

WHS Manual

Insert Business Name & Logo

SAMPLE

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SAMPLE

OVERVIEW

The Work Health and Safety (WHS) management system is to apply to all sites and offices of (insert business name) and any site under management by the Company, along with any project involving its workers.

Failure to comply with the requirements of the WHS management system will lead to disciplinary action.

The purpose of this system is to establish and maintain effective management of WHS. It is designed to provide compliance with all WHS legislative requirements and promote excellence in Work health and safety management through a process of continual improvement.

(insert business name) has implemented a structured safety management system to achieve a consistently high standard of safety performance. In addition, it will serve to ensure (insert business name) meets the obligations of its internal Work health and safety policy and relevant Work health and safety legislation.

(insert business name) will review this system regularly in order to provide guidance for internal/external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

(insert business name) recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership of management. (insert business name) has defined an WHS policy and objectives, and plans to implement, monitor and evaluate its procedures which give effect to WHS policy and objectives; and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the Managing Director by signing the document.

The WHS management system will be released as a controlled document and the controlling authority shall be the WHS Representative.

This will be managed under the quality control system currently maintained by (insert business name).

The Managing Director also has been assigned custody to ensure the procedure is maintained and updated.

1. WORK HEALTH AND SAFETY POLICY

Objective:

(insert business name) is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

1.1 Health and Safety Policy

(insert business name) has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of WHS at senior level reinforces its importance to (insert business name)'s commercial objectives and legal obligations.

1.2 Policy Authorised by Senior Management

The Managing Director will formally sign and date the current written policy and display it in the designated areas. The Managing Director will formally approve the policy and procedures.

The Managing Director reviews the documented health and safety policy every year.

1.3 Policy Incorporates Management Commitment to Comply with Relevant Legislation

(insert business name)'s health and safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- The Statutory Health and Safety Acts.
- Various Codes of Practice
- AS/NZS 4801 ~ Work Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques

1.4 Policy Includes Management Responsibilities

(insert business name) has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards.

Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the WHS controls as well as assisting in WHS planning.

(insert business name)'s WHS policy is to inform workers and other interested parties that WHS is an integral part of its operations. All staff are actively involved in the review and continual improvement of WHS performance as this reinforces the company's objectives.

General Responsibilities:

Managing Director

- Formally approve the Work Health and Safety Policy
- Assign custody to ensure procedure is maintained and updated
- Formally approve the Work Health and Safety Procedures
- Review overall organisational health and safety performance
- Participate where required in the resolution of safety issues
- Review serious injuries/incidents and monitor corrective actions
- Review health and safety performance of middle management
- Ensure organisational compliance with health and safety legislation

Supervisors will;

- Implement the WHS Policy, WHS Procedures and legislative requirements
- Monitor health and safety performance within area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate, where required, in the resolution of safety issues
- Investigate all injuries/incidents within area of responsibility

- Ensure liaison with workers, particularly on any workplace changes which have a health and safety component
- Initiate actions to improve health and safety within area of responsibility
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all workers are inducted and receive regular training as required to perform jobs safely
- Facilitate rehabilitation of injured workers

Duty of Officers

If a person conducting a business or undertaking has a duty or obligation under the Act, an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

Duties of Worker's and other persons at the workplace:

Workers will:

- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions
- Participate in all training as requested
- Participate in the consultation process

Other Persons at the workplace will:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

1.5 Consultation with Worker Representative

(insert business name) is committed to consultation and co-operation between management and workers, to any change or input to the health and safety policy that will affect the workplace.

1.6 Reporting and Recording of Workplace Incidents and Injuries

(insert business name) has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness.

1.7 Continuous Improvement in Health and Safety

(insert business name) WHS process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

As time proceeds new information comes to light in terms of risk and therefore the WHS assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing WHS.

1.8 Manager's Understand Health and Safety Management

(insert business name) management team, are responsible for the development, promotion and implementation of WHS policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and training workers in all aspects of WHS management.

Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

1.9 Management Support Early RTW of Injured Worker

(insert business name) supports the early return to work (RTW) of injured worker's provided this has been endorsed by a medical physician that the injured worker is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

SAMPLE

Work Health & Safety Policy

(insert business name) is committed to providing a safe and healthy workplace for all of our workers.

(insert business name) further recognises its responsibilities to provide a safe and healthy work environment for contractors, clients, visitors and the public.

Creating a safe work environment and care for the environment is the responsibility of all (insert business name) personnel and contractors at every level of the Company.

To achieve this stated policy outcome, the commitment and contribution of each and every worker is required through:

- Taking responsibility for the health and safety of themselves and their fellow workmates;
- Not compromising personal health and safety in the mistaken belief that other requirements are more important;
- Considering health and safety as an integral part of our work.

(insert business name) provides, maintains and promotes a safe work environment and safety management system that is characterised by:

- A systematic approach to controlling health and safety hazards and risks through the development and implementation of suitable policies and procedures;
- ensuring as far as practicable all operations conducted by workers and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- effective management demonstrated by commitment and direct involvement at all levels of the company;
- effective two-way communication as an integral part of every job;
- the provision of appropriate facilities, equipment, education, training and supervision for workers and contractors to ensure healthy and safe working conditions and methods.

In its activities (insert business name) provides and maintains so far as practicable a working environment that is safe and without risks to health, eliminates or controls work-related hazards and risks by:

- ensuring as far as practicable all operations conducted by workers and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- the application of a systematic approach to identifying, assessing and controlling workplace hazards and risks; and
- facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

Signed by Managing Director

Dated

4. TRAINING AND SUPERVISION

Objective

(insert business name) will ensure that all workers are informed of their own responsibilities for health and safety in the workplace. *(insert business name)* will ensure that workers have specific knowledge concerning the management of hazards to which they are exposed. This will be achieved through training in workplace procedures, environment, equipment and materials.

4.1 Health and Safety Induction Programme for New Worker

“First Day Induction” for new or transferred worker is to be provided by the Manager or Supervisor. The Induction is a verbal explanation, observation of the task in a safe working environment with supervision.

All items on the First Day Induction Checklist Form WHS 04.1 are to be explained to the worker and this includes: -

- hazards associated with the job and appropriate controls;
- safe way to do the job;
- emergency procedures and equipment, facilities such as toilets, meal rooms and first aid kit; copy of health and safety policies and procedures;
- explain safety signs, symbols and safety controls;
- safety equipment and how to use them;
- procedures and forms for reporting injury and near miss; etc.

The induction form is to be signed by both the new worker and the person providing the training (i.e. Manager or Supervisor) and held in the personnel file.

4.2 Identification of Health and Safety Training Needs

(insert business name) will undertake on going assessment and record required training in the Training register to ensure that every worker is provided with the appropriate training. Procedures are in place to ensure that workers have appropriate competencies and these are kept up-to-date in tasks where hazards and risks have been identified. Training programmes are developed after completing an assessment of current capability against the required competency profile.

(insert business name) documents and records training provided to establish and evaluate its effectiveness. The WHS competency standards include:

- using industrial competency standards,
- examining job descriptions, analysing work tasks,
- analysing results of inspection and audits and review of incident reports.

4.3 Health and Safety Information and Training are Clearly Understood

All workers who are required to complete some form of recurring training, certification or assignment of responsibilities must be reminded through the training record database. All in-house and external training is recorded and signed by workers who participated. The worker must demonstrate competency in the area of training. Qualified, experienced, and competent professionals must carry out all training.

The Human Resource Manager maintains a reminder for recurring training and demonstrated by;

- post training questionnaire,
- practical demonstration,
- Verbal confirmation,

4.4 Access to Staff with Skills, Experience and Qualification for Training

(insert business name) ensures that its managers and workers are adequately trained, experienced and qualified with the relevant skills to undertake in-house training. Trainers are documented on the “*Training Attendance Register Form*” with their qualification, relevant skills, and experience.

4.5 Process to Determine External Trainers

External trainers are selected by demonstration of;

- qualifications,
- experience,
- recommendation,
- their competency to complete the training at the required standard.

Selection Criteria:

1. Knowledge and understanding of our business.
2. Provision of services that meet our training requirements.
3. Understanding of our culture and meeting the special demands that this places on providers.
4. Cost effective solutions that can be customised if necessary to our specific requirements.
5. Meet legal requirements of contract obligations e.g. St John First Aid

4.6 Health and Safety Documented Control System

Documentation of operation processes and procedures are defined and appropriately documented and updated as necessary. *(insert business name)* has clearly defined the various types of documents, which establish and specify effective operation procedure and control.

Workers are trained as to why and when these procedures are required and to be competent in their use. Procedures are reviewed regularly as well as when changes to equipment, processes or material have occurred.

WHS documentation supports worker awareness of what is required to achieve the WHS objectives and enables the evaluation of the system and performance. The documentation, also known as the WHS manual, are current, comprehensive, and dated (date of last revision), to ensure it is the current version.

Access to the documentation is available to all workers. The document contains the name of the contact person with specific responsibilities to WHS issues.

4.7 Access to Health and Safety Information

WHS Manuals are available where *(insert business name)* operations are performed and are easily accessed by all workers. Other safety information such as current WHS legislation, Internet, and other WHS information are available to all personnel.

PROCEDURES

SAMPLE

3. HAZARD REPORTING

Purpose

This procedure describes how hazards are reported by workers. The Hazard Report applies to the reporting of any health and safety issues other than personal injury, (the Incident/Injury Form 06.1 is to be used for this purpose). The procedure applies to all workers and contractors.

Definitions

Hazard - potential to cause injury or damage.

Procedure

1. *(insert business name)* shall ensure that the Hazard Report Form is available to all workers in all work locations.
2. If there is an immediate risk of injury or illness a worker shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the hazard to their supervisor.
3. Workers shall immediately report any hazard to their supervisor and complete the Hazard Report Form (refer Form 03.1). The worker should keep a copy of the completed form.
4. The supervisor on receipt of the Hazard Report Form shall:
 - take action to remove the hazard if possible
 - take action to prevent workers being exposed to the hazard
 - forward the Hazard Report to the Manager immediately on receiving the report.
5. The Manager shall provide all Hazard Reports for tabling at the safety meeting and shall allow workers access to the Hazard Report file.
6. Copies of Hazard Reports are to be filed at each location under “Hazard Reports”.
7. The Manager will ensure that an explanation of this procedure is included in the induction for new workers and contractors (refer 4 Induction).
8. The Hazard Reporting Procedure is to be explained in safety meetings every 6 months.

Audit Records

Copies of Hazard Report Form 03.1 in all locations

Copies of completed Form 03.1

Safety minutes

4. INDUCTION

Purpose

To set out the arrangements for induction of new workers, transferred workers, workers of contractors, and visitors.

Definitions

Visitors: persons who are accompanied at all times on site by a worker of *(insert business name)*.

Procedure

1 New and Transferred Workers

“First Day Induction” is to be provided by the Manager or Supervisor. All items on the First Day Induction Checklist (Form 04.1) are to be explained to the worker. A record of this induction is to be signed by the person providing the training and by the worker and held under “Induction Records” in the worker file.

2 Workers of Contractors

Contractor induction is to be provided by the Supervisor/Manager or company delegate. All items on the Contractor Induction Checklist (Form 04.2) are to be explained and the Record of Induction signed by both the person providing the induction and the contractor’s worker. This record is to be filed by the Supervisor/Manager.

Audit Records

Induction Training Forms

Schedule of Induction Training

SAMPLE

Form 04.1 – First Day Induction Checklist

Name: _____ Site: _____

Employee Number: _____ Date of Induction: _____

Person conducting induction: _____

	Please tick	Yes	No	Comments
1.	Introduction			
2.	Organisational overview and site tour			
3.	Outline of site rules (provide copy)			
4.	Discuss WHS manual			
5.	Emergency Procedures			
6.	Incident Reporting			
7.	Hazard Reporting			
8.	First Aid			
9.	Use of PPE			
10.	Workplace Harassment			
11.	Copy Qualifications/Licences			
12.	Drug and Alcohol			
13.	Manual Handling			
14.	Fatigue Management			

This information has been provided to me:

_____ Dated _____

Name and Signature of worker

_____ Dated _____

Name and Signature of witness

Form 04.2 – Contractor Induction Checklist

Name: _____ Site: _____
Company: _____ Date of Induction: _____
Person conducting induction: _____

	Please tick	Yes	No	Comments
1.	Introduction			
2.	Organisational overview and site tour			
3.	Outline of site rules (provide copy)			
4.	Discuss WHS manual			
5.	Emergency Procedures			
6.	Incident Reporting			
7.	Hazard Reporting			
8.	First Aid			
9.	Use of PPE			
10.	Security and Access Arrangements			
11.	Copy Qualifications/Licences			

This information has been provided to me:

Name and Signature of contractor	Dated
Name and Signature of witness	Dated