

Charles Sturt Campus Services – Elements of the Work Health and Safety Management System

AS/NSZ 4801:2001

4.1 - WHS Management System

4.2 WHS Policy

Ensure appropriate to the nature and scale of the organisations risks

Include the commitment to establish measurable objectives & targets to ensure continued improvement aimed at elimination of work related injury and illness

Include a commitment to comply with relevant OHS legislation and with other requirements placed upon the organisation or to which the organisation subscribes

Be documented, implemented, maintained and communicated to all employees

Be available to interested parties

Be reviewed periodically to ensure it remains relevant & appropriate to the organisation

RELEVANT DOCUMENTS
WHS Policy
[Generic Responsibilities of CSCS Employees](#)
[Code of Conduct for Employees](#)
Workplace Consultation Policy
EEO Policy
CSCS Communication Structure
WHS Legal Compliance Procedure

4.3 Planning

4.3.1 – Planning identification of hazards, hazard/risk assessment & control of hazards/risks
Establish, implement & maintain documented procedures for hazard identification, assessment & control of activities, products & services, contractors and suppliers over which we have control or influence.
Develop methodology for hazard identification, assessment and control, based on our operational experience & commitment to eliminate workplace illness & injury.

RELEVANT DOCUMENTS
Strategy & Operational Plan 2013 - 2015
WHS Risk Management Procedure
WHS Risk Management Program
Injury & Incident Management Policy
Injury & Incident Management Procedure
Injury & Incident Management Report Form
Incident and Injury Register
Risk Register
Risk Assessment Form
Hazardous Substances Policy
Hazardous Substances Risk checklist
Hazardous Substances Register
Safety Data Sheet Register
Purchasing Policy
Purchasing Procedure & Checklist
Purchasing Register
Safe Work Method Statements
Various SOPS & Work Instructions
Manual Handling Policy

4.3.2 – Legal & other requirements
Establish, implement & maintain procedures to identify & have access to all legal & other requirements that apply directly to WHS issues relating to activities, products, services, contractors and suppliers.

RELEVANT DOCUMENTS
WHS Management System
WHS Meeting Minutes
WHS Legal Compliance Procedure
WHS Legal Compliance Register
WHS Committee Structure
WHS Committee Terms of Reference

4.3.3 – Objectives & targets
Establish, implement & maintain documented WHS objectives & targets at each relevant function and level.
Consider legal & other requirements, hazards & risks, technology options, operational & business requirements and views of interested parties. They are to be consistent with policy and measuring and improving WHS performance.

RELEVANT DOCUMENTS
Strategy & Operational Plan 2013 - 2015
Vision & Mission Statement
WHS Committee Terms of Reference
WHS Meeting Minutes
WHS Audit Checklist
WHS Audit Register
WHS Legal Compliance Register

4.3.4 – WHS Management Plans
Establish & maintain management plans for achieving objectives & targets by:
* designation of responsibility for achieving objectives and targets
* outlining the means & timeframe
Procedures shall be established to ensure that current plans are reviewed at planned intervals

RELEVANT DOCUMENTS
Site Safety Management Plan
Emergency Information & Contact Numbers
Site Safety Rules
Site Safety Checklist
WHS Committee Structure
WHS Committee Terms of Reference
WHS Meeting Minutes
WHS Legal Compliance Procedure

4.4 Implementation

4.4.1 – Structure & responsibility
4.4.1.1 - Resources
Identify & provide resources required to implement, maintain & improve our OHSMS. Resources incl HR, specialised skills, technology & financial.

RELEVANT DOCUMENTS
Training and Competency Policy
[Roles & Responsibilities Register](#)
Organisational Chart
WHS Committee Structure
WHS Committee Terms of Reference

4.4.1.2 - Responsibility & Accountability
Define, document & communicate the areas of accountability & responsibility (incl legislation) of all employees involved in WHS.
Where contractors are involved, accountability & responsibility shall be clarified with those contractors
Management shall appoint reps with defined WHS roles and authority for:
* ensuring that OHSMS requirements are established, implemented & maintained in accordance with this standard
* reporting on the performance of the OHSMS to the Board for review

RELEVANT DOCUMENTS
Generic Responsibilities of CSCS Employees
Risk Assessment form
[Roles & Responsibilities Register](#)
Organisational Chart
Sub Contractor Management Policy
Sub Contractor Safety Checklist
WHS Committee Terms of Reference
WHS Meeting Minutes

4.4 Implementation

4.4.2 – Training & Competency

Identify training needs in relation to performing work activities incl WHS training.,
Procedures shall be in place to ensure competencies are developed & maintained.
Employees shall be assessed based on skill levels achieved through education, training or experience to perform tasks taking WHS into account.
Procedures shall be developed for OHS training.
Take into account:
* the characteristics & composition of the workforce
* responsibilities, hazards & risks
Ensure that employees (incl contractors & visitors) have undertaken training where appropriate.
Training shall be carried out by persons with appropriate knowledge, skills & experience in WHS training.

RELEVANT DOCUMENTS

Generic Responsibilities of CSCS Employees
Induction Manual
Induction Checklist
Induction Questionnaires
Training & Competency Policy
Manual Handling Policy
Roles and Responsibilities Register
Personal Details Form
Sub Contractor Management Policy
Sub Contractor Safety Checklist
Grievance, Harassment & Bullying Procedure
Grievance, Harassment & Bullying Policy
WHS Committee Terms of Reference

4.4.3 – Consultation, Communication & Reporting

4.4.3.1 – Consultation

Employees shall be involved with WHS procedures which will be made available to interested parties.
Employees shall:
* be involved in the development, implementation & review of policies & procedures for hazard ID, assessment and control
* be consulted where there are changes that affect the workplace WHS
* select those who will represent WHS matters
* be informed as to who the employee & management representatives are
Those representing the employees and employer shall receive appropriate training.

RELEVANT DOCUMENTS

Workplace Consultation Policy
CSCS Communication Structure
WHS Committee Terms of Reference
WHS Meeting Minutes
WHS Audit Checklist

4.4.3.2 – Communication

We shall have procedures for ensuring pertinent WHS information is communicated to and from employees and other interested parties.

RELEVANT DOCUMENTS

CSCS Communication Structure
Internet & Email Policy
Mobile Phone Policy
WHS Committee Structure
WHS Committee Terms of Reference
WHS Meeting Minutes

4.4.3.3 – Reporting

Establish appropriate procedures for relevant and timely reporting to ensure OHSMS is monitored and improved
Reporting procedures shall cover the following:
* WHS performance reporting (incl audits and reviews)
* reporting of incidents and system failures
* reporting of hazard identification
* reporting of hazard/risk assessment
* reporting on preventative and corrective action
* statutory reporting requirements

RELEVANT DOCUMENTS

WHS Committee Terms of Reference
WHS Meeting Minutes

4.4.4 – Documentation

Establish, implement and maintain information in a suitable medium in print or electronic to:
* describe the core elements of the management system and their interaction
* provide direction to related documentation

RELEVANT DOCUMENTS

WHS Management System
Roles & Responsibilities Register

4.4.5 – Document & Data Control

Establish, implement & maintain procedures for controlling all relevant documents and data required by this Standard to ensure that:
* they can be readily located
* they are periodically reviewed and revised as necessary and approved by appropriate management
* current versions of relevant doc and data are available at all locations where WHS functions are performed
* obsolete docs and data are removed from all points of issue and points of use
* archived docs and data retained for legal or knowledge purposes are suitably identified
Docs and data shall be legible, dated (with dates of revision) and identifiable and be maintained for a specific period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of the various types of docs and data.
We shall preclude the use of obsolete docs.

RELEVANT DOCUMENTS

Managing Company WHS Records Procedure
Managing Company Documents Procedure

4.4.6 – Hazard Identification, hazard/risk assessment & control of hazards/risks

4.4.6.1 – General

Establish, implement & maintain documented procedures to ensure that the following are conducted:
(a) hazard identification
(b) hazard / risk assessment
(c) control of hazards / risks
(d) evaluation of steps (a) to (c)

RELEVANT DOCUMENTS

WHS Risk Management Procedure
WHS Risk Management Program
Injury & Incident Management Policy
Injury & Incident Management Procedure
Injury & Incident Management Report Form
Incident and Injury Register
Hazard & Risk Register
Risk Assessment Form
Hazardous Substances Policy
Hazardous Substances Register
Safety Data Sheet Register
Purchasing Policy
Purchasing Procedure & Checklist
Purchasing Register
Manual Handling Policy

4.4.6 – Hazard Identification, hazard/risk assessment & control of hazards/risks

4.4.6.2 – Hazard Identification

The identification of hazards in the workplace shall take into account:
* the situation or events or combination of circumstances that has the potential to give rise to injury or illness
* the nature of potential injury or illness relevant to activity, product or service
* past injuries, incidents and illnesses
The identification process shall also consider:
* the way work is organised, managed, carried out and any changes that occur in this
* the design of workplaces, work processes, materials, plant & equipment
* the fabrication, installation and commissioning and handling and disposal of materials, workplaces, plant & equipment
* the purchasing of goods and services
* the contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to and by contractors
* the inspection, maintenance, testing, repair and replacement of plant and equipment

RELEVANT DOCUMENTS

Plant & Equipment Policy
Plant & Equipment Hazard Checklist
WHS Risk Management Procedure
WHS Risk Management Program
Injury & Incident Management Policy
Injury & Incident Management Procedure
Injury & Incident Management Report Form
Incident and Injury Register
Hazard and Risk Register
Risk Assessment Form
Site Safety Management Plan
Emergency Information & Contact Numbers
Site Safety Rules
Site Safety Checklist
Electrical Tagging Register
Do Not Operate Tag Procedure
Waste Management Plan (via CSU)
Waste Disposal Procedure (via CSU)
Site Safety Forms Checklist
Purchasing Policy
Purchasing Procedure & Checklist
Safe Work Method Statements
Manual Handling Policy

4.4
Implementation

4.4.6 – Hazard Identification, hazard/risk assessment & control of hazards/risks

4.4.6.3 – Hazards/Risk Assessment

In Australia all risks shall be assessed and have control priorities assigned, based on established levels of risk

RELEVANT DOCUMENTS

WHS Risk Management Procedure
WHS Risk Management Program
Risk Register
Risk Assessment Form
Safe Work Method Statements
Manual Handling Policy

4.4.6.4 – Control of hazards/Risks

In Australia, all risk identified through the assessment process as requiring control, shall be controlled through a preferred hierarchy, based on reasonable practicability. Elimination shall be the first control method to be considered

RELEVANT DOCUMENTS

Personal Protective Equipment Policy
Personal Protective Equipment Guideline
Worker PPE Register
Company PPE Register
PPE Receipt and Acknowledgement Form
WHS Risk Management Procedure
WHS Risk Management Program
Risk Register
Risk Assessment Form
Safe Work Method Statements
Manual Handling Policy

4.4.6.5 – Evaluation

The processes of hazard identification, hazard/risk assessment and control shall be subject to a documented evaluation of effectiveness and modified if necessary

RELEVANT DOCUMENTS

WHS Risk Management Procedure
WHS Risk Management Program
Risk Register
Risk Assessment Form
Safe Work Method Statements
Manual Handling Policy

4.4.7 – Emergency preparedness and response

All potential emergency situations shall be identified and procedures documented for preventing and mitigating illness and injury. Review & revise where necessary, our emergency preparedness and response procedures, in particular, after the occurrence. These procedures are to be tested periodically. NOTE: It may not be practicable to test some procedures, in which case training and efficacy should be tested by other means.

RELEVANT DOCUMENTS

Emergency Procedures
Emergency Procedures Flipchart (CSU)
Fire & Emergency Response Plan
Fire & Emergency Evacuation Drill Register
Fire Safety Training Register
Fire Fighting Equipment Maintenance Register
Emergency Information & Contact Numbers
Site Emergency Procedures Manual (CSU)
Critical Incident Response Group Procedures (CSU)
First Aid in the Workplace – Code of Practice
First Aid Policy
First Aid Policy (CSU)
First Aid Requirements and Plan
First Aid Contact List (ours and CSU)
Blood and Bodily Fluids Handling Guidelines (CSU)

4.5
Measurement & Evaluation

4.5.1 – Monitoring & Assessment

4.5.1.1 – General

Establish, implement & maintain documented procedures to monitor and measure the key characteristics of our operations and activities that can cause illness & injury. Appropriate equipment for monitoring & measuring shall be identified, calibrated, maintained and stored as necessary. Records of this process shall be retained according to our procedures We shall establish, implement and maintain procedures to monitor:

- * performance, effectiveness of operational controls and conformance with our objectives and targets
- * compliance with relevant WHS legislation

RELEVANT DOCUMENTS

WHS Management System
Incident & Injury Register
Electrical Tagging Register
WHS Meeting Minutes
WHS Audit Register
WHS Legal Compliance Procedure
WHS Legal Compliance Register

4.5.1.2 – Health surveillance

Identify those situations where employee health surveillance is required and implement appropriate systems. Employees shall have access to their own results. Where specified by legislation, the health of employees exposed to specific hazards shall be monitored and recorded.

RELEVANT DOCUMENTS

Noise Policy
Stress & Fatigue Policy
Fatigue Hazards Checklist
Shiftwork Policy
Smoking in the Workplace Policy
Drugs and Alcohol Policy
First Aid Policy
First Aid Requirements and Plan
Immunisation (Vaccination) Guidelines
Dealing with Sharps (needles/syringes)
Grievance Harassment and Bullying Policy
Grievance Harassment and Bullying Procedure
Blood & Bodily Fluids Handling Guidelines (CSU)

4.5.2 – Incident investigation, corrective and preventive action

Establish, implement and maintain procedures for:

- * investigating, responding to; and taking action to minimise any harm caused from incidents
- * investigating and responding to system failures
- * initiating and completing appropriate corrective and preventive action.

Implement and record ay changes in the OHSMS procedures resulting from incident investigations and corrective and preventive action

RELEVANT DOCUMENTS

WHS Risk Management Procedure
WHS Risk Management Program
Injury & Incident Management Policy
Injury & Incident Management Procedure
Injury & Incident Management Report Form
Incident and Injury Register
Hazard and Risk Register
Hazard Report Form
Risk Assessment Form
Work Improvement Walk docs (WIWalk)
Manual Handling Policy

4.5.3 – Records and records management

Establish, implement & maintain procedures for the identification, maintenance and disposition of WHS records, as well as the results of audits and reviews. WHS records shall be legible, identifiable and traceable to the activity, product or service involved. Records shall be stored and maintained in such a way that they are readily retrievable and protected against damage or loss. Their retention times shall be established and recorded. Records shall be maintained, as appropriate to the system and to the company to demonstrate conformance to the requirements of the Standard.

RELEVANT DOCUMENTS

Hazard and Risk Register
Risk Assessment Form
WHS System Audit Checklist
WHS Audit Register
Managing Company Records
Composing and Controlling Company Documents
Document Register

4.5.4 – OHSMS Audit

Establish, implement and maintain an audit program and procedures for periodic OHSMS audits to be carried out by a competent person, in order to:

(a) determine whether the OHSMS

- *conforms to planned arrangements for WHS management including the requirements for the Standard
- * as been properly implemented and maintained
- * is effective in meeting our policy and objectives and targets for continual improvement

(b) provide information on the results of audits to management and employees

The audit program, including any schedule shall be based on the WHS importance of the activity concerned and previous audit results. The audit procedure shall cover scope, frequency, methodologies and competencies, as well as the responsibilities and requirements for conducting audits and reports.

RELEVANT DOCUMENTS

WHS Audit Checklist
WHS Audit Register
Managing Company Documents Procedure
Managing Company WHS Records Procedure
Document Register

4.6

Management Review

The company’s top management shall, at intervals that it determines, review the OHSMS, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented. Management shall review the continued relevance of, and change where appropriate, policy, objectives, responsibilities and other elements of the OHSMS, in the light of OHSMS audit results, changing circumstances and the commitment to continual improvement.

RELEVANT DOCUMENTS

Generic Responsibilities of CSCS Employees
Workplace Consultation Policy
WHS Management System
CSCS Communication Structure
Roles and Responsibilities Register
WHS Committee Scope
WHS Meeting Minutes
WHS Audit Register