultation indicate a review is needed;
  - Where requested by workers or Health and Safety Representative; and
  - As per manufacturer’s instructions.

### 4.3.2 Plant, Equipment and Infrastructure Procedure

**Responsibilities:**

Managers are responsible for identifying the need and requirements for new, and/or modification or repair of existing plant, equipment and building infrastructure and facilities under their control must be submitted to \((\text{Insert Authority here})\) for review and approval.

The Departmental Managers are responsible for ensuring that suitable preventative maintenance schedules are developed, that only qualified persons perform maintenance and appropriate records are kept and maintained.

Workers who are required to use, operate and/or maintain plant and equipment must ensure they follow the steps listed below and, as required, to follow those instructions at all times. Workers will be provided with information and training to enable them to comply with the procedure.

Departments are responsible for preventative and responsive repair, cleaning and other maintenance are detailed within the Infrastructure Responsibilities Register. \((\text{Complete the Infrastructure Responsibilities Register by indicating which department is responsible for the infrastructure, and if required, the tasks associated with maintaining the infrastructure})\).
• Ensure that, as far as practicable, any worker who is suspected of being unfit to drive due to the effects of drugs and/or alcohol are transported safely home or to medical attention or another suitable place for their recovery.

**Supervisors/Managers** are responsible to:

• Manage the implementation, on-going monitoring and review of the Fitness for Work Policy, Procedure and supporting mechanisms;
• Assist and comply with the maintenance of confidentiality regarding fitness for work matters;
• Take appropriate action immediately if they suspect a person in the workplace is behaving in a way that suggests that they may be under the influence of drugs and/or alcohol, or suffering from fatigue;
• Take appropriate action immediately if a worker reports and/or discloses any suspected breaches of fitness for work requirements made by other workers, in particular if safety is raised as an immediate concern;
• Sight evidence of worker medical clearances to return to work duties and to approve Return to Work following illness or injury including any medically determined restrictions or suitable duties arrangements;
• Assist with implementation of training, education, counselling and any other requirements to fulfil fitness for work requirements and compliance with OHS legislation;
• Assist with the resolution of any disputes or grievances for matters within the scope of fitness for work within the designated timeframes; and
• Develop and implement fitness for work management plans in consultation with relevant workers as required.

**Workers are responsible to:**

• Notify their Supervisor/Manager of any potential fitness for work risks or concerns prior to commencing duty;
• Stop work and notify supervisor if they become unfit for work during their work shift;
• Comply with medical restrictions and return to work plans at all times;
• Cooperate with Xyz Company Proprietary Limited policies and procedures in regard of fitness for work, drugs, alcohol and fatigue management as required;
• Provide medical certification of fitness for work prior to returning to work after any non-work-related injury or illness;
• Participate in drug and/or alcohol tests if required; and
• Notify their supervisor or manager immediately if they suspect a person in the workplace is behaving in a way that suggests that they may be under the influence of drugs and/or alcohol or suffering from fatigue.

**Workers must not:**

• Consume alcohol and/or illegal drugs at the workplace;
• Be under the influence of alcohol or other drugs while at work, on call, driving an organisations vehicle, or while operating plant or equipment;
This involves the following steps:

**STEP 1 – Hazard identification** - Identify the factors which may cause fatigue in the workplace.

**STEP 2 – Risk assessment** - Assess the risks of harm.

**STEP 3 – Control risks** - Control the risks by implementing effective risk control measures.

**STEP 5 – Monitor and review control measures** - Review risk control measures to ensure they are working as planned.

When undertaking the risk assessment, ensure workers are consulted at each of step of the process. This is critical in identifying fatigue risk factors and determining the most effective control measures to implement. A risk assessment involves:

- Input from workers via consultation;
- Review of incidents to determine if fatigue has been a contributing risk factor;
- Use of relevant resources and information (e.g. industry guides, Codes of Practice, guides produced by regulatory bodies); and
- Documenting the risk assessment.

The following table provides a summary of common causes of fatigue in the workplace:

<table>
<thead>
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<th>General concerns</th>
<th>Possible work-related causes</th>
<th>Possible non-work-related causes</th>
</tr>
</thead>
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<td>Inadequate amounts of sleep (less than 8 hours)</td>
<td>• Poor roster design&lt;br&gt;• Excess shifts</td>
<td>• Family responsibilities or living arrangements&lt;br&gt;• Social obligations&lt;br&gt;• Commute times</td>
</tr>
<tr>
<td>Sustained mental or physical effort</td>
<td>• Not enough rest breaks&lt;br&gt;• Work scheduling&lt;br&gt;• Staffing issues</td>
<td>• Afterwork activities e.g. studying&lt;br&gt;• Second job</td>
</tr>
<tr>
<td>Disruption to internal biological clock</td>
<td>• Extended hours of work&lt;br&gt;• Call-out requirements.</td>
<td>• Inappropriate use of alcohol/drugs&lt;br&gt;• Family responsibilities e.g. new baby</td>
</tr>
<tr>
<td>Mental and physical health issues</td>
<td>• Work environment e.g. noise, vibration, heat&lt;br&gt;• Stress from conflict or work pressures</td>
<td>• Physiological e.g. age,&lt;br&gt;• Non-work-related stress e.g. depression or anxiety</td>
</tr>
</tbody>
</table>

Work practice indications of fatigue include:

- Increased errors and loss of concentration at work;
- Inconsistent work efficiency or method;
- This is especially dangerous when operating plant or machinery, or involved with High Risk Work;
- Increased incident rates;
- Increased injury rates; and
- Increased absence rates.
Xyz Company Proprietary Limited will not dismiss a worker because of a work-related injury within six months of becoming unfit for employment. The aim of RTW is not to disadvantage an injured worker, but to ensure their Return to work in an appropriate timeframe and dignified manner.

Workers of Xyz Company Proprietary Limited must participate in RTW by:

- Obtaining appropriate medical treatment;
- For work-related injuries, get a Medical Certificate from their nominated treating doctor/practitioner;
- Contacting the Organisation as soon as reasonably practicable after injury/illness;
- Provide the Organisation with appropriate workers’ compensation forms and documentation;
- Provide accurate information about any aspect of the workers’ compensation claim;
- Maintaining communication with the Organisation, rehabilitation provider and insurance agent concerning their RTW;
- Assist in identifying suitably modified duties;
- Actively participating in and complying with the RTW Plan where agreed/reasonable;
- Notify anything that may affect the RTW Plan or workers’ compensation claim to the RTW Coordinator.

4.4.8 Return to Work Procedure

RTW Coordinator:

Appoint a suitably competent person as the RTW Coordinator.

The RTW Coordinator has:

- Authority and time to adequately consult, liaise and make decisions with the relevant parties, subject to the RTW Plan and this procedure;
- Ability to communicate across cultures, including ethnicity, gender and age;
- Completed training as the RTW Coordinator (approved by State Authority);
- Knowledge and understanding of the obligations and rights of injured workers, Organisation, rehabilitation providers, treating medical professionals and Insurance agents in respect of injury management and RTW Plans.

The RTW Coordinator will:

- Develop, coordinate and monitor return to work strategies such as rehabilitation and RTW Plans and maintain regular consultation between injured workers, the Organisation and all treatment providers;
- Assist in educating and informing all workers about the Return to work plan and what to do if they are injured;
- On behalf of the Organisation, ensure RTW for an injured worker is coordinated with and understood by managers, supervisors and co-workers;
Figure 6. Workplace Bullying Flowchart

Reference | Title and Description
---|---
Document #: OHSM300001 | OHSMS Manual
Document #: OHSF300048 | Incident Report Form (OHSMS Recording Forms)

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 (OHSMS Recording Forms) and record in this table.
External Origin Documents

- External documents used for non-critical purposes, such as reference material or marketing materials are not controlled;
- Legislation, Codes of Practice, Standards or third-party specifications are controlled documents; and
- The OHSMS Document Manager must ensure the latest versions are maintained and kept up to date. Controlled external documents will be kept in the same format (electronic and/or hardcopy) and, subject to the same conditions of file structures and backup schedules as per internal documents.

4.5.8.1 Security of Confidential Documents

Xyz Company Proprietary Limited will take all reasonable steps to protect the personal information it holds from misuse, loss and unauthorised access, modification or disclosure. No employee, contractor or supplier is permitted to store confidential information on any individual personal use computer or portable storage device unless authorised.

Reasonable steps will be taken to ensure personal information remains accurate and up to date. Xyz Company Proprietary Limited provides the right to access the personal information held by the information owner. Any request for access to this information or, enquiries concerning the privacy, or currency, of any held information can be made by contacting the Privacy Officer: (Insert person responsible here) by email (Insert email address here).

Where no longer required, personal information will be destroyed or de-identified except where the information is required to be kept by law or court order.

4.5.8.2 Disposal of Confidential Documents

All employees will be given instructions for properly disposing of hard copy, digital data and products and materials containing personal and confidential information.

Xyz Company Proprietary Limited will securely dispose of confidential information in a secure, manner. Before destroying records containing confidential information, the privacy officer will:

- Have authorisation/endorsement to dispose of the records from (Insert responsible person);
- Check and confirm that records are no longer needed for ongoing business;
- Ensure records are not required for any current or pending legal action;
- Consider any other potential reason to retain confidential records, e.g. legislated record-keeping timeframes.

Destruction of records will be undertaken most securely and, will be undertaken as soon as possible after authorisation is given, e.g. shredding of paper-based records or physical destruction or overwriting of digital media. Failure to follow documented disposal procedures may lead to disciplinary action.
4.5.15 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:
  o Nature of the work;
  o Hazards associated with work;
  o Appropriate size and fit;
  o Reasonably comfortable to wear for type of task and intended duration of the job;
  o 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;
Xyz Company Proprietary Limited will maintain all equipment (such as transport vehicles, power tools, powered mobile plant, earthmoving machinery etc.) as per legislative requirements. Complete the Plant and Equipment Register/Maintenance Log for all equipment assigned for and used during remote/isolated work.

Xyz Company Proprietary Limited will ensure workers are provided with safety and emergency equipment. Including:

- PLB;
- Communication equipment (to be kept on person, not in the vehicle);
- GPS locating devices;
- Vehicle break-down kit (high visibility gear, wet weather gear, reflective/high visibility cones, spare tyre, toolkits);
- Emergency contact information;
- First aid kits;
- Fire protection equipment; and
- Any other items required for specific tasks.

Emergency Contact information must be relevant to the specific workplace and can be printed and laminated as necessary.

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<tr>
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<tr>
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<td>OHSMS Manual</td>
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<tr>
<td>Document #: OHSF300070</td>
<td>Remote and Isolated Work Plan (OHSMS Recording Forms)</td>
</tr>
<tr>
<td>Document #: OHSF300071</td>
<td>Plant and Equipment Register/Maintenance Log (OHSMS Recording Forms)</td>
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</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 (OHSMS Recording Forms) and record in this table.

4.5.19 Labour Hire Policy

**Purpose:**

The purpose of this policy is to formally document the roles, responsibilities and commitment of both Host organisation and any labour hire company to ensure the health and safety of contracted or employed workers.

**Policy**

Xyz Company Proprietary Limited acknowledges that labour hire Agency and Host organisation both share responsibilities under applicable OHS regulations for the safety of labour hire workers. As such, Xyz...
Figure 7. Operational Planning and Control Procedure Flow Chart

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<td>OHSMS Manual</td>
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<tr>
<td>Document #: OHSF300001</td>
<td>Operational Control Development Worksheet (OHSMS Recording Forms)</td>
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<tr>
<td>Document #: OHSF300002</td>
<td>Operational Control Register (OHSMS Recording Forms)</td>
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<td>Document #: OHSF300003</td>
<td>OHS Risk Assessment Form (OHSMS Recording Forms)</td>
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<tr>
<td>Document #: OHSF300004</td>
<td>Operations/Processes – Identification (OHSMS Recording Forms)</td>
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<tr>
<td>Document #: OHSF300005</td>
<td>Hazardous Substance/Dangerous Goods Register (OHSMS Recording Forms)</td>
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<td>Document #: OHSF300006</td>
<td>Training Needs Register (OHSMS Recording Forms)</td>
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<td>Document #: OHSF300007</td>
<td>OHS Document Register (OHSMS Recording Forms)</td>
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<tr>
<td>Document #: OHSF300008</td>
<td>Standard Operating Procedure Template (OHSMS Recording Forms)</td>
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</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 (OHSMS Recording Forms) and record in this table.
5.8 OHS Procurement Procedure

Identifying purchases with the potential to create OHS risks

The person requesting the goods (this is not necessarily the person raising the purchase order) in consultation with Health and Safety Representatives (HSR) and Workers where appropriate, must identify potential OHS risks associated with the purchase, hire or lease. OHS Pre-purchase Checklist. Examples may include:

- Exposure to mechanical moving parts (e.g. Plant and Equipment);
- Fall hazards (e.g. ladders or mobile scaffold);
- Manual handling (e.g. moving bulky, heavy or awkward objects/items);
- Ergonomic considerations (e.g. purchase or hire of bulk order office equipment);
- Chemicals (e.g. hazardous substances or dangerous goods); or
- Electrical equipment (e.g. Computers).

Purchasing plant and equipment:

Information must be sought by the person requesting the goods before new plant or equipment is introduced into the workplace. This information should be of sufficient standard to allow for health and safety implications to be assessed in advance. The following impacts will be considered:

- Has safety been considered in the design of the plant or equipment?
- Will additional PPE be required?
- Will the goods require modification in order to meet industry standards, codes of practice or legislative requirements?
- Will the equipment produce noise, fumes, etc.?
- Will workers require extra training?
- Will SWIs need to be created or updated?

Determining these impacts will allow for risk control measures required for its safe use to be in place prior to arrival.

Such information gathering will also identify whether the relevant legislation, standards or codes of practice applicable to the equipment can be complied with e.g. notification, licensing, certification etc.

- All purchased chemicals must be accompanied by the relevant safety data sheets (SDS);
- Ergonomic considerations of the intended users must be considered when purchasing plant and equipment;
- All plant and equipment must be supplied with sufficient guarding, labelling of controls and warning signs; and
- Maintenance schedules to ensure machinery runs as safely, efficiently and quietly as possible.
5.10.2 Hearing Protection and Audiometric Testing Procedure

Responsibilities:

This procedure applies to all Xyz Company Proprietary Limited workplaces, where workers are required to work in areas where they may be exposed to noise that exceed the Exposure Standard 85db. averaged over eight (8) hours.

Noise assessments and audiometric testing will be done by a suitably qualified person and will be carried out in accordance with the legislative requirements and the procedures outlined in the relevant AS/NZS. The personal information of individual workers, including medical reports and Audiometric Testing results will remain confidential at all times between the relevant senior manager and the individual worker. Workers will be given the results of audiometric testing accompanied by a written explanation of the meaning and implications.

The Organisation is responsible to ensure there is a safe, effective system in place for workers who may be exposed to excess noise while undertaking tasks for Xyz Company Proprietary Limited, in accordance with the requirements of OHS legislation.

At Xyz Company Proprietary Limited, the HSR/OHS Manager is responsible to:

- Determine if and when noise assessment (including noise monitoring) and audiometric testing is required;
- Consult with workers during all phases of noise assessment and audiometric testing;
- Maintain accurate records including the Audiometric Testing Register, Noise Risk Register and Noise Monitoring Record;
- Follow “Buy Quiet” principals whenever possible when purchasing new plant or equipment;
- Familiarity and understanding of this and any other procedures associated with Noise Assessment and Audiometric Testing;
- Liaison and coordinate with persons engaged by Xyz Company Proprietary Limited to perform audiometric testing; and
- Provide information and training to workers as required.

Workers are responsible to:

- Cooperate with reasonable directions in respect of noise and hearing loss prevention;
- Wear appropriate hearing protection when it is required as per the relevant Safe Work Method Statements and workplace procedures;
- Be familiar with, understand and follow this procedure.
• Inform all workers and visitors of hazardous area;
• Control access to the area at all times;
• Maintain safe distance from edge;
• Keep trip hazards away from edges;
• Wear appropriate non-slip covered footwear;
• Be aware of ground conditions e.g. slippery, oily, or uneven surfaces;
• Never walk backwards when working adjacent to unprotected edges;
• Do not rush, run or play around;
• Use deliberate motion when working;
• Keep work area clear of trip hazards;
• Keep floor clean and clean up spills immediately;
• Never lunge for dropped objects (maintain balance at all times).

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<th>Reference</th>
<th>Title and Description</th>
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<td>Document #: OHS300001</td>
<td>OHSMS Manual</td>
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<tr>
<td>Document #: OHSF300119</td>
<td>Risk Register <em>(OHSMS Recording Forms)</em></td>
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<td>Document #</td>
<td>Document #</td>
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<td>Document #</td>
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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 *(OHSMS Recording Forms)* and record in this table.

5.10.7 High Risk Work Policy

Xyz Company Proprietary Limited is committed to protect workers and others from the risk of severe injury or death from the conduct of High-Risk Work, as defined in current OHS Legislation.

**Objective:**

To protect all workers and others from the risk of injuries undertaking High-Risk Work. Assist Xyz Company Proprietary Limited to comply with relevant current OHS Legislation.

**Scope:**

This policy applies to all workers, including contractors of Xyz Company Proprietary Limited and all other people performing High-Risk Work.
5.11.5 High-Risk Construction Work Procedure

**Responsibilities:**

The OHS Manager will adopt appropriate support strategies, policies, procedures and tools according to the OHSMS, and these actions shall include the identification, assessment, elimination and control of risks arising from the conduct of High-Risk Construction Work.

Individual **workers and others** have a responsibility to co-operate with their Manager/Supervisor and Xyz Company Proprietary Limited’s policies and procedures concerning any High-Risk Construction Work. The workers are expected to contribute to the process of hazard identification, risk assessment and consultation, and they must support compliance with the legislation. Workers are responsible for ensuring they have appropriate and current licences, permits and competencies required to perform the specific tasks involved with their job.

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<td>OHSMS Manual</td>
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<tr>
<td>Document #: OHSF300093</td>
<td>High-Risk Licence Checklist (OHSMS Recording Forms)</td>
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</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 (OHSMS Recording Forms) and record in this table.

5.11.6 Safe Work Method Statement Policy

**Purpose:**

The purpose of this policy is to ensure that the organisation complies with legislative requirements and, guide workers (including management) in the development and use of Safe Work Method Statements (SWMS).
**OHSMS RECORDING FORMS CONTENT**

1. OHSF300002 Annual Audit Schedule
2. OHSF300003 Change Request Form
3. OHSF300004 Communications Program Schedule
4. OHSF300005 Corrective / Preventative Actions Form
5. OHSF300006 Hazardous Substances/Dangerous Goods Register
6. OHSF300007 Standard Operating Procedure Template
7. OHSF300008 Worker Training, Competency and Induction Register
8. OHSF300009 Operational Control Register
9. OHSF300010 Infrastructure Responsibilities Register
10. OHSF300011 Internal Audit Report
11. OHSF300012 Contractor Evaluation Form
12. OHSF300014 Management Review Meeting Report
13. OHSF300015 Workplace Contractors Register
14. OHSF300016 Monitoring and Measuring Equipment Register
15. OHSF300017 Monitoring Register
16. OHSF300018 Non-Conformance Form
17. OHSF300019 Objectives and Targets Register
18. OHSF300020 Objectives Summary Form
19. OHSF300021 Operational Control Development Worksheet
20. OHSF300023 Organisation Chart
21. OHSF300024 Outsourced Process Register
22. OHSF300025 Contractor Spot Inspection Form
23. OHSF300026 Operations/Processes – Identification
24. OHSF300027 OHS Pre-purchase Checklist
25. OHSF300028 OHS Document Register
26. OHSF300029 AS/NZS ISO 45001:2018 Internal Audit Checklist
27. OHSF300030 OHS Policy
28. OHSF300031 OHS Risk Assessment Form
29. OHSF300032 Quarterly Objectives and Targets Report
30. OHSF300033 Roles and Responsibilities Schedule
31. OHSF300034 Roles, Responsibilities and Accountabilities Register
32. OHSF300035 Emergency Drill Report
33. OHSF300036 Training Needs Register
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<td>Work Groups Register</td>
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<td>OHS Meetings/Toolbox Record</td>
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<td>Hazard Report Form</td>
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<td>Emergency Response Plan Template</td>
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<td>Monitoring and Measurement Schedule</td>
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<td>Worker Training Record</td>
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<td>Incident/Near Miss/Hazard Register</td>
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<td>Incident Investigation Procedure Checklist and Action Report Form</td>
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<td>Isolation Permit to Work</td>
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<td>LOTO Standard Operating Procedure Template</td>
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<td>Fatigue Risk Assessment Form</td>
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<td>Plant and Equipment Register/Maintenance Log</td>
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<td>Labour Hire - Host Evaluation Checklist</td>
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