

Health and Safety Improvement Project

PCG Meeting

July 2020



What is the Safety Management System (SMS) ?

A safe system of work for all where safety is the outcome.

This encompasses policies, objectives, plans, organizational culture and procedures (with clear accountabilities and responsibilities).



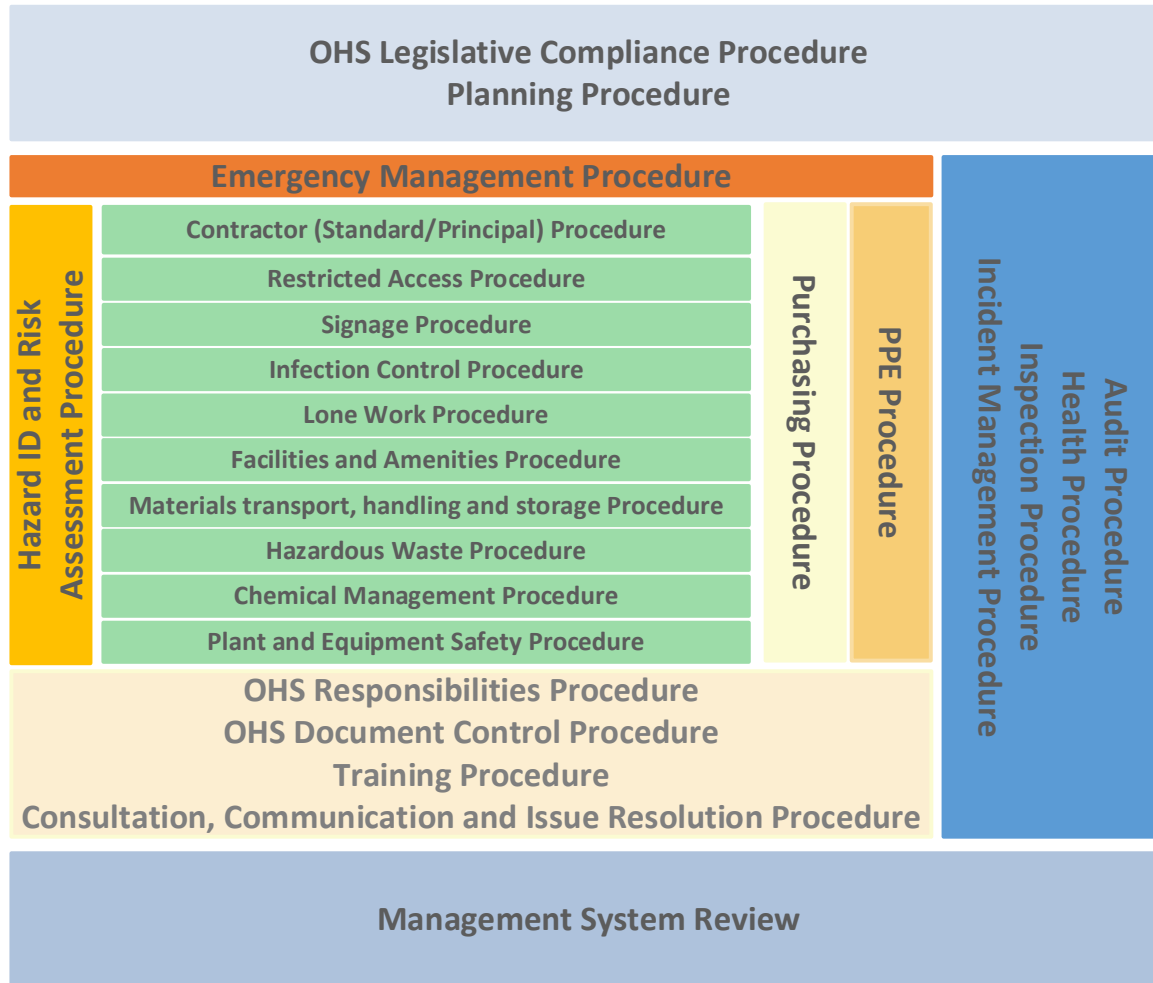
Health and Safety Improvement Project

Five key development areas:

- Procedures (SMS)
- Infrastructure
- Safety Culture
- Well-being Plan
- OHS Plan



SMS Procedures Overview



SMS Procedures Deliverables

Develop 26 procedures

by Sept 2020

(and associated guidelines and tertiary documents)

- Draft content (OHS)
- Edit content (The Creative Works) – 80% complete
- Review with key stakeholders
- Final edits (100%)

Plan (with each department)

by Jan 2021

- Change Impact Analysis
- Change Action Plan

Implement (by department)

tbc

- Implement Change Action Plan



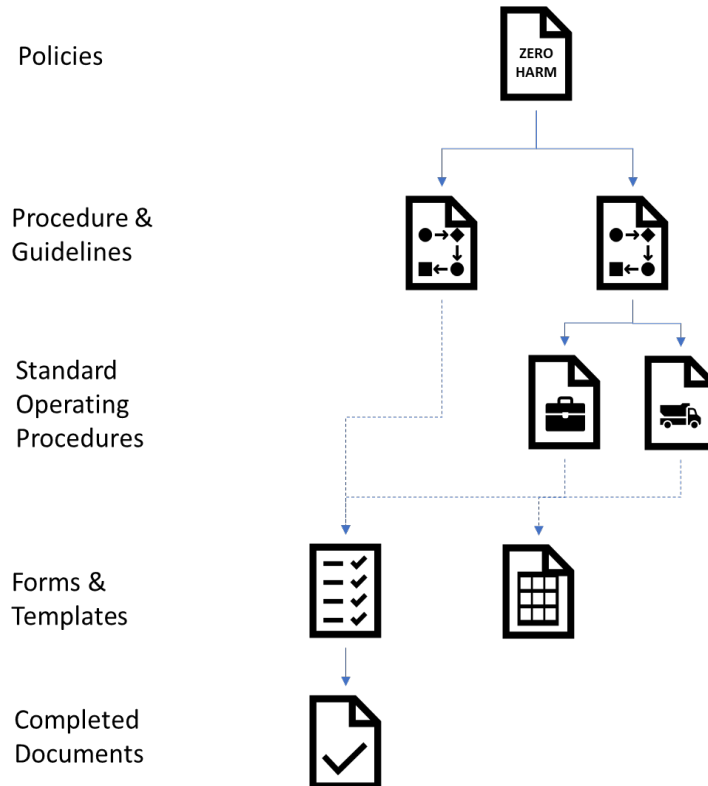
SMS matrix mapped to the 108 NAT criteria

ID	Procedure
3.7.1	OHSMS documentsThe organisation's health and safety policy, plans and procedures are documented in a planned and organised manner.tion planned and organised OHS Document Control Procedure
3.7.2	Specific instructions and safe work procedures associated with particular products, processes, projects or sites have been developed where appropriate. OHS Document Control Procedure
3.8.1	The organisation has a system for creating, modifying and approving health and safety documents and data, and notifying relevant persons of any changes. Obsolete documents and data are identified and retained (where required) for legal and/or knowledge preservation purposes and are removed from all points to prevent unintended use. OHS Document Control Procedure
3.8.2	Documents and data critical to health and safety shall be clearly identifiable, duly authorised prior to issue, kept legible and include their issue status. OHS Document Control Procedure
3.8.3	The organisation provides workers with ready access to relevant health and safety documents and data and advises them of its availability. OHS Document Control Procedure
3.8.4	Documents and data are regularly reviewed by competent persons to ensure their effectiveness, suitability and the currency of the information. OHS Document Control Procedure
4.4.1	The organisation has a program for management of health and safety records including: a. identification and traceability b. collection, indexing and filing c. access and confidentiality d. retention and maintenance e. protection against damage, deterioration or loss f. retrieval g. disposal. OHS Document Control Procedure



Document Control Procedure

Structure



Document Type

CHK - Checklist

CON - Contract

FLO - Flowchart

FRM - Form

GDE - Guideline

INF - Information Sheet

JHA - Job Hazard Analysis

PLAN - Plan

POL - Policy

PRO - Procedure

REG - Register

REP - Report

SOP - Standard Operating Procedure

SWMS - Safe Work Method Statement

TPL - Template



Document Control Procedure

Naming Convention (Emergency Management example)

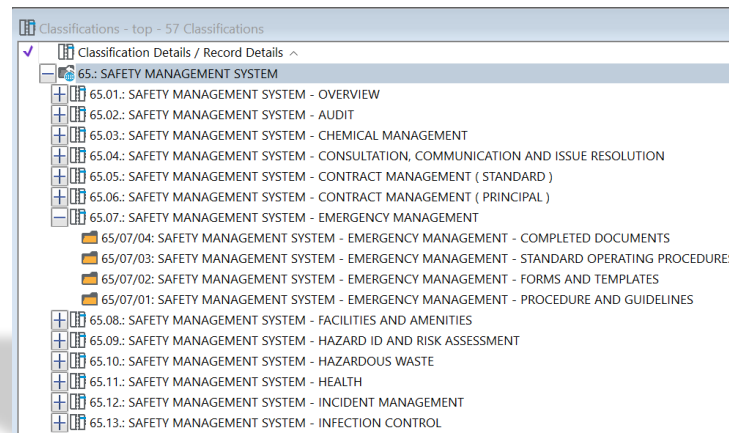
SMS-EMERG-PRO Emergency Management Procedure

SMS-EMERG-CHK First Aid Officer Inspection Checklist

ECM classification (example)

65/18/01 SAFETY MANAGEMENT SYSTEM – EMERGENCY MANAGEMENT – PROCEDURE AND GUIDELINES

65/18/02 SAFETY MANAGEMENT SYSTEM – EMERGENCY MANAGEMENT – FORMS AND TEMPLATES




Branding and Templates

Previous branding



Branding and Templates

Templates (CoPP and revised internal design)



Lone Work Operating Guideline

Document no.: OHS-PRO-0001
Revision no.: 1.0
Issued date: [Publish Date]

Responsible officer / SME:
Aileen Cembrano, OHS Advisor

Approved by:
Enter details

Approval date:
Enter details

Next review date:
Enter details

Revision number:
1.0


TRM folder:
TBA Enter details


Document control

Document number:
OHS-PRO-0001


Document title:
Lone Work Operating Guideline

Process owner:
Occupational Health and Safety Team

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OHS-PRO-0001 Lone Work Operating Guideline
Rev. no.: 1.0 Issued date: [Publish Date] This document is uncontrolled when printed 2 of 10




Prevention of COVID-19 Exposure in the Workplace Guideline


Revision no.: 1.0
Issued date: 17/06/2020

everyone's safety
your responsibility

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SMS-INFECT-GDE Prevention of COVID-19 Exposure in the Workplace Guideline
Issue date: 17/06/2020 This document is uncontrolled when printed Revision no. 1.0 2 of 12



Prevention of COVID-19 Exposure in the Workplace Guideline

Responsible officer / SME:
Tanja Hall

Approved by:
Rachel Russell

Approval date:
17 June 2020

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17 June 2021

Revision number:
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TRM folder:
65/0003 Infection Control - Procedure and Guidelines

Document control

Document title:
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Process owner:
Rachel Russell

