

- 1. HS Management System
- 2. HS Record System
- 3. HS Information System
- 4. COVID-19 Package
- 5. Audits
- 6. System Presentation
- 7. Additional Info-Docs-Admin
- 8. Archives and Workings

- 1. Administration and Agreements
- 2. Policies , Procedures, Plans and Specifications
- 3. Appointments
- 4. Training and Development
- 5. Health and Safety Committee and Duties of Relevant Parties
- 6. Risk Assessments
- 7. Standard Operating Practices & Safe Working Procedures
- 8. Incident & Accident
- 9. Toolbox Talk
- 10. Checklists & Registers
- 11. Specialised Lists
- 12. Grounds LAYOUT
- 13. MSDS
- 14. Posters and Additional Information
- 15. Safety File Requirements

SAMPLE H&S SYSTEM SET-UP

DETAIL AND FURTHER EXPANSION
NOT SHOWN.

- 1.1 Company Organigram
- 1.2 Registration Documentation
- 1.3 Insurance
- 1.4 Section 37(2) Agreement

- 2.1 Health and Safety POLICY
- 2.2 Health and Safety PLAN
- 2.3 Health and Safety SPECIFICATION
- 2.4 Waste Management PLAN
- 2.5 Drug & Alcohol POLICY
- 2.6 Smoking POLICY
- 2.7 Supplier Qualification PROCEDURE
- 2.8 Emergency Preparedness
- 2.9 Evacuation/Fire Drills
- 2.10 Hazardous Chemical Substance POLICY
- 2.11 Risk Assessment POLICY and PROCEDURE

- APPOINTMENT Plan.xlsx
- Appointment Register.xlsx

Other

- 3.1 CEO 16(1) and Designated Person 16(2)
- 3.2 Supervisor 8(2)
- 3.3 First Aid Officer GSR 3(4)
- 3.4 Fire Fighter ER 9(1) GSR 2 CR 29(i)
- 3.5 SHE Representative GAR 17
- 3.6 Evacuation Officer CR 13(1)(a)
- 3.7 Accident-Incident Investigator GAR 9(2)
- 3.8 Ladder Inspector GSR 13(a)
- 3.9 Vehicle Inspector CR 24 (1)(d)(i)(k)
- 3.10 PPE Inspector GSR 2
- 3.11 Stacking and Storage Supervisor GSR 8
- 3.12 Earth Leakage Inspector EMR 18
- 3.13 Portable Electric Tools Inspector EMR 9
- 3.14 Hand Tools Inspector
- 3.15 Employer Nominee to Health and Safety Committee
- 3.16 Hazardous Chemical Controller Appointment
- 3.17 Fire Equipment Inspector
- 3.18 Emergency Coordinator Appointment
- 3.19 GMR 2 Appointment
- 3.20 Scaffolding Erector
- 3.21 Scaffolding Inspector
- 3.22 Construction Contractor Appointments

- Attendance Register.xlsx

Other

- 4.1 Training Policy
- 4.2 Induction Policy and Checklist
- 4.3 Training Plan

- 5.1 Safety Committee
- 5.2 Duties of Employers and Employees

- Risk Assessment Spreadsheet.xlsx
- SWOT Analysis Template.xlsx

- 7.1 Task Observation
- 7.2 Safe Operating Procedures SOP
- 7.3 Standard Working Procedures SWP
- 7.4 Fall Protection Plan

- Accident Incident Register.doc
- Incident Reporting Procedure.docx
- OHS Act Section 24.docx

Other

- Forms and Records

- Toolbox Talk Guide.pdf
- Toolbox Talk Record.pdf
- Toolbox Talk Topics .pdf

- INSPECTION Detail Sheet.pdf

Microsoft Word

- INSPECTION Detail Sheet.docx

Other

- 10.1 Hand Tool
- 10.2 First Aid Box
- 10.3 Portable Ladders
- 10.4 Portable Electrical Equipment
- 10.5 Distribution Board & Earth Leakage Testing
- 10.6 Fire Fighting Equipment
- 10.7 Vehicle Inspection
- 10.8 PPE
- 10.9 Housekeeping
- 10.10 Hazardous Chemicals
- 10.11 Stacking and Storage
- 10.12 Generator
- 10.13 Compressor
- 10.14 Gas Cylinders
- 10.15 General Workplace H&S Inspection

- 11.1 Main Kitchen
- 11.2 Office Kitchen-Canteen
- 11.3 Dining Hall
- 11.4 Coffee Shop
- 11.5 Laundry

12-15

Task Observation Form.pdf

- 7.2.1 SOP - Use of Portable Power Tools
- 7.2.2 SOP - Use of Heavy Powered Tools

- 7.3.1 SWP - Portable Ladders
- 7.3.2 SWP - Material Handling
- 7.3.3 SWP - Electrical Safety
- 7.3.4 SWP - Working at Heights
- 7.3.5 SWP - Scaffolding
- 7.3.6 SWP - Handling and Storage of Gas Cylinders
- 7.3.7 SWP - Hot Works
- 7.3.8 SWP - Transformers
- 7.3.9 SWP - Generators
- 7.3.10 SWP - Low Voltage and Mechanical Apparatus Hazards
- 7.3.11 SWP - Low Voltage Cables
- 7.3.12 SWP - Working with Asbestos
- 7.3.13 SWP - Critical Risk- Housekeeping

Fall Protection Plan.pdf