

Contents

0.0	Company Background	Date	Issue
0.1	Background & Scope of Operations	27/05/2015	1
1.0	Policies	Date	Issue
1.01	Health & Safety Policy	27/05/2015	1
1.02	Rehabilitation Policy	27/05/2015	1
2.0	Organisational Structure	Date	Issue
2.01	Organisational Chart	27/05/2015	1
2.02	Responsibility and Authority	27/05/2015	1
3.0 Business Planning, Review and Communication		Date	Issue
3.02	Objective Setting	27/05/2015	1
3.03	Auditing	27/05/2015	1
4.0	Continual Improvement	Date	Issue
5.0	Human Resources Management	Date	Issue
5.01	Induction	27/05/2015	1
5.02	Training and Competency Assessment	27/05/2015	1
6.0	Document Control	Date	Issue
6.01	Adding, Editing and Approval of Documents	27/05/2015	1
7.0	Supplier Management & Purchasing	Date	Issue
7.01	Purchasing	27/05/2015	1
7.02	Supplier, Contractor and/or Sub-contractor Selection	27/05/2015	1
7.03	Supplier, Contractor and/or Sub-contractor Induction and Evaluation	27/05/2015	1
8.0	Infrastructure	Date	Issue
8.01	Maintenance	27/05/2015	1
9.0	Emergency Preparedness	Date	Issue
7.1	Emergency Planning	22/06/2011	1
20.0	Health and Safety	Date	Issue
20.01	Risk Identification and Risk Analysis (HAZARD)	27/05/2015	1
20.03	Employee Participation	27/05/2015	1
20.02	Accident and Incidents	27/05/2015	1

Purpose and Scope

The purpose of this is to briefly describe the organisation.

Associated Documents

Health and Safety Manual

Procedure

Background

The organisations is a leading

Our experienced team prides themselves in

Addresses

Created by: Nathan Cottom on Wednesday, 27/05/2015
Approved by: Nathan Cottom on Wednesday, 27/05/2015
Published by: Nathan Cottom on Wednesday, 27/05/2015

The management of the Organisation is committed to a safe and healthy working environment for everyone using the premises as a place of work or visiting on business.

Management will:

- Set health and safety objectives and performance criteria for all managers and work areas• Annually review health and safety objectives and managers' performance
- Encourage accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action
- Actively encourage the early reporting of any pain or discomfort
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any significant hazards
- Ensure that all employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner
- Encourage employee consultation and participation in all health and safety matters
- Enable employees to elect health and safety representatives
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees
- Promote a system of continuous improvement, including annual reviews of policies and procedures
- Meet our legal obligations as specified in the legislation, codes of practice and any relevant standards or guidelines.

Every employee is expected to share in the commitment to health and safety.

- Every manager, supervisor or staff member is accountable to the employer for the health and safety of employees working under their direction.
- Each employee is expected to help maintain a safe and healthy workplace through:
 - Following all safe work procedures, rules and instructions
 - Properly using all safety equipment and clothing provided
 - Reporting early any pain or discomfort
 - Taking an active role in the company's treatment and rehabilitation plan, for their 'early and durable return to work'
 - Reporting all incidents, injuries and hazards to the appropriate person.

The Health and Safety Committee includes representatives from senior management and union and elected health and safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Signed by

Director

Date:

Created by: Nathan Cottom on Wednesday, 27/05/2015
Approved by: Nathan Cottom on Wednesday, 27/05/2015
Published by: Nathan Cottom on Wednesday, 27/05/2015

The Organisation recognises that there are substantial benefits for employees and employers resulting from an employee's early return to work after an injury/illness.

Workplace rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs when practicable, to ensure the employee's earliest possible return to work, or if return to work is precluded, to maximise the employee's independent functioning.

The Organisation is firmly committed to providing an effective rehabilitation program with the following objectives:

- Rehabilitation is normal practice and an expectation within this workplace.
- Rehabilitation commences as soon as practicable after the injury/illness, with approval of the employee's treating doctor.
- The goal, through a rehabilitation plan, is to return the injured/ill person to his/her normal duties.
- A team approach to rehabilitation is used, with cooperation, consultation and confidentiality being key requirements for all persons involved.
- At all times the rights, welfare and confidentiality of the employee are respected.

The objective of this policy is to ensure the organisation has adequate rehabilitation resources and procedures in place to support an early safe return of any worker who has an injury or illness and to:

1. To minimise the social and economic cost of injury and illness.
2. To improve management practices in areas of workplace health and safety.
3. To ensure that there is early, accurate medical assessment and involvement of rehabilitation specialists, when needed, to support the role of the treating doctor & specialist(s).

Commitment

The organisation is committed to providing a timely and effective injury and illness management program for staff who experience work related injuries or illnesses.

The organisation will:

- support the injured/ill employee by active intervention;
- ensure rehabilitation in the workplace begins as soon as practicable so that the employee's maximum physical, psychological and social potential can be restored;
- return the employee to pre-injury/illness position if possible by encouraging an early return to work, using established rehabilitation procedures;
- accept rehabilitation practices as part of management functions within the organisation,
- involve the injured or ill employee actively in the process of the rehabilitation program, support
- restricted hours of work for employees who are unable to perform a full day's duties;

Alternative duties are:

- tasks which are designed specifically for an individual ill/injured employee as part of a process to ease him/her back into the workplace;
- utilised only under the treatment regime of the treating doctor or specialist(s);
- reviewed regularly by the organisation, in conjunction with the treating doctor or specialist(s);
- a means of offering a graded return to normal duties where possible;
- meaningful and productive, supported with adequate training where necessary, and which have regard to the objective of the employee's rehabilitation;

Review of Rehabilitation Progress

Rehabilitation progress will be monitored on a regular basis by the organisation in conjunction with other parties involved, as applicable.

The progress of each case will be considered on medical and/or psychological grounds. If continued rehabilitation is necessary, and the employee's progress is satisfactory to all concerned, then extensions to the rehabilitation program may be approved.

Reassessment may involve consultation with, and advice from, any of the following parties:

- The injured/ill employee
- Treating medical practitioners
- Senior Management and/or Supervisor
- Union representative
- ACC Case Manager

This policy establishes a clear commitment by the organisation to ensure the availability of an effective occupational rehabilitation program for its employees.

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Purpose and Scope

The purpose of this document shall define the reporting structure of employees who, by their position, have an influence on the goods and services provided by the organisation.

Associated Documents

Position Descriptions

Procedure

Insert structure diagram here:

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Purpose and Scope

The purpose of this procedure describes the responsibilities and authorities for the organisation’s systems.

Associated Documents

Position descriptions
 Access Rights sub-module

Procedure

Management Team has the authority to:

Health and Safety	<ul style="list-style-type: none"> • The overall implementation of the health and safety management system. • Support the day-to-day management and administration of the health and safety management system • Provide adequate resources to ensure conformance to the management system. • Ensure all employees are aware of their responsibilities and are held accountable to their performance within the framework of the health and safety management system. • Ensures the company complies with all relevant health & safety legislation, regulation and other legislation that apply to the business • Ensures health and safety consideration when purchasing equipment and work practices • Leads the investigation of accidents • Ensures that health and safety objectives are reported, reviewed and completed as stated • Undertakes a performance review of management positions against designated health and safety roles
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Health and Safety Representative has authority and responsibility for:

Health and Safety	<ul style="list-style-type: none"> • Providing the necessary guidance to the Top Management Team. • Maintaining an awareness of national, regional, local and other applicable health and safety laws and regulations to determine whether they affect the organisation. • Establishing, implementing and maintaining the manual. • Ensure the management systems are reviewed/audited so that the systems remain consistent, adequate and effective. • Ensure the hazard management programme is well managed. • Ensures the company complies with all relevant health & safety legislation, regulation and other legislation that apply to the business • Ensures health and safety consideration when purchasing equipment and work practices • Ensures that health and safety objectives are being monitored and met.
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Managers are responsible for:

Health and Safety	<ul style="list-style-type: none"> • Ensures all work tasks and activities are performed in a safe manner • Ensures the company complies with all relevant health & safety legislation, regulation and other legislation that apply to the business • Ensures health and safety consideration when purchasing equipment and work practices • Lead the hazard management system • Accurately reports and records all accidents and incidents • Involved in training employees • Conducts staff induction • Undertakes emergency training and practice drills • Performs housekeeping and work place inspections
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All employees are responsible for:

Health and Safety	<ul style="list-style-type: none"> • Involved in hazard identification • Accurately reports and records all accidents/incidents and near hits • Undertakes emergency training and practice drills • Performs housekeeping and work place inspections • Participates at health and safety meetings • Undertakes emergency training and practice drills • Ensures compliance with health and safety procedures • Undertakes work tasks and activities are performed in a safe manner
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Contractors, Sub-contractors and Visitors are responsible for:

Health and Safety	<ul style="list-style-type: none"> • Ensures compliance with health and safety procedures • Ensures all work tasks and activities are performed in a safe manner • Involved in hazard identification • Accurately reports and records accidents and incidents • Participates at health and safety meetings if requested
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Mango Administrator has the authority to:

- Ensure access rights in Mango, for individuals, are in-line with their levels of authorities and responsibility in the organisation.

Mango Co-ordinators have authority and responsibilities to:

- Assign improvements to individual's in-line with their levels of authorities and responsibility in the organisation.

Note: specific authorities and responsibilities are also documented in policies and procedures.

Purpose and Scope

The organisation must demonstrate a focus on continuous improvement through a systematic approach to improving occupational health and safety management.

This includes setting objectives and conducting regular reviews of progress and evaluation of outcomes.

Associated Documents

- Event Management
- Health and Safety meeting minutes
- Mango Data

Procedure

Setting and Reviewing Objectives

Annually the Manager will set objectives. These are reviewed at each committee meeting to determine whether or not they are being met. If the objectives are not being met, appropriate action will be identified and a plan put in place to address any issues.

Objectives

Regular review of the Health and Safety system will allow for further planning with the output of establish objectives

Target	Action Plan	Responsibility	Time Frame

Annual Review Process

On an annual basis all policies and procedures in the health and safety system must be reviewed by the Manager to ensure that they remain effective.

Mango will send out a reminder to review the policy/procedure.

The results of the review will be recorded on the sign-off in Mango.

The results will be presented to the Health and Safety meeting for discussion.

Issues identified in the review processes will be presented and minuted in the minutes of the Health and Safety meeting and assigned to nominated employees to investigate.

ACC Self Assessment

On an annual basis the Manager will conduct an annual self assessment using the WSMP checklist from ACC website.

Mango will send out a reminder to conduct the self assessment.

The results of the assessment will be recorded on the sign-off in Mango.

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Purpose and Scope

The purpose of an audit is to verify the implementation and effectiveness of the policy and procedures by annual independent audits. The audits will review procedures to ensure their continued suitability and effectiveness in achieving defined objectives and to meet the organisations requirements.

Associated Documents

Internal Audit Reports
External Audit Reports
Health and Safety Meeting Minutes
Improvement Module

Procedure

1. Audits will be performed as per the audit schedule in the Mango Event Management module.
2. When a scheduled audit is due, the Mango Event Management module will email a reminder to the person responsible to perform the audit.
3. Results will be recorded on the internal audit report form.
4. Any non-conformances identified are logged into the Mango Improvement module to control both the non-conformance and the investigation.
5. Action taken to address audit findings
6. Audit findings communicated to Management and reviewed

Auditors and Auditors List

Auditors will be appointed based on attending an appropriate auditing course or if their experience in the area and authority is appropriate.

Auditors experience and competency will be recorded in Mango Human Resources module. Auditors should, where possible, be independent to the processes they are auditing.

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Purpose and Scope

The purpose of this procedure is to ensure all new employees are inducted into the management system.

Associated Documents

Position Description
Human Resources module
Induction Checklist

Employee setup in Mango

1. Employee details are entered into the Human Resources module of Mango.
2. Select the position for which the employee was employed for. The Mango system will automatically attach the required skill set to the employee.

Employee Induction

1. New staff will be inducted into the organisation's management system using the induction checklist by their Manager.
2. During the induction any training needs will be identified and logged in Mango.
3. Once completed the induction checklist must be signed and dated by both the employee and employer.
4. The induction skill in Mango will be assigned to the employee.

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Purpose and Scope

The purpose of this procedure is to ensure that employees are trained and competent to perform work. The organisation will regularly assess the competency of employees and provide the necessary training.

Associated Documents

Position Descriptions
Human Resource module
Event Management module

Procedures

Competency of Trainers (Internal and External)

Training is to be provided by persons with appropriate knowledge skills and experience

1. Internal trainers - the training record will record the competency of employees to train others. This competency is determined by Managers or Supervisors and is recorded on the training record

Where Health and Safety training is required, and no person within the organisation has the qualifications or skills, then external training specialists or training session will be sought.

1. External trainers will provide evidence of their competency and this will be retained on file by the Health and Safety Co-ordinator.
2. Selection criteria for external trainers may include:
 - reputable company
 - qualifications
 - experience
 - practical knowledge

Initial employee assessment

1. Print out the employee's assessment report from Mango Assessment module.
2. The employer assesses the employee's competency against the skill set.
3. The employer and the employee agree competency and future training.
4. The print out is signed and dated by the employer and the employee.
5. Update Competency module.
6. Set up the next assessment date in the Event Management module. This will email a notification that the employee competency assessment and training needs is due.
7. The employer is to ensure that training identified is undertaken, and whilst under training the employee is appropriately supervised.

Assessment of employee competency and training needs

1. On notification by Mango the employer will conduct an assessment of the employee.
2. The employer and employee will :
 - Agree and reset competency level in Mango
 - Review training undertaken during the previous year and evaluate the effectiveness of it.
 - Document training to be undertaken for the next 12 months.
 - Date and sign the assessment report
3. Set up the next assessment date in the Event Management module. This will email a notification that the employee competency assessment and training needs is due.

Training Records

Mango is used to record employee training status and to identify training requirements. In addition, paper records of training will be filed in each employee individual personnel file.

Purpose and Scope

The purpose of this procedure is to demonstrate the methods used to add, edit, delete, and approve documentation critical to the management system.

Associated Documents

Records

Procedure

To add, edit, delete and approve management system documents (policies, procedures, forms, checklists or templates) in Mango the following procedure is performed:

1. Change identified or new document to be added.
2. Report the change or addition in Report an Improvement module.
3. Policy or procedure is then drafted
 - Policies and procedures are drafted in the **Manage Documents** module.
 - Forms, Checklists, Templates are drafted in the **Manage Files** module.
4. Policy or procedure is then reviewed by the Management Representative and changes made.
5. When the policy or procedure is acceptable the associated improvement is then "closed" in the Improvement module by the Management Representative. This signifies the policy or procedure has been approved.
6. When a change has been made or new policy or procedure added, employees are notified by email of that change.

Note:

The history of the approval process is automatically captured at the bottom of each Policy or procedure document. Obsolete documents are accessible through the history button in the Documents module. Changes to documents are identified in the comments field.

Employees may print copies of procedures or policies from Mango, but these printouts will be deemed "uncontrolled".

Documents of external origin / Reference and Library Materials

These documents are kept in the Documents module in Mango and include:

- Health and safety legislation,
- Regulations
- Codes of practice
- Material Safety Data Sheets (MSDS) will be located in the area where the chemical is found.

Computer Backup

The management system as documented on Mango is backed up automatically by the application.

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Purpose and Scope

The purpose of this procedure is to describe the process of ordering products and services.

Associated Documents

Purchase Order

Procedure

Purchase Orders must be raised on organisations Purchase Order system. The purchase order must be completed based on established specifications, with full details of the product or service being purchased. Each purchase order must be approved by the employee's in-line with the organisation approval levels. Copies of purchase orders will be circulated to appropriate departments.

All purchases of critical products and services will be made from the approved suppliers listed in the Suppliers module.

HSE Requirements

When purchasing a product or service for the first time the following information must be ascertained prior to raising the purchase order.

1. What hazard will this product or service create?
2. Does the company have existing resources and expertise to handle the hazard?
3. Will extra resource need to be purchased?
4. Does the new product or service come with resources to enable the organisation to control the hazard?
5. Is training supplied?
6. Will the product or service be acceptable to the organisation's clients?
7. Is there another product or service available that does not have these hazards?
8. Will special storage or protection be required?
9. Are there any special regulations covering the storage or use of the product or service?
10. What support will the manufacture or agent supply with the product or service?

When purchasing a major product or service additional requirements will need to be addressed prior to the commencement. A timetable/timeline of objectives set between the organisation and the Contractor/Sub-contractor. This must clearly state the following.

- Critical points highlighted.
- Regular HSE reviews.
- Representation at HSE Meetings for the duration of
- the contract. Documented signoff of stages.
- Signed declaration that all staff have the appropriate training and competence to perform their tasks and that all relevant certificates and permits will be made available.
- Post contract evaluation.
- Pre commissioning HSE audit of plant or equipment.

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Purpose and Scope

The purpose of this procedure is to describe the process and the method by which suppliers, contractors and/or sub-contractors are selected.

Associated Documents

Supplier module
Agreement with Contractor/Sub-contractors

Procedure

Selection Criteria:

1. Qualifications and experience within the scope they are contracted for.
2. Quality of product or service
3. Delivery performance
4. Produce to an Industry Standard
5. Cost of product or service
6. Has a documented Quality / Health and Safety / Environmental system
7. Health and safety record
8. Environmental record

The employer will evaluate the supplier, contractor and/or sub-contractor against the selection criteria. The following rating system will be used:

A = Approved
B = Backup

Evidence of the evaluation will be recorded in the Supplier Module.

Agreements

If the supplier, contractor and/or sub-contractor is visiting the organisation's site and before commencing a contract, an "Agreement with Contractor/Sub-contractors" will be given to the Supplier, Contractor or Sub-contractor to read. Once read and any questions answered, the Contractor/Sub-contractor will date and sign off the agreement. Copies of the Agreements with Contractor/Sub-contractors will be held in Mango.

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Purpose and Scope

The purpose of this procedure is to describe the process and the method by which suppliers, contractors and/or sub-contractors are inducted and re-evaluated.

Associated Documents

Supplier module

Procedure

Induction

1. Visitors

No visitor may enter the site until they have completed an HSE briefing. It is the responsibility of all employees to escort a visitor or sub-contractor onto the site on their first visit. The visitors must be shown:

- Potential hazards and environmental aspects,
- Nearest fire exit
- Assembly point in case of an evacuation.

Visitors will be supplied with appropriate Personal Protective Equipment for the areas they are visiting or moving through whilst on the premises.

2. Suppliers, contractors and/or sub-contractors

Prior to commencement of work the suppliers, contractors and/or sub-contractors will be advised of any potential hazards environmental aspects of which the organisation is aware, together with information about emergency procedures.

All suppliers, contractors and/or sub-contractors need to advise the company of any new hazards or environmental aspects they introduce.

A copy of the manual will be made available to the Contractor/Sub-contractor prior to commencement of work. The person that engages the contractor will be responsible for ensuring that the contractor follows the organisation's health and safety requirements.

Suppliers, Contractors and/or Sub-contractors Reviews

All suppliers, contractors and/or sub-contractors HSE performance will be evaluated annually during the annual strategic review meeting or at the end of a major contract.

All major work that has a high degree of risk will have a contract written covering the following (this is over and above the Contractor/Sub-contractor Agreement):

- HSE performance reviews and
- frequency Current certification and
- certificates Staff competency
- Site inspections
- Induction training requirements
- Current Sub/Contractor HSE Plan.

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Purpose and Scope

The purpose of this procedure is to ensure that equipment critical to the process is maintained.

Associated Documents

Maintenance procedures
Mango Plant / Equipment Module

Procedure

Described maintenance procedures here.

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Purpose and Scope

To ensure that the organisation has an emergency plan to manage all types of emergencies that are likely to occur

Procedure

Emergency Plan and Signage

A copy of the emergency plan will be in a readily accessible location for all staff to refer to. The emergency plan will incorporate all of the emergency situations that can affect the site that the plan has been developed for.

In an evacuation wardens must facilitate the smooth, controlled exit of all personnel from their area. If possible a quick check of the toilets, staff rooms and other small rooms within their area should be attempted.

The wardens must endeavour to keep an eye on recent staffing changes, people on leave, temps, subcontractors and visitors in their area so as to facilitate their safe evacuation.

List of Wardens

Name	Branch	Role

First Aid

The first aid cabinet shall be positioned in a prominent position. A list of all current First Aiders will be posted on the notice board. It is the responsibility of all staff to be aware of the current First Aiders.

Trial Emergency Drills

Trial drills occur every 6 months:

- These drills must be treated as though they were the real thing.
- These drills apply to all people on site, including temps, visitors, contractors and sub-contractors.
- These drills are a monitored exercise to test the effectiveness of the system in place.
- The Health and Safety meeting will review the results of the drill and implement any changes to procedures.

Purpose and Scope

The purpose of this procedure is to demonstrate the process for the hazard identification and the associated risk analysis.

Associated Documents

Risk Management Module

Definition

Significant Hazard

“Significant hazards” means a hazard that is an actual or potential cause or source of:

1. Serious harm; or
 2. Harm (being harm that is more than trivial) the severity of whose effects on any person depend entirely or among other things on the extent or frequency of the person’s exposure to the hazard;
 3. Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.
- All Hazard analyses will be performed by employees or external agencies that the company has deemed competent to assess hazards.
 - The company will use a task analysis template to detail work activities and to assist with the documentation, implementation and control of significant hazards. (See Appendix 7).
 - It is the responsibility of all staff to follow the hazard identification procedure detailed below in the flow chart.
 - It is the responsibility of the health and safety team and the system co-ordinator to notify all staff of any new hazard identified.(Refer to the hazard register in mango) (and also the flow chart attached)
 - It is the responsibility of health and safety team to perform and record a Hazard analysis on all new equipment or modifications to existing equipment or processes to determine any hazard controls that need to be put in place .
 - All staff shall be advised of significant hazards and how to eliminate, or if this is not practicable, to isolate, or again, if this is not practicable, to minimise the hazard as detailed on the hazard register
 - All personnel must check the hazards on an ongoing basis in their area and report any new or changed hazard to their Supervisor or health and safety team.

Procedure

Risk Identification

On identification of a new Risk it will be entered into the Risk Management module along with the potential harm that the hazard is likely to cause.

Risk Analysis

The module will step you through the process of assessing and developing appropriate controls based on significance. Once the Risk has been entered and controls set, attach the new Risk to the appropriate register. Once attached, print off the updated register and circulate to the appropriate employees or areas.

Register Review

Mango will notify the organisation when a register is due for review. The organisation will review any changes that have a bearing on the health and safety of employees to ensure that procedures can be updated or training arranged.

Health Monitoring and Pre-employment Screening

The organisation shall arrange health monitoring as required.

In the event of a sub-optimal result being identified, the employee will be notified taking into consideration the individual's medical and vocational needs.

All new staff are required to either complete a medical check prior to starting employment or to sign a pre-employment health declaration.

Monitoring of Risks

Mango will notify the organisation when any Risk monitoring is due. examples of this include noise monitoring, atmospheric monitoring.

Specialist Advice and Services Available

Where the company does not have employee's with the appropriate Health and Safety skill's, a specialist will be engaged, a list of HS Specialist will be found in the Suppliers module

Personnel Protection Equipment (PPE)

Any PPE will be issued to new employees at the commencement of employment. If PPE is lost, damaged or out of date, the company will replace it. Issue of any PPE will be recorded in PPE module in Mango for each employee.

Created by: Craig Thornton on Tuesday, 23/10/2012
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Purpose and Scope

The organisation will ensure that employees have the opportunity to be fully involved in the development, implementation and operation of safe workplace practices. The organisation actively encourages employees to be involved in the Health and Safety meetings.

Associated Documents

Health and Safety Meeting Minutes.

Procedure

Appointment of Employee Health and Safety Representatives

If required annual nominations will be asked from employees for representatives to be elected. If more nominations are received for the positions available, an election will be held by ballot

Health and safety Meetings

The Health and Safety Meeting is made up of representatives from all levels within the organisation. The Health and Safety meeting are schedule in Mango.

The meeting can be a committee or it can be a full company meeting.

The meetings will be minuted with action points clearly identifying responsibility with target date for completion.

The following items will be discussed:

- Previous minutes and actions
- taken Reviews of policies
- Correspondence, i.e. new laws and legislative
- requirements Objectives achieved
- Hazards/risk
- New equipment and new work processes (including hazards associated with new
- equipment or processes) Training undertaken and training for next period
- Accidents and incidents
- Upcoming and overdue events from
- Mango Changes that affect
- workplace safety General business

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Purpose and Scope

The organisation will ensure an active reporting, recording and investigating all incidents and accidents.

Associated Documents

Accident / Incident Module

Definition of Serious Harm

Serious harm means death, or harm of a kind or description declared by the Governor-General by Order in Council to be serious for the purposes of the Act; and "seriously harmed" has a corresponding meaning. Until such an Order in Council is made, the following types of harm are defined in Schedule 1 as "serious harm" for the purposes of the Act:

Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

1. respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing.
2. Amputation of body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness from lack of oxygen.
5. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation or ingestion of any substance.
6. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.

Notification of Serious Harm

Where a serious harm incident has occurred, the organisation will ensure that Worksafe New Zealand is notified as soon as possible after the occurrence, followed by a written report within 7 days. It is the responsibility of the Director(BM), or in their absence another senior manager, to ensure this occurs.

Procedures

Accident/Incident Recording and Reporting (*via Accident / incident module in Mango*)

1. Employee safety and well-being is the first consideration in all incidents.
2. All accidents, incidents or near miss events will be promptly reported.
3. All incidents, accidents and near misses will be recorded as soon as practicable and investigator(s) assigned.
4. All incidents will be attended to promptly and results of investigations recorded.
5. Corrective actions and preventive actions are assigned and recorded.
6. Preventive actions are verified in the Health and Safety meetings as to their effectiveness.

Accident Investigation

1. Only people with the appropriate skills and experience should investigate accidents.
2. Gather all the facts; all investigations will be initially recorded on an Accident / Incident Form.
 - What happened? Interview witnesses and describe events in detail, using any photos, diagrams or other exhibits that may be appropriate.
 - Have the prescribed agencies, been informed?
 - Be sure that you understand the sequence of events fully before any analysis takes place.
 - Identify all the hazards involved. Consider: equipment, materials, work practices and procedures, work environment, health issues, are hazards significant, i.e. likely to cause serious harm?
 - Assess the Hazard Controls in place. What controls were in place, and why didn't they work? What is needed? Is there a need to train or inform employees?
3. Decide on Future Action. Describe fully what needs to be done to prevent further accidents or incidents. Who should do what and by when?
4. Inform all those affected. Inform everyone who needs to know, not only those directly involved. Health and Safety meeting agenda will include the results of any findings and actions to be undertaken.
5. Follow up. There must be checks to ensure that recommended changes have been made and results achieved.

Analysis of Health and Safety data

The Health and Safety meeting will review data held Mango to identify trends in order to commence injury prevention initiatives. Annually, an analysis of data will be posted on the notice boards.

Post Critical Event

After a critical event, the Health and Safety committee will review the Health and Safety system to ensure that any changes / learning / outcomes from the events are incorporated in the Health and Safety system.

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