



My HSEQ Management System

**Managed Path to
Compliance - BASIC**

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Asset Furniture	+ Add
Asset Plant	+ Add
Asset Vehicles	+ Add
Chemicals	+ Add
Documents	+ Add
Forms	+ Add
Insurances	+ Add
Key issue receipts	+ Add
Licences	+ Add
Mail/Correspondence	+ Add
Maintenance Tasks	+ Add
Manual Record/Filing	+ Add
Meetings	+ Add
Sites	+ Add
Buildings	+ Add
Supply requests	+ Add

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Welcome to "MyHSEQ Management System"

The "MyHSEQ Management System" is provided under various Partnering Agreements. These Partners are professionals in their own fields and have co-operated to provide you with your Integrated Management System.

Achieving External Certification is the ultimate acknowledgement for any Business striving for Best Practice. "MyHSEQ Management System" offers various levels of support to assist you to be audit ready. Although the System has been assessed by an independent Certifier you must still implement the System and be audited by an external Auditor to be certified. To ensure you complete adequate Implementation, we have written this implementation Manual. Follow it step by step and you will march forward on your Path to Best Practice.

Achieving compliance - "MyHSEQ Management System"

This booklet provides a step by step path to compliance by using MyHSEQ Management system. You can achieve compliance not only with AS4801 – Safety Management but also ISO9001 – Quality management and ISO14001- Environmental Management by purchasing and implementing additional modules. The process automates compliance to a high degree using simple prompts. However you must be aware there is no opportunity to just “Buy an off the shelf package and achieve compliance”. You must actively implement the system

Subscription to "MyHSEQ Management System"

Please remember, access to this system is by subscription only. The access period for which you have paid is entirely dependent upon the subscription you have purchased. Your contract, although for a minimum of twelve months, may require monthly instalments. Please refer to your terms and conditions, service level agreement and our original order. Note: access restrictions will apply if subscriptions are not kept current.

Resourcing of Management System

There is more to implementing a Management System than just buying the system. Staff must be consulted and trained, records entered, goals and targets set, clients polled for comment, subcontractors assessed and general review of your business. The Company must allocate resources adequate to achieve this process. A record of the resources provided should be itemised in your accounting program and a record kept.

Modules

You have purchased a Basic version of "MyHSEQ Management System" which is a restricted version of "MyHSEQ Management System". This system includes access to the modules identified in your contract. It does not include Quality assurance or environmental management although they are available as an option. We suggest start with the Basic version and add options later otherwise the task may become too cumbersome

Help and Tuition

(Help and Tuition videos are available online, selected from the centre column drop down menus. There is also a "Contact us" help desk. Your subscription does not include phone support only email support. You will receive a response by next business day unless you have contracted for the "Mentoring" option

Forms

All referenced Forms are available from Client Administration drop down menu, titled Forms. The forms are PDF with the ability to enter data or answers, generally from drop down menus, but will occasionally require typed input.

The forms should be saved and can be emailed to the system administrator within your business who can upload the form or you can upload (direct from your internet accessible tablet) the completed form yourself in the Manual Records section within Client Administration for later reference.

Option: **Scan and upload into Manual Records/Filing or as suitable.**

Set Up Wizard

"MyHSEQ Management System" has a Set-Up Wizard to make achieving compliance easier. You will receive a Welcome Email with log in information including web address, username and password. We strongly recommend you change your password to something you can easily remember. To learn how to do these watch the Help & Tuition Video which can be found in the Help & Tuition Video section available on your home screen.

Once you have changed your password, follow the prompts in the Set-Up Wizard to enter information into "MyHSEQ Management System". As you enter information such as Licences, Insurances and Training Records it is a requirement that you upload a scanned or electronic copy of documentary evidence so that is available for the audit prior to certification to AS4801. Please ensure if you are scanning documents that you have them facing the right way up on the scanner so that you do not fill up the system with blank pages.

File Naming Protocol

It is our strong recommendation that you adopt a “Naming Convention” for your files to ensure ease of retrieval. Consider using one of the following naming protocols. Consider which one you will use, adopt it and ensure you maintain the same naming protocol in the system at all times. This naming protocol is relevant for any files or records that are added into the Manual Records area of the system.

We suggest the following naming protocol options (Please select one):

- Quote Number : Name or type of document
- Job/Project Number : Name or type of document
- Project/Address : Name or type of document
- Invoice Number : Name or type of document
- Client Name/Address : Name or type of document

Consider: You may need to abbreviate to ensure the file name is not too long and can be read in the index.

The purpose for doing this is to ensure the documents are grouped together in the search function so that when you look for documents that relate to one project you are always able to find sufficient information.

System Modules

To assist you to find information we have grouped the functional modules of the system in the following order:

The screenshot displays the user interface of the MyHSEQ Management System. At the top, there is a dark header bar with 'MyHSEQ Management System' on the left and 'AA My HSEQ Management System MASTER' on the right. Below the header, a navigation bar shows 'Home' and 'You are logged in as paul.su.'. The main content area features a grid of blue buttons representing various system modules. On the left side, there is a dropdown menu for 'Organisation' currently set to 'AA My HSEQ Management System MAST'. The modules are arranged in three columns: the first column includes Client Administration, Risk Management, and Human Resources; the second column includes Training Management, Project Quality Management, Building Management, Contractor Information, Help & Tuition Videos, and Reports; the third column includes Registers, Access Control, Documents, Client Configuration, System Configuration, Software, Recent Actions, and ALL APPLICATIONS. The 'Software' and 'ALL APPLICATIONS' buttons are highlighted in red.

Column 1

Client Administration

Client Administration	
Asset Equipment	+ Add
Asset Furniture	+ Add
Asset Plant	+ Add
Asset Vehicles	+ Add
Chemicals	+ Add
Documents	+ Add
Forms	+ Add
Insurances	+ Add
Key issue receipts	+ Add
Licences	+ Add
Mail/Correspondence	+ Add
Maintenance Tasks	+ Add
Manual Record/Filing	+ Add
Meetings	+ Add
Sites	+ Add
Buildings	+ Add
Supply requests	+ Add

Risk Management

Risk Management	
Guidance Notes	+ Add
Hazards	+ Add
Inspections	
Incidents	+ Add
Risk Assessments	+ Add
Safe Operating Procedures	+ Add
Electrical Test & Tag Records	+ Add

Human Resource Management

Human Resources	
Actions	
Health surveillance	+ Add
People	+ Add

Column 2

Training Management System

Training Management
➤ Demo: Hand Held Tools
➤ Demo: Plant pre-start
➤ Demo: Caution Cleaning Machines
➤ Demo: Induction Basic - Demonstration
➤ Learning management system

Get Safe Training

Get Safe Training is a Registered Training Organisation (RTO #31465). Nationally Recognised Training is offered as per their scope of registration.

Contractor Information

Contractor Information	
Organisations	+ Add

Help & Tuition Videos

A selection of help and tuition videos has been provided to assist you to find your way around "MyHSEQ Management System".

Column 3 Registers

Note the registers list shown includes registers from other modules

Registers	
Alerts	+ Add
Asbestos Register Entries	+ Add
Asset Equipment	+ Add
Asset Furniture	+ Add
Asset Plant	+ Add
Asset Vehicles	+ Add
Defects/Practical Completions	+ Add
Drawings Issued	+ Add
Electrical Test & Tag Records	+ Add
Extensions of Time	+ Add
Hazards	+ Add
Health surveillance	+ Add
Insurances	+ Add
Key issue receipts	+ Add
Licences	+ Add
Mail/Correspondence	+ Add
Maintenance Tasks	+ Add
Manual Record/Filing	+ Add
Product Tracking	+ Add
Requests for Information	+ Add
Services on-site	+ Add

The Registers drop down menu facilitates easier access to your registers (your filing cabinet).

Recent Actions

This section keeps a record of recent actions which will remind you what has been recently worked on.

Setting up "MyHSEQ Management System":

Welcome email

You will receive an email notification. This notification will provide you with the link and temporary password. Watch the training videos. Enter the information requested:

Your organisation details

- People
- CEO (already done unless information not provided)
- System Manager (already done unless information not provided)
- Sites where you conduct your business (Offices)
- Buildings
- Chemicals
- Equipment
- Mobile Plant
- Insurances
- Licences

Policy Review

A policy review is to be completed: read the manuals, change anything as you prefer. It is not entirely necessary to adopt all of your Policies and Procedures in the manual as they may not apply in all situations or to your business. Edit the Manual in "Documents". This policy should be reviewed every 12 months. **You must edit Roles and Responsibilities for Management Staff.**

Policies

Print out your "Company Policy Manual", sign and frame the documents for public display. **Scan a copy of the signed documents and file in Manual Records/Filing tab of Client Administration.**

Emergency Contact List

Print out an emergency contact list (from your Company Manual) and post it noticeably at each phone in the business.

Work Health & Safety Management Plan

You are provided with a series of fillable forms in the Forms Section of Client Administration which form a template for the following for:

- Work Health and Safety Management Plan
- Safe Work Method Statements
- Demolition Control Plan

- Asbestos Removal Control Plan

Ensure you complete ALL information or mark as Not Applicable. A separate document is required for each project. A copy must be available on site during work and maintain that copy for audit by the Regulator – **We suggest you scan a copy of the signed documents and file in Manual Records/Filing tab of Client Administration.**

Risk Management

Inspections (Checklists)

You are provided with a series of fillable forms in the Forms Section of Client Administration which form a template for the following inspections provided to conduct inspections at regular intervals (as per the list below - ensure you diarise the inspections). The frequency of inspections is identified in the table below. An inspection of each type is required for each project. You are required to conduct these inspections prior to audit.

Scan a copy and file in Manual Records/Filing tab of Client Administration.

Form name	Frequency	Comment
Project specific		
Project set-up	Once	On commencement
Demolition Asbestos Removal Dilapidation / condition report	Start / finish	
Demolition Asbestos Removal – pre start	Once	Demolition Asbestos Removal – pre start
Demolition-asbestos removal – Asbestos removal Checklist	Once	Where asbestos is removed
Demolition-asbestos removal - daily pre-start	Daily	
Checklist - electrical isolation	Once	Before work
Demolition asbestos removal - End of day Checklist	Daily	
Checklist - Amenities Cleaning	weekly	
Checklist – Scaffolding Inspection	Daily	If scaffold in use
Register - Electrical Test & Tag	Quarterly	Verify your state
Checklist - First Aid inspection	Quarterly	
Checklist - Ladder – 6 monthly Inspection Sheet	Half yearly	
Plant pre-start : Site.08.P-(Name of Plant Type	Daily	If plant used
Other checklists		

Checklist - Office monitor & review sheet	Quarterly	
Plant Pre-Start - operator competency	Once	On commencement
Register - PPE issue sign-off	Once	On commencement
Checklist - Workshop Inspection	Weekly	If workshop in use

Non-Conformances associated with Inspections

Any non-conformances shall be recorded. You must notify the offending party of the non-conformance and the action required – **Scan a copy and file in Manual Records/Filing tab of Client Administration.**

Form name	Frequency	Comment
Audit - Work Improvement Notice	(None) – as occasioned	After inspection

Risk Assessment

Many tasks and the allocation of duties require Risk Assessment. There is a library of these documents in the Risk Management section of “MyHSEQ Management System”.

Safe Operating Procedures

Many tasks and the allocation of duties require a Safe Operating Procedure. There is a library of these documents in the Risk Management section of “MyHSEQ Management System”. Once training has been performed using the SOP have all workers signed the SOP and **Scan a copy of the signed documents and file in Manual Records/Filing tab of Client Administration.**

Hazard Register

All Identified hazards should be recorded in the “**Hazard Register**”. Before a task is performed, where this hazard exists, a Permit to Work should be created and signed-off. **Scan a copy of the signed documents and file in Manual Records/Filing tab of Client Administration.**

Permit to Work

You will be required to show evidence that you issue a “Permit to Work” for the following activities where the undermentioned tasks are performed. We suggest you use the nominated forms or use the Hazard register on-line: Complete the documents and **Scan a copy of the signed documents and file in Manual Records/Filing tab of Client Administration.**

Form name	Frequency	Comment
Permit - Confined Space Entry	Once	When entering a Confined Space
Permit - Environmental	Once	If/when performing work
Permit - Excavation	Once	If/when performing work

Permit - Hazardous Chemical	Once	Before each use
Permit – Working at Heights	Once	If/when performing work
Permit - Hot Work	Once	If/when performing work
Permit - Plant Isolation	Once	If/when isolating plant
Permit - Restricted area access	Once	If/when performing work
Checklist - Safe to Transport	Once	If transporting equipment
Permit – Live electrical	Once	If/when working live

Consultation

Meetings

The set-up wizard will ask you to nominate a date for each of the meetings. In the first instance please set up those meetings prefaced AS4801. You may opt to shorten your implementation time by holding multiple meetings at the one session or you can work the meetings into your work schedule. The meeting dates that you set can be altered at a later time if necessary to better suit your work diary.

Conduct meetings with Management, Staff and contractors (as appropriate) to discuss implementation of the Management System. Ensure all management and staff have input into how change will affect the business. Consider that some staff will not see a need for this change as “We have done it this way for years. Why change now?”

Compliance Meetings to be conducted (mandatory)

Topic	Attendees	Comments
AS 48001 Management - implementation	Management	Action received by email
AS 4801 Staff Induction	All workers	Action received by email
AS 4801 Emergency Management	All workers	Action received by email
AS 4801 Workers - Harmonisation	All workers	Action received by email
AS 4801 Hazardous chemicals	All workers	Action received by email
AS 4801 Safe work procedures	All workers	Action received by email
AS 4801 Contractors - Harmonisation	All contractors	Action received by email
AS 4801 Review of feedback	Management	Action received by email

Conduct your meetings and enter the details in minutes as the meeting is conducted.

Option 1 – Fillable Form

You may complete the minutes of the meeting by entering them in fillable forms and have all attendees sign the form. The completed form is to be uploaded into the system.

Option 2 – Within “MyHSEQ Management System”

You may complete the minutes of meeting by entering them directly into the Minutes Area in the Management System and complete an “Attendance sign-off sheet”. **Scan**

a copy of the signed documents and file in Manual Records/Filing tab of Client Administration.

Feedback To and From Staff

Part of the implementation process is consultation with Staff, including obtaining feedback and considering that feedback. You must also give feedback to your Staff on how well they are achieving compliance. Remember the compliance process is also about making your business safer and more productive. Record the feedback as part of the meeting process (conducted in the Meetings identified above).

It is critical that you note the names of all attendees and **AT THE END OF THE MEETING** all attendees sign-off, not at the beginning. During the Audit interview the auditor will ask people at random when they signed-off. If you are not comfortable conducting meetings let our animated characters conduct the meetings for you.

Contractor Inductions

All contractors shall receive an Induction prior to commencement. This training is available as an optional service through the **“LEARNING MANAGEMENT”** module in **“MyHSEQ Management System”** (pay per view service). You can nominate that the contractor pays for this service as they are legally required to be inducted, but this agreement must be reached with the contractor.

Contractor Information

Maintain a list of all contractors/suppliers. We suggest you request proof of your contractor’s compliance with Legislation, otherwise you assume responsibility for their non-compliance as the PCBU. If the contractor does not have compliance they should be referred to PQC Management Systems to obtain certification, if it is considered appropriate or if your head contracts require certification of your contractors. Attach the certification and file/attach it to the contractors file.

The certification will also verify:

- ABN
- Licensing
- Insurance
- Safety Plan
- Worker training/competencies

Contact all of your contractors or use information on file to complete the following:

- Contractor details
- Equipment and Mobile Plant

Refer to your **“COMPANY MANUAL”**

Creating your manuals

In the Set-Up Wizard, after all information has been completed, you can click Create Manuals Button and the following Manuals will be generated (This feature will be available soon).

The manuals available are:

- Policy
- Procedures
- Emergency Management Plan
- New Worker Induction Booklet
- Contractor Induction Booklet
- Risk Assessments
- Safe Operating Procedures

If you wish to have a copy of these manuals available for reference they can be downloaded in PDF format.

Audit

What is an Audit?

The "MyHSEQ Management System" is designed to assist you to comply with Legislative requirements. An Audit is an independent assessment by a person verifying that you are doing what the "MyHSEQ Management System" says you should be doing. The Audit process is about verifying that you are doing what is legally required of you by ensuring that you comply with the requirements of the Standard being certified.

How to Book an Audit

Contact Sales@GetSafeTraining.edu.au and request a referral to an Auditor. The Compliance Manager will assist you to arrange your audit.

Preparation

You must conduct an internal audit and a Management Review to ensure your company is compliant (these are available in the Forms section in Client Administration). It is better to wait a short time to be ready than to ask the Auditor to return as this will incur additional cost

Documents Required

The Auditor's requirements are identified in the Chapter "Integrated Management System Audit Brief" at the end of this booklet.

What happens at an Audit?

The Auditor is obliged to verify that you meet all of the requirements of the Standard. The Auditor can review all the documents that you have scanned in Manual Records/Filing tab of Client Administration, enabling the audit to be conducted remotely.

This may involve meeting (Webinar) with some of your staff to confirm their understanding of the management system (as appropriate to their tasks within your organisation).

The audit will identify opportunities for improvements and corrective actions to strengthen your compliance.

The Auditor will have a “summary” meeting (Webinar) with you to discuss the findings, give you the opportunity to comment and provide agreeable timeframes should any rectification or remedial actions be needed.

Non Conformance Requests

These are simply an Improvement Notice that gives you an opportunity to remedy the items within a specified timeframe depending on the severity of the non-conformance. You will be able to discuss, explain or satisfy the Auditor prior to their leaving the “summary” meeting.

It is recommended that you remedy these items/issues promptly as the responsibility for ongoing management rests with workplace management. If too much time elapses you may forget what you have discussed and agreed to do.

Your prompt action will further demonstrate your compliance and commitment.

You will need to provide documentary evidence that rectification has been completed.

Usually Non Conformances can be closed out (verified as having been completed) whilst the Auditor is still on site or without the Auditor having to return for a further visit and assessment. However if the Auditor is required to visit your site again, this will be chargeable.

Be sure to file all information from the Auditor’s Reports and/or Certificates. **Scan a copy of the signed documents and file in Manual Records/Filing tab of Client Administration.**

Certification

Once the Auditor is satisfied that all Non-Conformances are closed out (completed) then the Certification process is complete and a certificate will be issued. Note some regulators also require “Third Party certification” by an independent Authority

Integrated Management System Audit Brief

This information brief is about your impending audit.

Harmonisation of Legislation

Principles of Auditing

For an audit to be successful and to be a tool for use in your business to assist you to improve your business there are some things that we as Auditors must do:

- Exercise Ethical conduct
- Report truthfully and accurately
- Apply diligence and judgement in auditing
- Be independent and impartial and ensure objectivity
- Reach reliable and reproducible audit conclusions by using a systematic evidence based audit process
- Ensure only trained and competent auditors assist in the process

Audit scope

The scope of this audit is to evaluate the management system of the company in accordance with the criteria as laid down in the guidelines as published in AS 4801. At all times the Auditor must comply with the RABQSA ethical conduct – Code of Practice.

Audit criteria

The Management System will be evaluated for conformance with the following Standards: AS 4801 Occupational Health & Safety Management Systems.

Conduct of the Audit

The Audit team will include a Lead Auditor and an Assistant.

The Auditor will require access to your system to be able to answer questions that they may have in relation to your business. These are available within “MyHSEQ Management System”.

Audit Preparation

By using “MyHSEQ Management System” you have Prepared evidence of the following:

1. WHS Policy
2. Planning
3. Risk Management
4. Monitor & Review
5. Hazard Identification
6. Document Control
7. Implementation
8. Reporting
9. Emergency

Further Documentation

Please print out your Policy Manual and sign each of the policy documents **Scan and upload into Manual Records/Filing or as suitable.**

Please provide a copy of List of incidents in the last 12 months.

We will then request some specific examples of documentation once the above have been reviewed to verify implementation e.g. selecting workers at random and requesting a copy of the following. We will select staff names at random for provision of evidence.

- Training needs analysis
- Assessment of their competency to perform their tasks

Please do not hesitate to contact us for information - It is intended that the audit will be conducted initially by provision of documents for review. We will provide details of any non-conformance for your action.

Your next audit

You will be required to obtain recertification each time your Demolition or asbestos removal licence is renewed or every 2 years for Pre-qualified Contractors to provide construction services to Government.

This will require you to continue to use the system on every job. You must maintain records for all jobs / projects and that documentation will be audited

VERIFICATION OF WHSMS TO AS/NZS 4801

What is a WH&S Management System

In general terms a WH&S Management System is a collection of documents, policies, procedures, registers, tools and templates used to manage work, health and safety at the workplace. It provides a structure for managing work health and safety. It can stand alone or be integrated e.g. with Quality and/or Environment. This is commonly known as an Integrated Management System (IMS).

Requirements for a WH&S Management System

A WH&S Management System is required to comply with AS4801. Regardless of your business size you must meet the same standards as the larger companies. Take a look at the questions within this audit document and become aware of the stringent requirements. Consider, when purchasing a Management System or trying to design one for yourself, can you meet all the requirements identified in the following pages.

“MyHSEQ Management System”

“MyHSEQ Management System” is designed to assist organisations to systematically manage work health and safety in the workplace and provides a platform for implementing the WH&S requirements for AS4801. The implementation is mostly automated and provides the guidance required for the PCBU to attain compliance.

Documentation contained within “MyHSEQ Management System”

In essence, “MyHSEQ Management System” outlines the WH&S structure, roles, responsibilities and authorities, consultation methods, injury management and monitoring and review. The following is an overview to illustrate requirements.

LEGEND

Colour	Meaning
Yellow	Requires PCBU to obtain services e.g. pay for training
Green	Completed or provided by the system
Blue	System prompts the PCBU or provides required documents
Red	May not be applicable

Audit checklist to achieve compliance with AS4801

Component	Considerations	Comments
WHS Policy	<input checked="" type="checkbox"/> • Authorised by top management	Signed hard-copy document
	<input checked="" type="checkbox"/> • Clearly states overall WHS objectives	Stated in the management system
	<input checked="" type="checkbox"/> • Appropriate to nature & scale of organisation's risks	I consider the system appropriate
	<input checked="" type="checkbox"/> • Commitment included to establishing measurable objectives & targets to ensure continued improvement aimed at elimination of work-related injury & illness	Target and objectives stated
	<input checked="" type="checkbox"/> • Commitment included to comply with relevant WHS legislation & with other requirements placed upon the organisation or to which the organisation subscribes	Commitment included
	<input type="checkbox"/> • Documented, implemented, maintained and communicated to all Workers	Meeting records held - Harmonisation
	<input checked="" type="checkbox"/> • Available to all interested parties	Available at office and on-line
	<input checked="" type="checkbox"/> • Periodically reviewed to ensure it remains relevant & appropriate to the organisation	Annually reviewed
Planning	<input checked="" type="checkbox"/> • Procedures established, implemented, documented & maintained for hazard identification, hazard/risk assessment & control of hazards/risks of activities, products and services over which the organisation has control or influence	Documented process in Risk Management and Site Safety plans
	<input checked="" type="checkbox"/> • Methodology for hazard identification, hazard/risk assessment and control of hazards/risks, based on operational experience and commitment to eliminate workplace illness & injury	Documented process in Risk Management and Site Safety plans
	<input checked="" type="checkbox"/> • Methodology up-to-date	Annually reviewed
	<input checked="" type="checkbox"/> • Procedures established, implemented and maintained to identify and provide access to all legal and other requirements that are directly applicable to the WHS issues related to its activities, products or services, including relevant relationships with contractors or suppliers	Consultant provides alerts, updates and information as required
	<input checked="" type="checkbox"/> • Information up-to-date	Legislation updates included
	<input checked="" type="checkbox"/> • Communicate relevant information on legal & other requirements to its Workers	Tool box talks

Component	Considerations	Comments
	<input checked="" type="checkbox"/> • Documented WHS objectives and targets established, implemented and maintained at each relevant function and level within the organisation	Roles and responsibilities identified with responsibilities
	<input checked="" type="checkbox"/> • In establishing and reviewing WHS objectives, hazards & risks, technological options, operational & business requirements, views of interested parties considered	Stakeholders involved
	<input checked="" type="checkbox"/> • WHS objectives & targets consistent with WHS policy including commitment to measuring & improving WHS performance	Objectives and targets are consistent
	<input checked="" type="checkbox"/> • Management plans established & maintained for achieving objectives & targets	Procedure identified
	<input checked="" type="checkbox"/> • Responsibility designated for achievement of objectives & targets at relevant functions & levels of the organisation	To IMS Manager
	<input checked="" type="checkbox"/> • Means & timeframe by which objectives & targets are to be achieved outlined	Identified
	<input checked="" type="checkbox"/> • Procedures established to ensure that current plans are reviewed & amended to address changes at regular & planned intervals & whenever changes to activities, procedures or services of the organisation or significant changes in operating conditions occur	Procedure in place
Implementation	<input checked="" type="checkbox"/> • Management have identified and provided resources (human resources, specialised skills, technology, finances) required to implement, maintain & improve the WHSMS	System purchased, meetings, inspections held
	<input checked="" type="checkbox"/> • Areas of accountability & responsibility of all personnel involved in the operation of the WHSMS defined, documented and communicated	Roles and responsibilities identified with responsibilities
	<input type="checkbox"/> • Areas of accountability & responsibility clarified for contractors	Doing business with contractors book signed
	<input checked="" type="checkbox"/> • Specific management representative appointed with defined roles, responsibilities and authority for establishing, implementing & maintaining WHSMS requirements, & reporting on WHSMS performance to top management for review & improvement	IMS Manager

Component	Considerations	Comments
	<input type="checkbox"/> • In consultation with Workers, training needs identified relating to performing work activities competently, including WHS training	Meeting records held - Harmonisation
	<input checked="" type="checkbox"/> • Procedures in place to ensure that WHS competencies developed & maintained	Procedure documented
	<input checked="" type="checkbox"/> • Procedures for WHS training reflective of characteristics and composition of workforce which impact on WHS management, & responsibilities, hazards & risks	Appropriate training needs identified in procedures
	<input type="checkbox"/> • All personnel (including contractors & visitors) undertaken training appropriate to identified needs	Appropriate training undertaken
	<input checked="" type="checkbox"/> • Training delivered by persons with appropriate knowledge, skills & experience in WHS & training	RTO and competency based training delivered
	<input type="checkbox"/> • Documented procedures have been agreed to by Workers for employee involvement & consultation in WHS issues	Meeting records held – Harmonisation
	<input checked="" type="checkbox"/> • Information about consultative arrangements made available to interested parties	Available at office and on-line
	<input type="checkbox"/> • Workers involved in development, implementation & review of policies & procedures for hazard identification, hazard/risk assessment & control of hazards/risks	Meeting records held – SOP
	<input type="checkbox"/> • Workers consulted when changes affect workplace WHS	Meeting records held
	<input checked="" type="checkbox"/> • Workers & PCBU representatives received appropriate training to undertake effectively their involvement in development, implementation & review of WHS arrangements	No HSR Elected at this workplace / HSR Trained
	<input type="checkbox"/> • Procedures developed to ensure that pertinent WHS information is communicated to & from Workers & other interested parties	Meeting records held – Harmonisation, Training records
	<input type="checkbox"/> • Appropriate procedures established for relevant & timely reporting of information to ensure monitoring and performance improvements to WHSMS	Safety inspections conducted
	<input checked="" type="checkbox"/> • Reporting procedures include WHS performance reporting (including results of WHS audits & reviews)	Audit undertaken. Annual business review by management
	<input checked="" type="checkbox"/> • Reporting procedures include incidents & system failures	Incidents and other reporting requirements documented

Component	Considerations	Comments
	<input checked="" type="checkbox"/> • Reporting procedures include hazard identifications	Reporting requirements documented
	<input checked="" type="checkbox"/> • Reporting procedures include hazard/risk assessment	Reporting requirements documented
	<input checked="" type="checkbox"/> • Reporting procedures include preventive & corrective action	Reporting requirements documented
	<input checked="" type="checkbox"/> • Reporting procedures include statutory reporting requirements	Reporting requirements documented
	<input checked="" type="checkbox"/> • Information established, implemented & maintained in suitable medium (i.e. print or electronic) to describe the core elements of the management system and their interaction, and provide direction to related documentation	Electronic and hard-copy as appropriate to nature of task
	<input checked="" type="checkbox"/> • Procedures established, implemented & maintained for controlling relevant documents/data required to be stored	Document procedures identified
	<input checked="" type="checkbox"/> • Document control procedures ensure that documents can be readily located	Document procedures identified
	<input checked="" type="checkbox"/> • Document control procedures ensure that documents are periodically reviewed, revised as necessary & approved for adequacy by competent & responsible personnel	Document procedures identified
	<input checked="" type="checkbox"/> • Document control procedures ensure that current versions of relevant documents & data are available at all locations where operations essential to effective functioning of WHSMS performed	Document procedures identified
	<input checked="" type="checkbox"/> • Document control procedures ensure that obsolete documents & data are promptly removed from all points of issue & points of use or otherwise assured against unintended use	Document procedures identified
	<input checked="" type="checkbox"/> • Document control procedures ensure that archival documents & data retained for legal or knowledge preservation purposes or both are suitably identified	Document procedures identified
	<input checked="" type="checkbox"/> • Documentation & data are legible, dated (with dates of revision) and readily identifiable and maintained in an orderly manner for a specified period	Document procedures identified
	<input checked="" type="checkbox"/> • Procedures & responsibilities established & maintained concerning the creation & modification of the various types of documents & data	Document procedures identified

Component	Considerations	Comments
	<input checked="" type="checkbox"/> • Organisation precludes the use of obsolete documents	Only current version available
	<input checked="" type="checkbox"/> • Documented risk management process established, implemented and maintained	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification considers situation or events or combination of circumstances that has potential to give rise to injury or illness	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification considers nature of potential injury or illness relevant to the activity, product or service	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification considers past injuries, incidents & illnesses	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification process considers way work is organised, managed, undertaken & any changes that occur within these dimensions	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification process considers the design of workplaces, work processes, materials, plant & equipment	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification process considers the fabrication, installation & commissioning & handling & disposal of materials, workplaces, plant & equipment	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification process considers the purchasing of goods & services	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification process considers the contracting & sub-contracting of plant, equipment, services & labour including contract specification & responsibilities to & by contractors	Procedures identified
	<input checked="" type="checkbox"/> • Hazard identification process considers the inspection, maintenance, testing repair & replacement of plant & equipment	Procedures identified
	<input checked="" type="checkbox"/> • For hazard/risk assessments, control priorities assigned & based on established risk levels	Procedures identified
	<input checked="" type="checkbox"/> • Hazards/risks identified through risk assessment, controlled through hierarchy of controls	Procedures identified
	<input checked="" type="checkbox"/> • Process of hazard identification, hazard/risk assessment & control of hazards/risks subjected to documented evaluation of effectiveness & modified as necessary	Procedures identified

Component	Considerations		Comments
	<input type="checkbox"/>	• All potential emergency situations identified & emergency procedures documented for preventing & mitigating associated illness & injury	Emergencies identified in Emergency procedures manual
	<input checked="" type="checkbox"/>	• Emergency preparedness & response procedures reviewed & revised where necessary, especially after the occurrence of incidents or emergency situations	Procedures identified
	<input type="checkbox"/>	• Periodic testing of emergency preparedness & response procedures	Fire drill conducted
Measurement & Evaluation	<input checked="" type="checkbox"/>	• Documented procedures established, implemented & maintained to regularly monitor & measure the key characteristics of operations & activities that can cause illness & injury	Procedures identified
	<input type="checkbox"/>	• Effectiveness of monitoring & measurement methods evaluated	Meeting – management review
	<input type="checkbox"/>	• Appropriate equipment for monitoring & measuring WHS risks identified, calibrated, maintained & stored as necessary & records retained in accordance with procedures	Not Applicable
	<input type="checkbox"/>	• Procedures established, implemented & maintained to monitor the performance, effectiveness of relevant operational controls & conformance with organisational objectives & targets	Inspection regime identified. Results on file
	<input checked="" type="checkbox"/>	• Procedures established, implemented & maintained to monitor compliance with relevant WHS legislation	Procedures identified
	<input type="checkbox"/>	• Situations where employee health surveillance required identified and appropriate systems implemented	Asbestos work / Nil required
	<input type="checkbox"/>	• Workers have access to individual health surveillance results	Nil required / available at office
	<input checked="" type="checkbox"/>	• Where required by legislation, health of Workers exposed to specific hazards monitored & recorded	As above
	<input checked="" type="checkbox"/>	• Procedures established, implemented & maintained for investigating, responding to & taking action to minimise any harm caused from incidents	Incident management process identified
	<input checked="" type="checkbox"/>	• Procedures established, implemented & maintained for investigating & responding to system failures	Management process identified

Component	Considerations	Comments
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Procedures established, implemented & maintained for initiating & completing appropriate corrective & preventive action 	Management process identified
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Changes in WHSMS procedures resulting from incident investigations & corrective & preventive action implemented & recorded 	Management process identified
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Procedures established, implemented & maintained for identification, maintenance & disposition of WHS records & results of audits & reviews 	Management process identified
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> WHS records legible, identifiable & traceable to the activity, product or service involved 	All requested documents were legible
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> WHS records stored & maintained in order to be readily retrievable & protected against damage, deterioration or loss, and retention times established & recorded 	On-line, hard-copy and archived as appropriate
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Records maintained appropriate to the system to demonstrate conformance with WHSMS criteria/components 	Inspections, meetings and training records
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Audit program & procedures established, implemented & maintained for periodic WHSMS audits to be undertaken by a competent person 	Internal audit processes in place
	<input type="checkbox"/> <ul style="list-style-type: none"> Audit program & procedures facilitate determination of whether the WHSMS conforms to planned arrangements for WHS management including WHSMS components/criteria 	Management review on file
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Audit program & procedures facilitate determination of whether the WHSMS has been properly implemented & maintained 	Outcomes satisfactory
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Audit program & procedures facilitate determination of whether the WHSMS is effective in meeting the organisation's policy & WHS objectives & targets 	Outcomes satisfactory
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Audit program & procedures facilitate determination of whether the WHSMS provides information on the results of audits to management & Workers 	Outcomes satisfactory
	<input checked="" type="checkbox"/> <ul style="list-style-type: none"> Audit program, including any schedule, based on the WHS importance of the activity concerned & results of previous audits 	Outcomes satisfactory

Component	Considerations		Comments
	☒	<ul style="list-style-type: none"> • Audit procedures cover scope, frequency, methodologies & competencies, responsibilities & requirements for conducting audits & reporting results 	Outcomes satisfactory
Management Review	☒	<ul style="list-style-type: none"> • Top management undertakes WHSMS reviews at intervals to ensure its continuing suitability, adequacy & effectiveness 	Management review on file
	☒	<ul style="list-style-type: none"> • Management review process is documented & ensures that necessary information is collected to allow management to undertake the evaluation 	Management review on file
	☒	<ul style="list-style-type: none"> • Management reviews the continued relevance of & changes where appropriate, the policy, objectives, responsibilities & other elements of the WHSMS, in light of the WHSMS audit results, changing circumstances & commitment to continual improvement 	Management review on file



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