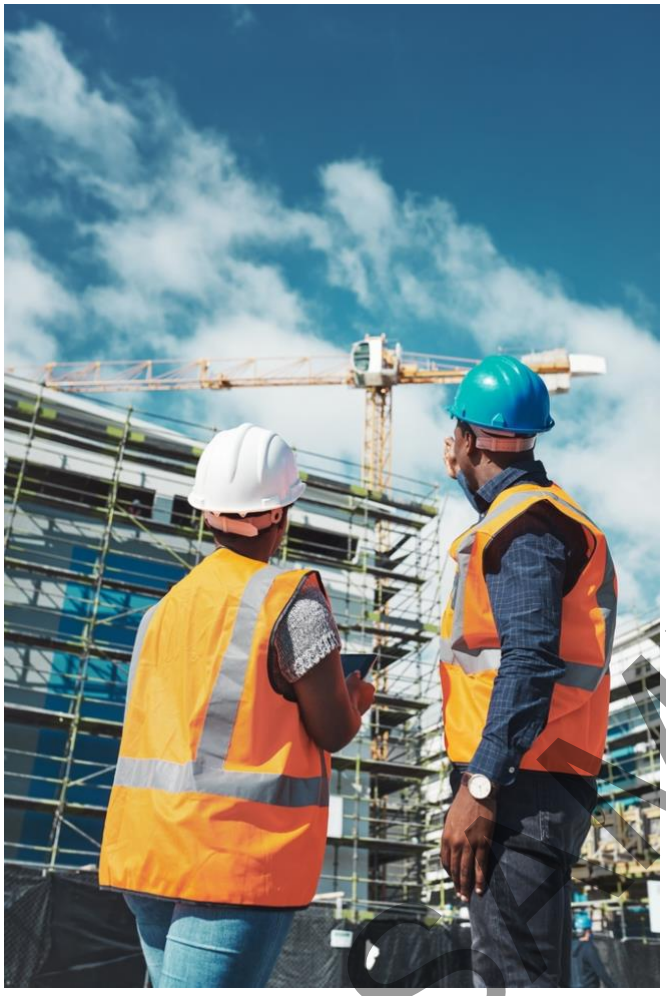

OHS MANUAL

{%company_logo}

ABSTRACT

This Occupational Health and Safety (OHS) Manual establishes the framework for implementing, maintaining, and continually improving the organisation's Health and Safety Management System in accordance with the requirements of ISO 45001: 2018.

{%company_logo}

{company_name}
{company_address}
ABN | {company_abn}

TABLE OF CONTENTS

The Document Manager must ensure the latest versions are maintained and kept up to date. Controlled external documents will be kept in the same format (electronic or hardcopy) and subject to the same file structures and backup schedules as per internal documents.

SECURITY OF CONFIDENTIAL DOCUMENTS

We will take all reasonable steps to protect the personal information it holds from misuse, loss and unauthorised access, modification, or disclosure. No worker, contractor or supplier is permitted to store confidential information on any personal computer or portable storage device unless authorised.

Reasonable precautions are taken to ensure personal information remains accurate and up to date. We provide the right to access the personal information held by the information owner. Any request for access to this information can be made by contacting the Privacy Officer: (Insert person responsible here)by email (Insert email address here).

Where no longer required, personal information will be destroyed or de-identified except where the information is required to be kept by law or court order.

DISPOSAL OF CONFIDENTIAL DOCUMENTS

Workers will be given instructions for properly disposing of hard copy, digital data, materials containing personal and confidential information.

We will securely dispose of confidential information. Before destroying records containing confidential information, the privacy officer will:

- have authorisation/endorsement to dispose of the records from (Insert responsible person),
- check and confirm records are no longer needed for ongoing business,
- ensure records are not required for any current or pending legal action,
- consider any other potential reason to retain confidential records, e.g., legislated record-keeping timeframes.

Destruction of records will be undertaken as soon as possible after authorisation is given, e.g., shredding of paper-based records or physical destruction or overwriting digital media. Failure to follow documented disposal procedures may lead to disciplinary action.

DESTRUCTION METHOD TABLE (examples are given. Take the time to add or modify this table)

Record Medium	Non-Sensitive	Moderately Sensitive	Highly Sensitive
Hard Disc drive	• *Overwriting* • *Purging*	• *Purging* • *Physical destruction*	• *Physical destruction*
CD/DVD	• *Overwriting* • *Purging*	• *Purging* • *Physical destruction*	• *Physical destruction*
Mobile phone / Tablet	• *Overwriting* • *Purging*	• *Purging* • *Physical destruction*	• *Physical destruction*

9 Performance Evaluation

POLICY

{company_name} commits to the monitoring of the system to evaluate the effectiveness of the system by:

- Objectively evaluating how well the requirements of the system are fulfilled.
- Verifying the extent to which our organisational, stakeholder and legal requirements have been met.
- Reviewing the suitability, effectiveness, efficiency of the OHSMS.
- Determining the need or opportunities for improvements within the system.

We adopt a systematic approach to the monitoring and measurement of data within the OHSMS to:

- Monitor the performance of mitigation/protective equipment and processes in place.
- Monitor compliance with legal and other requirements.

All operational controls and procedures will include documented information that includes:

- Procedures/drawings/specifications/blueprints (etc.) that describe the OHS hazard and the control method. The documented information also describes the procedures necessary to achieve the intended outcome and monitoring required.
- The use of suitable infrastructure/equipment and the processes operating in a suitable environment:
    - The infrastructure/equipment used in the process will be fit for purpose, be maintained, used within the parameters and limitations of the manufacturer's recommendations.
    - The operating environment will be suitable in terms of temperature, airflow, humidity to allow for the operation of the processes.
- The use and availability of monitoring and measuring resources including the use, care, calibration, maintenance of measuring equipment.
- The use of inspection and testing (monitoring and measuring) procedures throughout defined key stages of implementation.

9.1 Monitoring, Measurement, Evaluation

(insert manager/team/department) will determine what is needed to ensure that validated and reliable results ensure conformity with our internal and external requirements. The Management Team will ensure that the right level of resourcing is available to deliver the results.

Our monitoring and measuring equipment will be calibrated to manufacturers' specifications. The calibration results are retained as documented information in the form of records.

Monitoring and measuring will be undertaken at regular intervals. The procedures will follow the general steps listed below:

1. Identify and document the monitoring performed, *Monitoring Register.*
2. Develop the monitoring plan to monitor and measure key components of those activities and enter all relevant information into the *Monitoring Register*.
3. Identify the time, location, persons performing the monitoring and measurements - *Monitoring and Measurement Schedule.*

{%company_logo}

{company_name}
{company_address}
ABN | {company_abn}

Index of Support Documents