

HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANUAL

[Insert Logo]

Director

Phone

Fax

Mobile

Address

WHS Delegate

Revision No.

Issue Date

Review Date

TABLE OF CONTENTS

SECTION 1	GENERAL REQUIREMENTS	7
1.	Overview	7
2.	Scope	9
3.	Policies	9
3.1.	Workplace Health and Safety Policy	10
3.2.	Environment Policy	11
3.3.	Quality Policy	12
3.4.	Return to Work Policy	13
3.5.	Smoking in the Workplace Policy	14
3.6.	Fitness for Work Policy	15
4.	Legislative Reference	16
5.	Risk Management	18
6.	Legal and other requirements	18
7.	Objectives and Targets	18
8.	Management Plans	18
9.	Structure and Responsibility	19
9.1.	Structure and Responsibility	19
10.	Responsibility and Accountability	21
10.1.	[Company Name] Organisational Chart	21
10.2.	Process Overview	22
11.	Training and Competency	23
12.	Consultation Communication and Reporting	23
12.1.	Consultation	23
12.2.	Internal Communication	23
12.3.	Reporting	23
12.4.	External Communication	23
13.	Documentation	23
14.	Document and data Control	23
14.1.	Document Changes/Modifications	24
14.2.	Archive Copies	24
14.3.	Improvement and Review	24
15.	Emergency Preparedness and Response	24
16.	Monitoring and Measurement	24
17.	Incident Investigation	24
18.	Audit	24
19.	Management Review	25
SECTION 2	MANAGEMENT PROCEDURES	26
1.	Risk Management	26
Form S2 - 1.1	Risk Assessment	31
Form S2 - 1.2	Risk Assessment Matrix	33
Form S2 - 1.3	Hazard Report	35

Form S2 - 1.4	Hazard and Risk Register _____	36
Form S2 - 1.5	Safe Work Method Statement (SWMS) _____	37
Form S2 - 1.6	Safe Work Procedure (SWP) _____	41
2.	Legal Register _____	42
3.	Objectives and Targets (Health, Safety, Environment and Quality Plans) _____	49
Form S2 - 3.1	Objectives and Targets _____	51
4.	Environmental Aspects and Impacts _____	52
Form S2 - 4.1	Environmental Aspects and Impacts Register _____	56
5.	Internal Consultation and Communication (including Management Review) _____	57
Form S2 - 5.1	Record of Meeting _____	60
6.	External Consultation and Communication _____	62
7.	Document and Data Control _____	64
Form S2 - 7.1	Document Register _____	68
8.	Audit Management _____	69
Form S2 - 8.1	Audit Register _____	71
Form S2 - 8.2	Audit Form _____	72
9.	Corrective and Preventative Action (Non-Conformance) _____	73
Form S2 - 9.1	Corrective and Preventative Action Report _____	74
10.	Records Management _____	75
Form S2 - 10.1	Records Register _____	76
11.	Change Management _____	77
Form S2 - 11.1	Change Management Request _____	79
12.	Contractor Management _____	80
Form S2 - 12.1	Contractor Evaluation Checklist _____	82
Form S2 - 12.2	Approved Contractor Register _____	84
13.	Induction _____	85
Form S2 - 13.1	Induction Checklist - Employee _____	87
Form S2 - 13.2	Induction Checklist - Contractor _____	88
14.	Training and Qualifications _____	89
Form S2 - 14.1	Skills Assessment _____	90
Form S2 - 14.2	Worker Competency, Licence and Training Record _____	91
Form S2 - 14.3	Training Attendance Record _____	92
15.	Incident Reporting and Investigation _____	93
Form S2 - 15.1	Incident Report _____	97
Form S2 - 15.2	Incident Register _____	100
16.	Return to Work _____	101
Form S2 - 16.1	Suitable Duties Plan/Injury Management Plan _____	106
Form S2 - 16.2	Case Notes _____	107
17.	Fitness for Work _____	108
18.	Emergency Preparedness and Response _____	113
Form S2 - 18.1	Emergency Plan _____	114

Form S2 - 18.2	Evacuation Review Report	116
19.	Hazardous Substances	117
Form S2 - 19.1	Hazardous Substance Register	119
SECTION 3 HEALTH AND SAFETY OPERATIONAL PROCEDURES		120
1.	Workplace Inspection	121
Form S3 - 1.1	Workplace Inspection Register	122
Form S3 - 1.2	Workplace Inspection Checklist	123
2.	Office Safety	125
3.	Ergonomics	127
Form S3 - 3.1	Workstation Assessment	129
4.	Fatigue Management	131
5.	Personal Protective Equipment (PPE)	132
Form S3 - 5.1	PPE Issue Record	133
6.	First Aid	134
Form S3 - 6.1	First Aid Log	137
7.	Maintenance of Plant Equipment	138
Form S3 - 7.1	Plant Identification Register and Maintenance Schedule	140
Form S3 - 7.2	Plant Maintenance Register	141
8.	Hand and Power Tools	142
9.	Isolation	143
10.	Hot Work	146
Form S3 - 10.1	Hot Work Permit	150
11.	Trenching and Excavation	153
Form S3 - 11.1	Trenching and Excavation Permit	155
12.	Confined Spaces	158
Form S3 - 12.1	Confined Space Permit	161
13.	Electrical Safety and High Voltage Work	164
14.	Test and Tag	168
Form S3 - 14.1	Test and Tag Register	172
15.	Ladder Safety	173
Form S3 - 15.1	Ladder Inspection Checklist	175
16.	Elevated Work Platforms	176
17.	Working at Heights	178
18.	Site Safety	181
Form S3 - 18.1	Site Pre-Start Checklist	183
Form S3 - 18.2	Site Inspection Checklist	184
19.	Safe Driving	185
Form S3 - 19.1	Vehicle Inspection Form	188
Form S3 - 19.2	Vehicle Accident Report Form	189

20.	Forklift Truck	191
21.	Working Alone	194
22.	Working from Home	198
23.	Asbestos	201
	Form S3 - 23.1 Asbestos Materials Register	203
24.	EPIRBS	204
25.	Working in Remote and Rural Locations	206
26.	Working Near Water	208
27.	Working with Concealed Services	209
28.	Working from Clients Home	211

SECTION 4 ENVIRONMENTAL OPERATIONAL PROCEDURES 214

1.	Waste Control	215
	Form S4 - 1.1 Waste Despatch Register	217
2.	Energy Consumption	218
3.	Environmental Noise	219
4.	Dust	221
5.	Water Pollution	222
6.	Housekeeping	224
7.	Spill Management	225
8.	Workshop Facilities	228
9.	Industrial Washdown	230
10.	Fuel Storage	232
	Form S4 - 10.1 Fuel Log Sheet	234
11.	Contaminated Land	235
12.	Site Specific (Dossier, Layout Plan, Emergency Plan)	236
	Form S4 - 12.1 Environmental Dossier	238

SECTION 5 QUALITY ASSURANCE OPERATIONAL PROCEDURES 243

1.	Quoting, Delivery and Acceptance	244
2.	Invoicing	245
3.	Inventory Management	246
4.	Purchasing and Supplier Management	247
	Form S5 - 4.1 Supplier Evaluation Form	249
	Form S5 - 4.2 Approved Suppliers Register	251
5.	Production and Service Operations	252
6.	Inspection, Measuring and Test Equipment	254
7.	Production Realisation	257
8.	Products and Services Non-Conformance	260
	Form S5 - 8.1 Non-Conforming Report	262

9.	Calibration _____	263
10.	Handling Storage, Packaging and Delivery _____	264
SECTION 6 DEFINITIONS _____		265
1.	General _____	265
2.	Health and Safety Definitions _____	269
3.	Environmental Definitions _____	273
4.	Quality Assurance Definitions _____	275