



SAMPLE

# TRADES IMS MANUAL

ISO 45001 | ISO 14001 | ISO 9001

## Abstract

This Integrated Management System (IMS) Manual establishes the framework for implementing, maintaining, and continually improving our Health, Safety, Environmental & Quality Management System in accordance with the requirements of ISO 45001 | 14001 | 9001.

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## TABLE OF CONTENTS

Distribution Record Register .....	3
Amendment Record Register .....	3
Introduction .....	3
Scope .....	3
Exclusions .....	4
References and Applicable Documents .....	4
References .....	4
Standards and Guidelines .....	4
Terminology .....	4
Abbreviations and Acronyms .....	4
Definitions .....	5
<b>4 MANAGEMENT FRAMEWORK .....</b>	<b>8</b>
4.1 General Outline .....	8
4.2 Awareness .....	9
4.3 Needs and Expectations of Interested Parties .....	9
<b>5 LEADERSHIP .....</b>	<b>11</b>
5.1 Occupational Health and Safety (OHS) Policy .....	12
5.2 Environmental Policy .....	13
5.3 Quality Policy .....	14
5.4 Organisational Roles, Responsibilities, Accountabilities and Authorities .....	15
5.5 Consultation and Participation .....	16
<b>6 PLANNING .....</b>	<b>19</b>
6.1 Products and Services Requirements .....	19
6.2 Design and Development of Products and Services .....	20
6.3 Hazard and Risk Management .....	22
6.3.1 Significant Environmental Aspects .....	25
6.4 OHS Issue Resolution .....	28
6.5 Legal Compliance .....	30
6.6 Objectives and Targets .....	31
6.7 Change Management .....	33
6.8 Procurement .....	36
<b>7 SUPPORT .....</b>	<b>39</b>
7.1 Plant, Equipment, Infrastructure .....	39
7.2 Health Surveillance .....	42
7.3 Safety and Wellbeing .....	43
7.3.1 Fitness for Work .....	43
7.3.2 Drugs and Alcohol .....	44
7.3.3 Fatigue Management .....	44
7.3.4 Psychosocial Hazards Management .....	44
7.3.5 Domestic Violence .....	44
7.3.6 Workplace Sexual and Gender-Based Harassment .....	44
7.3.7 Workplace Violence Prevention .....	45
7.3.8 Workplace Bullying Management .....	45
7.4 Return to Work Management .....	45
7.5 General Workplace Management .....	49
7.5.1 Training .....	49
7.5.2 Verification of Competency (VOC) .....	52
7.5.3 Information and Communication .....	54

{%company\_logo}

{company\_name}  
 {company\_address}  
 ABN | {company\_abn}

7.5.4	Document Control .....	57
7.5.5	Records Management.....	61
7.5.6	Facilities Management.....	62
<b>8</b>	<b>OPERATION.....</b>	<b>64</b>
8.1	Construction .....	64
8.1.1	Principal Contractor and Subcontractor .....	64
8.1.2	High-Risk Construction Work.....	66
8.1.3	High-Risk Work Licensing.....	66
8.2	Operational Planning and Control .....	68
8.3	Standard Operating Procedures (SOP).....	71
8.4	Hazardous Chemicals.....	73
8.5	Hazardous Materials .....	75
8.6	Plant Lock-out/Tag-out.....	76
8.7	Personal Protective Equipment .....	78
8.8	Hazardous Works .....	79
8.8.1	Hearing Protection and Audiometric Testing.....	80
8.8.2	Hazardous Manual Tasks – Manual Handling .....	81
8.8.3	Falls Prevention and Falling Objects.....	83
8.8.4	Excavation Work .....	84
8.8.5	Electrical Safety .....	85
8.9	Incident Reporting.....	88
8.9.1	Incident Investigation .....	92
8.10	Government Authorities .....	95
8.11	HSE Permit Holders.....	95
8.12	Production and Service Provision.....	96
8.13	Emergency Management.....	99
8.13.1	First Aid .....	102
8.13.2	Remote and Isolated Work .....	103
<b>9</b>	<b>PERFORMANCE EVALUATION.....</b>	<b>105</b>
9.1	Monitoring, Measurement, Evaluation.....	105
9.2	Inspection and Testing.....	106
9.3	Calibration Process.....	107
9.4	Evaluation of Compliance.....	107
9.5	Customer Satisfaction.....	108
9.6	Auditing .....	109
9.6.1	External Audits.....	111
9.7	Management Review .....	112
<b>10</b>	<b>IMPROVEMENT .....</b>	<b>115</b>
	Index of Support Documents .....	118

**Disclaimer:** This document contains material to assist in addressing HSEQ obligations. Although every effort is 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.

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## 5.2 Environmental Policy

{company\_name} is committed to managing the environmental impact of our business processes. It is our policy to ensure that work is conducted in an environmentally aware and responsible manner and complies with all applicable regulatory requirements.

The importance of this policy will be communicated to all workers, contractors, visitors, suppliers, and other external bodies as relevant.

This commitment ensures that operations do not unnecessarily endanger flora, fauna, sensitive areas, and sites of heritage and/or indigenous importance. Our intent, therefore, is to:

- promote environmental awareness within the company and encourage workers to work in an environmentally responsible manner,
- continually improve our practices to prevent pollution and harm to the environment, and contribute to climate change mitigation,
- continually improve our practices to prevent pollution and harm to the environment,
- have in place a framework for setting and reviewing our environmental objectives and targets,
- ensure compliance with all relevant environmental legislation, regulations, codes of practice, and other requirements associated with our operations – including those addressing climate change,
- train, educate, and inform our workers about environmental issues that may affect their work, including the climate impacts of our operations,
- train, educate, and inform our workers about environmental issues that may affect their work,
- minimise waste by evaluating operations and ensuring they are as efficient as possible,
- ensure that an effective mix of resources is made available to achieve the outcomes as specified in this EMS.

The Environmental Management Policy is deemed appropriate for {company\_name}. It includes a commitment to comply with the HSEQMS and continual improvement.

This Environmental Management Policy will be communicated through induction manuals, intranet, and training events and displayed prominently throughout the organisation.

The nominated Environmental Manager will review the Environmental Management Policy in consultation with relevant people annually, or sooner when deemed necessary.

(Insert the name of the nominated management representative) has been appointed as the Management Representative for the HSEQMS. The Management Representative has the full support of {company\_name} to establish, implement, and maintain the HSEQMS per this manual, ISO 14001, and other applicable regulations, standards, and guidance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Endorsement of the Environmental Policy and Management Representative.

(To be signed by Top Management of Company) A copy of the Environmental Policy is provided in the Policies folder. Display the policy in a prominent place where all interested parties can see and read it.)

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## SUITABLE DUTIES

Suitable duties will take into consideration the following factors:

- The nature and degree of the worker's incapacity and pre-injury employment.
- Restrictions and exclusions outlined in medical certificates provided by the nominated treating doctor.
- Worker's age, education, skills, work experience.
- Where the worker lives (there may be restrictions on driving, walking, etc.).
- Suitable employment to match rehabilitation training.
- Duties are to be productive and meaningful and not demeaning to the worker.
- Any other relevant factors.

Options for suitable duties shall be under the following preferred order:

- Original duties within work area/shift, with modification of workstation and equipment where required.
- Modified duties, hours, or work area.
- Alternative duties at the same workplace, or a different workplace, with appropriate training.
- Retraining or further training and education.
- Placement with another organisation.

## RETURN TO WORK (RTW) PLAN

We will ensure the worker's early return to work where it is safe to do so. An individual *Return to Work Plan* will be developed when the injured worker, according to medical advice, can return to work. The plan will be established in consultation and with the agreement with the RTW Group.

RTW Plans will:

- commence as soon as possible after the likely time off work is known,
- be based on the advice of the worker's own nominated treating health practitioner/doctor and the work rehabilitation service provider,
- be developed regarding the health and safety of co-workers,
- be prepared in adherence to the injury management plan,
- comply with the relevant legislation and agreed to consultation procedures,
- be written using the RTW Plan agreed format and provided to the worker and their health care provider,
- be regularly evaluated, monitored, updated by the RTW Group,
- Always remain confidential between the members of the RTW Group.

The RTW plan will contain:

- worker name and contact details,
- job title and location,
- RTW coordinator name and contact details,
- worker's supervisor name and contact details,
- worker's compensation claims number (if applicable),
- aim and goal of suitable duties,
- days and hours of work,
- suitable duties,
- any duty restrictions or exclusions, capacity limits, etc.,

{%company\_logo}

{company\_name}  
{company\_address}  
ABN | {company\_abn}**Index of Support Documents**

*Annual Audit Schedule, 109*  
*Asbestos Register, 63*  
*Audiometric Testing Records, 80*  
*Change Request Form, 34, 100*  
*Chemical and SDS Register, 69, 74*  
*Chemical Manifest, 73*  
*Chemical Risk Assessment Form, 74*  
*Communications Program Schedule, 55, 57*  
*Competency Mapping Register, 53*  
*Complaints Register, 108*  
*Compliance Evaluation Report, 108*  
*Compliance Requirements Register, 31*  
*Construction Hazardous Works Module-Section 2, 81*  
*Construction Hazardous Works Module-Section 3, 84*  
*Construction Hazardous Works Module-Section 4, 82*  
*Construction Hazardous Works Module-Section 6, 88*  
*Construction Hazardous Works Module-Section 7, 85*  
*Corrective/Preventative Actions Form, 98, 100, 106, 110, 113, 116, 117*  
*Corrective/Preventative Actions Register, 21, 34, 106, 108, 110*  
*Customer Complaints Form, 108*  
*Design and Development Plan, 20*  
*Disaster Recovery Plan Template, 101*  
*Disaster Recovery Response Register, 101*  
*Document Register, 57, 58, 59, 61, 70, 73*  
*Electrical Equipment Register, 87*  
*Emergency Drill Report, 100*  
*Emergency Response Plan, 99, 100*  
*Emergency Response Register, 100*  
*Environmental Control Plan, 25*  
*Environmental Incident and Corrective Action Report Form, 89, 90, 92*  
*First Aid Worker Register, 51, 102*  
*Hazard Report Form, 28, 89*  
*Health and Wellbeing Module, 43*  
*Health Surveillance Record, 42, 43*  
*High-Risk Licence Checklist, 67*  
*Incident/Investigation Report Form, 89, 90, 92, 94*  
*Incident/Near Miss/Hazard Report Register, 45, 90, 92*  
*Induction Checklist, 51*  
*Infrastructure Responsibilities Register, 40*  
*Injuries/Illness Register, 102*  
*Inspection Test Plan, 106*  
*Interested Parties Register, 9*  
*Internal Audit Plan, 109*  
*Internal Audit Reports, 110*  
*ISO 14001 Internal Audit Checklist, 111*  
*ISO 45001 Internal Audit Checklist, 111*  
*ISO 9001 Internal Audit Checklist, 111*  
*Isolation Permit to Work, 76*  
*LOTO Standard Operating Procedure Template, 76*  
*Management Review Meeting Report, 114*  
*Measuring and Calibration Register, 107*  
*Meeting/Toolbox Record, 18*  
*Monitoring and Measurement Schedule, 105*  
*Monitoring Register, 105, 106*  
*Monitoring/Measurement Equipment Register, 106*  
*Non-Conformance Form, 98, 107, 110, 115, 116, 117*  
*Objectives and Targets Register, 32, 33*  
*Objectives Summary Form, 32, 33*  
*Operational Control Development Worksheet, 69*  
*Operational Control Register, 70*  
*Operations/Processes Identification Form, 69*  
*Organisational Chart, 15, 16*  
*Outsourced Process Register, 70*  
*Plant and Equipment Register, 41*  
*PPE Register, 79*  
*Procurement Implementation Guide, 37*  
*Procurement Request Form, 37*

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{company\_name}  
{company\_address}  
ABN | {company\_abn}

*Product Approval Checklist, 98*  
*Products/Processes - Identification and Material Traceability, 97*  
*Project Acceptance Criteria, 22*  
*Quality Incident and Corrective Action Report Form, 89, 90*  
*Quality Project Management Plan, 22*  
*Quarterly Objectives and Targets Report, 33*  
*Remote and Isolated Work Plan, 104*  
*Return to Work Plan, 48*  
*Risk Assessment Form, 24, 27, 34, 37, 69, 100*  
*Risk Register, 24*  
*Roles and Responsibilities Schedule, 15, 51*  
*Roles, Responsibilities, Accountabilities and Authorities Register, 15*

*SOP Template, 71, 106*  
*Supplier Evaluation Scorecard, 38*  
*Supplier Questionnaire, 38*  
*Test Protocols, 96*  
*Training Needs Register, 52, 70*  
*Training Skills Responsibilities Register, 107*  
*Verification of Competency Record, 54*  
*Verification of Requirements Checklist, 38*  
*Work Groups Register, 17*  
*Worker Competency Register, 54*  
*Worker Training Record, 52*  
*Worker Training, and Induction Register, 50, 51*  
*Working Alone Communication Log, 104*  
*Workplace Inspection Checklist, 63*

SAMPLE