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SAMPLE

HEALTH AND SAFETY MANUAL

Abstract

This Health and Safety Manual provides a framework for identifying and managing workplace hazards, ensuring regulatory compliance, and promoting safety. It includes policies, procedures, and responsibilities to reduce risks, improve safety performance, and foster a proactive safety culture, across all business areas.

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Disclaimer: This document contains material to assist in addressing Work Health, and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

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6.7.WORKING AT HEIGHT

At {company_name}, we are committed to ensuring the safety of all workers who perform tasks that require Working at Height. This includes any work where a person could fall from one level to another, such as working on scaffolding, roofs, ladders, or machinery. We adhere to all relevant regulations and strive to eliminate or minimise the risks of Working at Height.

We commit to minimising or eliminating the risks associated with Working at Height by:

- Ensuring compliance with the WHS Act and Regulations, AS/NZS 1891.4 (Industrial Fall-Arrest Systems), and other relevant standards.
- Providing appropriate fall protection systems and equipment.
- Conducting risk assessments and regularly reviewing control measures.
- Training workers on safe work procedures and the use of equipment.

Responsibilities

- Management: Ensure all necessary fall protection equipment is available, conduct regular inspections, and review the effectiveness of the Working at Height program.
- Supervisors: Ensure all workers have received proper training, fall protection equipment is used correctly, and that work is conducted safely.
- Workers: Follow all safety procedures, correctly use fall protection equipment, and report hazards or malfunctions.

Risk Management for Working at Height

Before any work at heights begins, a Risk Assessment must be conducted to identify potential hazards. The results will be recorded in the *Risk Register*, and include:

- Details of fall hazards (e.g., elevated platforms, roof edges, ladders, machinery).
- Assessed risk level
- Control measures are in place (e.g., guardrails, fall arrest systems, and personal protective equipment).
- The responsible person for ensuring controls is in place.

The *Risk Register* will be regularly reviewed and updated, especially after incidents or near misses, to ensure that all safety measures are effective.

Table: Safe Work Procedures for Working at Height

{company_name} ensures the safety of workers by enforcing Working at Height procedures. The following table outlines the procedures for different work at heights tasks. All workers and contractors must comply with these procedures.

For tasks not listed below, a risk assessment must be done before the work commences, and controls must be implemented as per our general Working at Height procedure. The *Falls Emergency Rescue Plan* must be followed for any work involving harnesses.

Task	Procedure

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Task	Procedure

Training for Working at Height

All workers who are required to work at heights must undergo training in the following areas:

- Safe use of ladders, scaffolds, harnesses, and fall arrest systems.
- Hazard identification and risk management.
- Emergency procedures for fall incidents.

Workers cannot work at heights without completing the required training. Records of training are maintained in the *Worker Training and Induction Register*.

Monitoring and Review

{company_name} regularly monitors all work at heights to ensure safety procedures are followed. Regular audits are conducted to ensure compliance with this policy, and corrective actions are implemented where necessary.

Reference	Title
Ref #	Falls Emergency Rescue Plan
Ref #	Worker Training and Induction Register

6.8. BIOLOGICAL HAZARDS

{company_name} is committed to protecting workers from exposure to biological hazards that may arise during work activities. Biological hazards include microorganisms, plants, animals, or their by-products that may risk human health.

We identify and assess biological hazards by:

- Conducting risk assessments in areas where exposure to biological hazards is likely.
- Regularly inspecting workplaces for potential sources of biological hazards.
- Consult with workers to identify any biological hazards that may have been encountered during work activities.

Responsibilities

Management:

- Provide adequate resources for PPE, training, and safe handling procedures.
- Ensure compliance with relevant laws and regulations regarding biological hazards.

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Record retention periods comply with legal requirements and are regularly reviewed to ensure accuracy and completeness.

SECTION 17. CONCLUSION

This WHS manual is a living document, and we continually strive to improve our safety practices. We encourage all personnel to actively participate in safety initiatives, report hazards or concerns, and provide feedback on enhancing our processes.

If you have any suggestions or concerns or identify opportunities for improvement, please don't hesitate to contact your supervisor, health and safety representative, or management. Your input is valuable in helping us maintain a safe and compliant workplace for everyone.

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