



# Occupational Health and Safety Workbook – Phase 1

Company Name:

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Person responsible for this workbook:

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Week 1

Week beginning \_\_\_/\_\_\_/\_\_\_\_\_

**OHS Documents Received from Orbit Safety**

- Bound Book: OHS Workbook: First Quarter
- Bound Book: Background Information
- Bound Book: Policy and Procedures Manual (**Sample**)
- Poster: "Workcover – Watching Out For You"

**Things to Do this Week**

**Policy and Procedures Manual** – the manual you received is **not complete**. Complete it and return it to us at Orbit Safety. Our friendly consultants will then provide the finished manual to you.

- Go through entire Policy and Procedures Manual filling in blanks; adding/deleting as required. Call the Mobile Helpline on 0423 400676 for assistance.
- Put the manual in the Express Post bag provided and return it to Orbit Safety.

**Put up an OHS notice board**

- Put up the Workcover Poster that you received. Make sure you put your insurer details on it first.
- Make a photocopy of the OHS To-Do List, and put it on the notice board. Whenever it's filled, make another copy and put that up.
- Make a photocopy of the First Aid / Incident List, and put it on the notice board (or it may make sense to put it on a clipboard somewhere else, eg by the First Aid kit). Whenever it's filled, make another copy and put that up.

When you receive your Policy and Procedures Manual back from Orbit Safety, there will be a few more things to put on the notice board.

**Premises Inspection** – use the checklist on the next two pages.

- Inspection complete
- Items added to OHS To-Do List

Week 1 tasks complete. Signed: \_\_\_\_\_

## Week 2

Week beginning \_\_\_/\_\_\_/\_\_\_

**Set Objectives** – for ideas, see Page 5 of the Background Information. And be realistic! To begin with, set five objectives. At the end of this quarter you can review them. Work with the General Manager on this one.

Objective	By When

- Objectives agreed and set
- Actions added to OHS To-Do List on notice board



### Document Review

Using the following Document Review form, pull together all your OHS - relevant documents and put them in your OHS file or folder.

You may add other relevant documents to be checked at the bottom of the form. These can be incorporated into your next workbook.

As this is your first document review, there are some documents that you won't have yet. Just complete what you can.

As always, any actions arising from the review should be put on the OHS To-Do List

- Items added to the OHS To-Do List on the notice board.

- Week 2 tasks complete. Signed: \_\_\_\_\_

## Week 7

Week beginning \_\_\_/\_\_\_/\_\_\_\_\_

### OHS Consultation<sup>1</sup>

It's a month since your last OHS meeting!

Remember, you **must record the outcome** of the consultation between management and employees. It's a good idea to do this at least **once a month**. Use the table on the next page to record minutes of meetings.

- Call a meeting with your OHS representatives, committee or general staff to discuss OHS at your workplace.

Suggestions for items to discuss:

- Explain the new Policy and Procedures
- Show them this workbook and discuss what you've found in your last inspection.
- Ask everyone to read it over the next couple of weeks and suggest changes/improvements.
- Has anybody noticed any hazards on the premises?
- Has anybody seen any unsafe practices?
- Look for suggestions for OHS – related training (First Aid, Fire Warden etc)
- Emphasise a certain focus area for them to watch out for e.g Manual Handling, Personal Protective Equipment, Fire Safety, Chemicals, Electrical Safety, Ergonomics, Slips/Trips/Falls etc.

- Week 7 tasks complete. Signed: \_\_\_\_\_

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<sup>1</sup> For more information see –

Week 11

Week beginning \_\_\_/\_\_\_/\_\_\_

### Fire Services/Extinguishers<sup>1</sup>

Check the following:

- Extinguishers serviced in last 6 months
- Extinguishers visible, wall mounted, and the correct type
- Fire EXIT signs visible and properly lit<sup>2</sup>
- Fire EXIT thoroughfares clear
- Fire alarm/sprinkler system serviced in last 6 months
- Fire evacuation plans on the walls
- Current Annual Fire Statement from local fire service
- Staff trained fire warden / fire extinguisher handling<sup>3</sup>

### Contractors

- Check with contractors, and request documentation to show:
  - All relevant insurances (Workers Compensation, Professional Indemnity etc)
  - All relevant qualifications
  - OHS Policies / Safe Work Method Statements

Ensure these documents are all current.



- Week 11 tasks complete. Signed: \_\_\_\_\_

<sup>1</sup> For more information see – OHS015 *Appliance Testing* and OHS020 *Emergency Preparedness and Evacuation*

<sup>2</sup> For more information see – OHS014 *Safety Signs*

<sup>3</sup> For more information see – OHS004 *OHS Skills Register and Training and Competency*