

MAUS Health & Safety Planner



Sample: Procedures & Table of Contents



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- Fire Fighting Equipment Checklist
- Safety Toolbox Meeting Record
- Safety Register Template
- Training Needs Analysis For Managers Form
- Training Needs Analysis For Employees
- Workplace Safety Inspection Forms
- Safe System of Work Document
- Risk Control Schedule
- Office Health and Safety Inspection Checklists

Example Company XYZ OHS policy

2.1 OH & S Policy

Organisation commitment

Company XYZ is committed to ensuring the health, safety and welfare of its employees and any other people who may be affected by company XYZ's operations. In securing workplace health and safety, this organisation promises to pursue best practice in OHS and to fulfil its statutory duties with regard to OHS at all times.

Resources

Resources in terms of personnel, time, effort and financial outlay commensurate with the priority which the company places on occupational health and safety will be made available in order to:

- . comply with all relevant legislation, and
- . ensure the health and safety of employees and others.

Where necessary, external consultants will be engaged to ensure that workplace health and safety is appropriately managed.

OHS priorities

- . As priorities, this organisation will ensure that:
- . an effective OHS program is introduced and maintained to ensure that all workplace hazards are identified, the associated risks assessed and appropriate measures introduced to control these risks
- . once established, the OHS program is monitored and reviewed to take account of changing conditions and circumstances at the workplace
- . appropriate records are kept in relation to the risk management program
- . employees and their representatives are consulted on OHS issues relevant to them
- . all relevant documentation relating to OHS issues is made available to employees and their representatives
- . it observes industry best practice standards with regard to the safety of its operations
- . all work systems, plant and substances are subjected to testing and comprehensive risk management processes prior to their introduction

Organisational responsibilities

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

Senior management

The chief executive officer and the executive board accept overall responsibility for the effective management of workplace health, safety and welfare.

Duties of managers and supervisors

- . Managers and supervisors at all levels are responsible, within the scope of their authority, for ensuring that:
- . the objectives of this policy are integrated into work practices
- . the tasks required for the successful implementation of this organisation's risk management program are undertaken

- . employees are consulted on workplace health and safety matters which may affect them
- . communication on OHS issues is promoted as a normal component of work
- . all plant, substances and work systems used are suitable for their intended purpose in the workplace and meet safety requirements
- .

Duties of employees

Employees are responsible for:

- . carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- . cooperating with measures introduced in the interests of workplace health and safety
- . undertaking any training provided in relation to OHS
- . immediately reporting all matters which may affect workplace health and safety to their supervisor
- . correctly using any information, training, personal protective equipment and safety devices provided

Program also includes:

- Duties of the workplace health and safety committee
- Health and safety assistance
- Special arrangements:
 - First aid
 - Emergency procedures
 - Health surveillance and workplace monitoring
 - Information and communication

4.1 Determining the Root Cause

All accidents and incidents, including near misses, must be reported and investigated as soon as possible. There are essentially two (2) major reasons for this. These are:

- to determine the true and accurate circumstances which led up to and contributed to the event, and
- to prevent the event occurring again, potentially with even greater repercussions.

The definition of an accident is an unplanned or undesired event that results in injury or illness to a person. This may also involve damage to plant, equipment and/or the environment.

The definition of an incident is an unplanned or undesired event that could have resulted in harm. It is often called a 'near miss' or 'near hit', eg a container of corrosive is dropped when being delivered but does not break or open.

The root cause is the true cause or causes of the event.

Identifying the root cause of an accident or incident may be a relatively complicated process. Several coincidental causes making up a chain of causation factors may be identified, none of which alone may have resulted in the accident. The basic concept of accident prevention is that accidents can have several causes, each of which must be identified and controlled.

In order for an investigation to uncover the root causes of accidents and incidents and, therefore, be of any benefit 'who', 'what', 'when', 'why', 'where' and 'how' questions need to be asked by employees of Company XYZ.

For example: Who was injured? Who saw the accident? What is the injury? What tools were being used? When did the accident occur? When did the injured person start the task? Why did the injury occur? Why was training not given? Where did the accident occur? Where did the damage occur? How did the injury occur? How could the accident been avoided?

MAUS Health & Safety Planner

Create a customised health & safety plan



Finally, an affordable tool that will ensure that your business will be protected from the loss of time and money associated with injuries and accidents in the workplace. MAUS Health and Safety Planner will help you develop your policies and procedures through a simple question and answer approach.

Comprehensive and easy to understand, MAUS Health and Safety Planner will guide you step by step on how to create an OH and S committee, action plans, outline of emergency procedures and monitor ongoing safety performance. You

could further save 50-90% of the time in developing your own safety training program.

Key Benefits

- Prevent serious incidents, accidents or near-misses.
- Intuitive question and answer format
- Hundreds of sample OH & S policies, forms and procedures
- Improve safety and productivity
- Protect your organisation against litigation
- Ongoing Safety Log - To document incident rates and record of safety committee meetings.
- Plans can be saved in HTML format

At the click of a button, MAUS Health and Safety Planner will address the following;

- OH & S Structure and System
- Management of Risk in the workplace
- Accident and Incident Reporting and Investigation
- Emergency Procedures
- Formation of the OH and S Committee
- General Safety