



SAMPLE

# AGRICULTURAL 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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**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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## 6.4 OHS Issue Resolution

### POLICY

Ensure that all OHS issues arising in the workplace are resolved efficiently and in a timely and suitable manner.

In attempting to resolve any OHS issue, {company\_name} will have regard to relevant matters, including, but not limited to:

- The degree and immediacy of the risk to workers or other persons affected by the OHS issue.
- The number and location of workers and other persons affected by the OHS issue.
- Corrective measures (temporary or permanent) that must be implemented to resolve the issues.
- Responsibility for implementing the resolution measures.
- Consultation between all parties involved and affected by the OHS issue.

Workers will not be penalised for raising safety issues.

### RESPONSIBILITIES

Top Management will ensure that workers are trained and familiar with and have access to the Issue Resolution Procedure and associated mechanisms.

Supervisor(s)/Manager(s) are responsible for:

- informing workers and others about the requirement to participate actively, follow, the Issue Resolution Procedure,
- ensuring that workers are adequately trained in how to follow and action the Issue Resolution Procedure in the workplace,
- conducting, enabling, issue resolution when required with workers and workgroups,
- ensuring workers have access to adequate issue resolution information and mechanisms and that they actively participate in issue resolution,
- informing and consulting with Top Management regarding issue resolution,
- seeking assistance from the Regulator, as per the Issue Resolution Procedure Flow Chart (figure 4).

### ISSUE RESOLUTION PROCEDURE

Workers are responsible for actively participating in and following reasonable directions in respect of issue resolution.

Informal Issue Resolution Procedure: A worker(s) who wishes to raise an OHS hazard/concern must first discuss the issue directly with their supervisor or manager. The Supervisor/Manager will:

- Consider and investigate the issue, including contacting other workers who may be able to assist with resolving the OHS issue.
- If possible, implement, or arrange to be implemented, actions to address the hazard/issue, as soon as practicable.
- Inform the worker who raised the issue of the outcome of the investigation and all corrective actions.
- Ensure a *Hazard Report Form* is completed and retained as a record.

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## 8.6 Personal Protective Equipment

### POLICY

The purpose of Personal Protective Equipment (PPE) is to protect workers from exposure to workplace hazards. {company\_name} will provide workers with suitable PPE for the workplace.

We will:

- Ensure PPE is suitable concerning:
  - Nature of the work.
  - Hazards associated with work.
  - Appropriate size and fit.
  - Reasonably comfortable to wear for the type of task and intended duration of the job.
  - Maintained, repaired, and replaced to ensure it remains effective in minimising risk to workers.
- Select quality PPE to meet relevant AS/NZS.
- Provide training, guidance, and assistance to supervisors and workers on the proper selection, use, care, and cleaning of approved PPE.
- Develop and make accessible instructions for the selection, use, maintenance, and cleaning of PPE.
- Designate areas where PPE is required and display signs.
- Periodically re-evaluate the suitability of previously selected PPE.
- Develop a system to inspect PPE to ensure it is clean, hygienic and in good working order.
- Conduct inspection and checks to make sure workers are using provided PPE.
- Review, update, and conduct PPE suitability assessments whenever:
  - There are job changes.
  - Using new equipment.
  - There has been an incident.
  - A supervisor, worker, or Health and Safety Representative requests it.
  - At least every year.
- maintain records of PPE assignments and training.

We recognise that PPE is not a substitute for more effective controls and will only consider PPE when higher means of protection are not reasonably practicable or in addition to higher-level control measures.

### RESPONSIBILITIES

Senior Management is responsible for:

- providing suitable PPE to protect workers from hazards and risks, and
- ensuring suitable mechanisms are in place for the acquisition, use, maintenance and storage of PPE.

Manager(s)/Supervisor(s) are responsible for ensuring:

- that all items of PPE that are acquired meet relevant AS/NZS,
- PPE to be worn for specific work tasks is identified using risk assessments, SWI, and Operational Manuals, etc.,
- workers provided with appropriate PPE for the tasks they perform,

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