

This template has prompts and letters in blue text where it is required to be tailored. All you have to do is replace these with your own company details and then delete the prompt boxes like this. The plan needs to be specific to your organisation.

**NOTE:** Print the “Guidelines for customising the OHS management system manual” document and follow the instruction step by step.

**XYZ**

# OHS Management Systems Manual

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To update the table of contents right click anywhere in the table, then click 'update field' and 'update entire table'. Make this update once you finish the customisation and just before printing, then delete this box.

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**Attachment A Organisation Structure and Responsibilities**

**Attachment B OHSMS Documentation Structure**

**Attachment C OHS Standard Procedures**

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# 1 Introduction

XYZ developed and implemented an Occupational Health and Safety Management System in order to support and promote good health and safety practices throughout XYZ.

The Occupational Health and Safety Management System addresses the XYZ's OHS policy commitments to comply with applicable legal requirements and other non legal requirements to which it subscribes, to the prevention of injury and ill health and to continual improvement.

The system establishes a framework for identifying risks, controlling risks, assessing the effectiveness of those controls and the continuous improvement of the management of OHS. The system also provides for the effective management of workplace injuries and the satisfactory return to work of injured workers.

The system has been developed to comply with the requirements of:

- AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- State Government OHS Management Systems Guidelines; and
- WHS Regulations

XYZ has a strong commitment to provide a safe place of work in accordance with the WHS Act and Regulations.

## 1.1 Distribution and control

The master copy of this document is held by the **Systems Manager**. All printed copies of the manual are marked "controlled". Anyone holding a copy is responsible for ensuring that they have the most up-to-date issue.

The development and regular review of the system is the responsibility of the **Systems Manager**. The system is authorised by the **General Manager** and the **Systems Manager** is the document owner and approves changes to the system.

## 1.2 References

Standards:

- AS/NZS 4801:2001 Occupational Health and Safety Management Systems

Other significant documents referenced in this Manual include:

- XYZ Business Plan
- WHS Regulations
- State Government OHS Management Systems Guidelines

№	Objective	Target	Performance Indicator
8	OHS workplace inspections completed weekly	100% of planned inspections carried out	100%
9	OHS awareness	100% of employees & subcontractors are inducted prior to start	100%

Objective and targets are also set up at project level; they are documented in the PSMP for the project.

## 6.4 OHS Performance Planning

Planning for OHS performance ensures that achievable targets are set and sufficient resources are dedicated to OHS performance.

The **General Manager** authorises the **XYZ** Business Plan for each planning period, which includes authorisation of the **XYZ's** OHS Plan.

**XYZ** Managers review the OHS Plan and contribute to their development by participating in performance reviews that establish objectives and targets.

The **Systems Manager**, with the authority of the **General Manager**, convenes the annual OHSMS review, which establishes objectives and targets for the next planning period, based on performance data gathered during the previous year.

Planning is based on:

- the knowledge of risks and hazards specific to **XYZ** workplaces that derives from the experience of **XYZ** personnel
- past performance in OHS, derived from audits, (NCRs), CARs, WorkCover PINs and SINS
- OHS improvement initiatives launched by external parties including WorkCover
- statistical data such as injury-management statistics and workers compensation claims.

Planning also considers:

- possibilities for OHS improvement offered by new technologies
- **XYZ** management's legal obligations.

### The OHSMS review meeting

**XYZ's** OHS Plan is set each year, generally near the end of the financial year, when the **Systems Manager** convenes the **OHSMS** review meeting.

The OHSMS review meeting has the following participants:

## 7.9 Emergency preparedness and response

Preparation for emergency situations aims to minimise the nature and extent of injuries, damage to property and harm to the environment that might ensue from an emergency situation.

The purpose of emergency preparedness is making sure that emergency procedures actually work in the event of an emergency.

XYZ establishes, implements, documents and maintains a system for the identification of potential emergency situations that can impact health and safety and be prepared to respond to actual incidents.

The Risk assessment process identifies potential emergencies at project level. These are addressed in accordance with **OHS-SP-12 *Emergency preparedness and response***.

## 7.10 Service providers

XYZ only engages suppliers and subcontractors who have the right competencies and experience to perform the work satisfactorily.

XYZ has a responsibility to ensure that subcontractors and suppliers provide goods and services that meet OHS standards.

XYZ is committed to providing a safe working environment, not only for staff but also for subcontractors and their staff who work on XYZ sites. Service providers are managed according to **OHS-SP-06 *Service providers***.

## 7.11 Purchasing

XYZ has a responsibility to ensure that all purchased or hired goods, substances, buildings, plant and equipment required for its use, comply with OHS standards required by the OHS legislation.

Substandard materials or poorly maintained leased plant or equipment may cause serious illness or injury

XYZ ensures that all purchased product (including subcontractor's work) conforms to required OHS standards and contract requirements. This is as specified in procedure **OHS-SP-07 *Purchasing***.

## 7.12 Safety in design for construction projects

While design is normally the client's responsibility, XYZ's project management personnel are still responsible for ensuring that the project design is conducive to safety. They must review the project design for constructability and negotiate changes with the client where appropriate.

This is as specified in procedure **OHS-SP-08 *Safety in design***.



## Attachment D OHS Standard forms

Insert after this page all OHS Standard forms provided as separated documents; then delete this prompt box

	<b>Form Number</b>	<b>Name</b>
1.	OHS-SP01-F01	Risk assessment checklist
2.	OHS-SP01-F02	Risk Assessment record
3.	OHS-SP02-F01	Training and competency register
4.	OHS-SP05-F01	Document Register
5.	OHS-SP05-F02	Document Delivery Record
6.	OHS-SP05-F03	Register of copy holders
7.	OHS-SP06-F01	Receiving Inspection
8.	OHS-SP06-F02	Purchasing plan
9.	OHS-SP06-F03	Subcontractor questionnaire
10.	OHS-SP09-F01	Hazardous substances register
11.	OHS-SP10-F01	Equipment calibration & servicing record
12.	OHS-SP10-F02	Inspection and test schedule
13.	OHS-SP10-F03	OHS inspection checklist
14.	OHS-SP10-F04	Plant & truck pre-start checklist
15.	OHS-SP10-F05	Defect report register
16.	OHS-SP10-F06	Plant and equipment register
17.	OHS-SP10-F07	Hire plant and operator assessment report
18.	OHS-SP10-F08	Electrical equipment register
19.	OHS-SP11-F01	Incident Investigation report
20.	OHS-SP11-F02	Nonconformance Report
21.	OHS-SP11-F03	Injury report.
22.	OHS-SP12-F01	Emergency preparedness checklist
23.	OHS-SP12-F02	Evacuation test record
24.	OHS-SP13-F01	Audit Schedule
25.	OHS-SP13-F02	Audit notification
26.	OHS-SP13-F03	Corrective action request
27.	OHS-SP13-F04	Audit attendance
28.	OHS-SP14-F01	OHS Performance Report
29.	OHS-SP15-F01	Safe work method statement
30.	OHS-SP16-F01	Toolbox meeting record
31.	OHS-SP17-F01	Site induction record
32.	OHSMS-F01	Legal and other requirements register
33.	OHSMS-F02	Daily risk assessment
34.	OHSMS-F03	Communications and complaints register

	<b>Form Number</b>	<b>Name</b>
35.	OHSMS-F04	Hazard report