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# Health & Safety Manual Sample Company

This document was prepared for  
Sample Client, on behalf  
of Sample Company



# TABLE OF CONTENTS - SAMPLE

WHS & E Manual	
Title Page.....	
Disclaimer .....	
Introduction .....	
Company Health, Safety and Environmental Policy .....	
Quick Reference Guide.....	
Planning.....	
Systems Review .....	
Implementation & Operation.....	
Measurement & Evaluation .....	
References .....	
<b>PLANNING</b>	
WHS System Legislative Matrix .....	
Objectives & Targets.....	
Hazard Identification .....	
Risk Assessment Control .....	
<b>IMPLEMENTATION &amp; OPERATION</b>	
Assigning Responsibilities.....	
Training & Competency.....	
Consultation & Communication .....	
Document Control .....	
Purchasing & Procurement .....	
Injury Management & Rehabilitation.....	
<b>MEASUREMENT, EVALUATION &amp; SYSTEMS REVIEW</b>	
Monitoring & Measurement .....	
Records Management.....	
Incident & Investigation .....	
Review of Corrective Actions .....	
Internal Audit Procedure .....	
<b>OTHER POLICIES</b>	
Workplace Behavior Policy.....	
Contractor Management .....	
<b>EMERGENCY &amp; FIRST AID</b>	
First Aid Procedure .....	
Forklift.....	
Emergency Contingency & Preparedness.....	
<b>WORK SITE SAFETY RULES PROCEDURES</b>	
Work Safety Site Rules .....	
Traffic Management .....	
Hazardous Chemicals and Dangerous Goods.....	
Managing Construction Hazards Specified in the Regulations .....	
Managing Other Construction Hazards .....	
<b>HEALTH &amp; SAFETY TEMPLATES</b>	
Chemical Register.....	
Company Risk Register .....	
Confined Space Permit .....	
Confined Space Register .....	
Confined Space Register .....	
Consultation Statement.....	
Contractor Approval Checklist.....	
Contractor Approval Checklist.....	
Contractor Approval Scoresheet .....	

Contractor Approval Scoresheet .....  
Contractor Contract Clauses .....  
Contractor Contract Clauses .....  
Contractor Environmental Risk Assessment Template .....  
Contractor Environmental Risk Assessment Template .....  
Contractor Expression of Interest Letter .....  
Contractor Expression of Interest Letter .....  
Contractor Inspection Checklist.....  
Contractor Inspection Checklist.....  
Contractor Insurance Details Form.....  
Contractor Insurance Details Form.....  
Contractor Letter .....  
Contractor Letter .....  
Contract Non-Conformance Form .....  
Contract Non-Conformance Form .....  
Document Review Schedule .....  
Document Review Schedule .....  
Ergonomic Checklist .....  
Ergonomic Checklist .....  
Evacuation Drill Form.....  
Evacuation Drill Form.....  
Evacuation Pre Drill Checklist .....  
Evacuation Pre Drill Checklist .....  
Forklift Checklist.....  
Forklift Checklist.....  
Hazard Notification Form .....  
Hazard Notification Form .....  
Hot Work Permit.....  
Hot Work Permit.....  
Incident Report Form .....  
Incident Report Form .....  
Induction Checklist.....  
Induction Checklist.....  
Investigation Form .....  
Investigation Form .....  
Job Description Inserts.....  
Job Description Inserts.....  
Managers WHS Report .....  
Managers WHS Report .....  
Performance Plan Inserts.....  
Performance Plan Inserts.....  
Plant & Equipment Register .....  
Plant & Equipment Register .....  
Rehabilitation & Treatment Plan.....  
Rehabilitation & Treatment Plan.....  
Residual Current Device Register .....  
Residual Current Device Register .....  
Return to Work Plan Template .....  
Return to Work Plan Template .....  
Risk Assessment Form .....  
Risk Assessment Form .....  
Safe Work Method Statement Template.....  
Safe Work Method Statement Template.....  
Schedule of Inspections Template .....  
Schedule of Inspections Template .....

Vehicle Checklist.....  
Vehicle Checklist.....  
Purpose & Scope .....  
Site Inspection Checklist .....  
Site Inspection Checklist .....



# Measurement & Evaluation

## Monitoring & Measurement

The organisation implements and maintains documented procedures to monitor and measure on a regular basis the key characteristics of its operations and activities that can cause illness and injury.

The effectiveness of these measures are evaluated. Where applicable appropriate equipment for monitoring and measurement related to health and safety risks shall be identified, calibrated, maintained and stored as necessary.

Records of this process are retained according to the organisation's procedures.

The Monitoring & Measurement Procedure demonstrates the specific processes. Other related procedures include the Review and Corrective Action Procedure, Internal Audit Procedure and the Incident Investigation & Reporting Procedure.

## Health surveillance

The organisation has procedures to identify those situations where employee health surveillance is required and shall implement appropriate systems.

Where specified by legislation, the health of employees exposed to specific hazards shall be monitored and recorded. These are outlined in the Monitoring and Measurement Procedures

## Incident investigation, first aid, corrective and preventive action

In the event of a WHS incident, an emergency or where a non-conforming process has been identified, the Incident investigation & Reporting Procedure and Review of Corrective Actions Procedure are to be followed. The details shall be entered into the Incident Register to track details for future review.

First aid requirements must be in line with the First Aid Policy.

## Records and records management

The Records Management Procedure focuses on the records needed for the implementation and operation of the WHSMS system.

## Behaviour

For workplace behaviour procedures, refer to the Workplace Behaviour Policy with covers discrimination, harassment and bullying and how to confront inappropriate behaviour informally and formally.



## **Contractor Management**

All tenders, contractors, sub-contractors and employees of contractors engaged to conduct work on Sample Company premises are required to comply with requirements set out in the Contractor Management Procedure.

Contractors will be reviewed, approved and supervised on a regular basis.

## **Forklifts and Traffic Management**

Forklift requirements must be adhered to as set out in the Forklift Procedure. This includes training and competency checks and inspection of the mobile plant on a regular basis by way of pre operational safety checks.

Traffic management plans are in place and specific procedures for refuelling and charging of forklifts. Additional traffic management requirements are set out in the Traffic Management procedure, where plans are in place for each of Sample Company sites where moving plant and people interact.

## **Emergencies**

There are specific requirements in place for emergencies in the Emergency Contingency and Preparedness Procedure. This includes a requirement to conduct a site assessment to determine the possible scenarios and review and maintenance of the site evacuation plan and emergency response procedures.

## **Work Safety Site Rules**

Sample Company have developed some Work Safety Site Rules set out in the Policies and Procedures which everyone must follow including visitors.

## **Chemicals**

The Hazardous Chemicals and Dangerous Goods procedure sets out procedures relating to hazardous chemicals and dangerous goods purchasing, labelling, handling, storage and transportation, risk assessments, training, spills, health assessment and health surveillance, gases and dusts and inspections.

## **Construction**

There are specific requirements for the construction industry which are set out in the policies procedures in the form of procedures which including the following:

- Design
- Risk assessments
- WHS Management Plans
- Inductions



# Hazard Identification

## Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Hazard Identification and the guidelines that are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

## Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure -

*Main module used:*

*Hazard Risk Register*

*Other modules used:*

*Activity Register*

*Site Register*

*Incident Module*

*Corrective Actions Module*

*SWMS Register*

*Chemical Register*

*PPE Register*

## Policy & Procedure

Documenting identification of hazards and regular work area inspections are an important part of controlling hazards within Sample Company. A schedule of inspections shall be developed by the WHS Committee at the commencement of each calendar year.

- The manager shall ensure that regular inspections are conducted as per schedule for allocated work areas utilising a specific area inspection checklist, but these may be modified to suit each work area requirement. Any corrective actions required from these inspections shall be documented.
- Should a worker identify a hazard, this should be immediately reported to their manager. The worker should participate in the completion of the Hazard Notification Form. Where the manager is not readily available the worker shall report the hazard to the WHS Representative.

The manager upon implementation of short term corrective action will then:

- Log the details of the hazard on corrective action register.



- Where required, conduct a risk assessment of the hazard to identify corrective actions and risk level;
- Respond to any outstanding actions required and advise the responsible manager and the WHS Representative.
- The WHS Representative will discuss all reported hazards with the WHS Committee and monitor the Corrective Actions Register to ensure all hazards have been logged and assessed.
- The WHS Committee shall review progress for the hazard(s) corrective action until the hazard has been rectified and escalate if required through the appropriate process.

What happens if the job is too risky?

- In the event that a worker finds themselves in a job they believe is too risky to complete, the following steps should be taken:
  - Do not continue the job and immediately report the problem to your manager.
  - The manager, in consultation with affected workers, shall discuss and assess the risk using the risk assessment form.
  - The risk shall be removed, or if this is not possible then it should be reduced to a safe level using the hierarchy of control. This should be done to everyone's satisfaction prior to the commencement or recommencement of the task.

**Assessment of Hazards:**

Upon notification of an outstanding hazard, the risk assessment form shall be completed. This will include:

- Inspection/observation of the situation, consultation with relevant workers involved and assistance should be sought from a WHS professional where required.

**Corrective Action:**

- Using the 'hierarchy of control' the site shall identify the most appropriate control measure.
- The manager shall ensure that, where possible, the identified hazard is controlled at its source rather than trying to make the worker work safely in a dangerous environment or having the worker wear unnecessary protective equipment or clothing.
- The manager may select a short term solution (i.e. personal protective equipment such as respirator) as well as a long-term solution (i.e. engineering controls such as investment in a ventilation system) as a method of corrective action.





# Training & Competency

## Purpose & Scope

Training is vital to assist workers to perform their work safely. In addition to initial Induction training, Sample Company will arrange training which covers health and safety issues related to specific tasks being performed, as well as training in the overall approach to health and safety taken by our organisation when required. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

## Procedure

Sample Company will:

- Conduct training needs analysis across the organisation.
- Develop formal training needs and competencies for position requirements at all levels, including management.
- Provide formal induction programs for new workers.
- Use Registered Training Organisations (RTO) and appropriately accredited and approved courses/trainers where required.
- Ensure training is competency based.
- Record all training.
- Review effectiveness of training.
- Provide training for languages other than English and other relevant learning barriers should they be required.

All managers and supervisors will be provided with additional training to ensure that they are aware of their responsibilities under the WH&S Management System. Training will include:

- All work health and safety policies and procedures for the organisation.
- Licenses and competencies to perform tasks.
- Specific hazards, conduct of risk analysis and implementation of risk controls.
- Consultation and communication arrangements.
- Incident reporting and corrective actions.
- Emergency response.
- Legislative responsibilities for Managers and Supervisors.
- Risk management.

Training will be provided to all workers to enable them to perform tasks safely and to assist them in supporting the WHSMS in accordance with their areas of responsibility.

All new workers and contractors shall receive appropriate induction training prior to the commencement of work, using the Induction Checklist.



The WHS Officer shall review the training needs of worker and address issues such as when:

- New skills and skills gaps are identified.
- New workers are inducted.
- Safety requirements have changed.
- Changes occur in the organisational structure which could affect specific worker.
- Responsibilities of workers change.

WHS training needs of workers will be assessed, as a minimum, in the annual performance appraisal of workers.

Supervisors shall advise the WHS Officer when the requirements for additional skills training arise within their area of responsibility.

Supervisors shall arrange for the appropriate training of all workers within their area of responsibility.

The WHS Officer shall maintain all documentation relating to training activities including the Training Register, records of course content and course evaluation material.

At the completion of each course the WHS Officer shall evaluate the suitability of the course.



# Company Risk Register

## Description

International Mill Relines has guidelines for documented risks and opportunities.

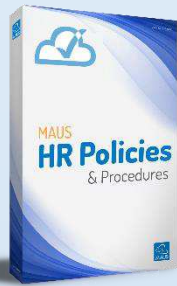
## Purpose & Scope

The purpose of this policy is to explain the general procedures relating to recording risks and opportunities.

The following template is to be used by the executive management team.

## Policy & Procedure

Risk or Opportunities	Likelihood	Consequence	Rating	Treatment Option	Monitoring & Review
External providers onsite not understanding signage or other instructions related to chemical handling due to language barriers	Medium	High	High	-Ensure that writing is minimised when it comes to developing signage and visual instructions for workers to follow	-Ensure that CALD issues are identified during induction and the site team are made aware to monitor for difficulties onsite
Paint in drain	High	High	High	-Remove from sight	-Workplace inspections to identify where paint has made it into the drain.
Add other risks or opportunities based on the specifics of the company				-	-



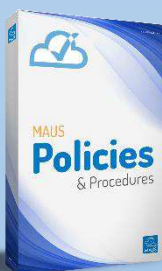
**MAUS HR Policies  
Fair Work Act**



**MAUS Quality  
Assurance ISO 9001**



**MAUS Environmental  
Manual ISO 14001**



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