

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	4.3 Planning	4.4 Implementation	4.5 Measurement & Evaluation	4.6 Management Review
<p>Ensure appropriate to the nature and scale of the organisations risks</p>	<p>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.</p>	<p>SEE BELOW</p>	<p>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</p> <p>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.</p>	<p>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.</p>
<p>Include the commitment to establish measurable objectives & targets to ensure continued improvement aimed at elimination of work related injury and illness</p>	<p>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.</p>		<p>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 any changes in the OHSMS procedures resulting from incident investigations and corrective and preventive action.</p>	
<p>Include a commitment to comply with relevant OHS legislation and with other requirements placed upon the organisation or to which the organisation subscribes</p>	<p>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.</p>		<p>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.</p>	
<p>Be documented, implemented, maintained and communicated to all employees</p>	<p>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</p>		<p>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.</p>	
<p>Be available to interested parties</p>				
<p>Be reviewed periodically to ensure it remains relevant & appropriate to the organisation</p>				

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.

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

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.

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.

4.4.3.2 – Communication

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

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

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

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.

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:

- hazard identification
- hazard / risk assessment
- control of hazards / risks
- evaluation of steps (a) to (c)

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

The identification process shall also consider:

- * past injuries, incidents and illnesses
- * 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

responsibilities to and by contractors

- * the inspection, maintenance, testing, repair and replacement of plant and equipment

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

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

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

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.