



SafetyDocs

by SafetyCulture

Trades OHS Management System ISO 45001:2018



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RESPONSIBILITIES

We are responsible for ensuring that:

- there are effective Hazard and Hazard and Risk Management Processes in place; and
- workers (including management) are trained and familiar with and participate in risk management policies, procedures, and activities; and
- those other persons who are impacted by identified risks, such as other organisations, self-employed persons, and visitors, are included in risk management strategies as required; and
- review of the Hazard and Risk Management Process conducted regularly.

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

- informing workers and others about the requirement to actively participate in risk management strategies to follow risk management policies and procedures; and
- ensuring people are adequately trained in how to participate in risk management activities in the workplace; and
- maintaining records relating to risk management.

Workers are responsible for working conscientiously and following reasonable directions regarding the Hazard and Hazard and Risk Management Process.

HAZARD AND RISK MANAGEMENT PROCESS

We have implemented mechanisms to provide systems and tools to ensure effective risk management in the workplace:

- Effective consultation and planning during every phase of the Hazard and Risk Management Process.
- Hazards are identified and reported via the following:
 - Consultation –meetings, HSRs, briefings, direct discussions, etc.
 - Workplace inspections.
 - Audits – internal and external (photos, observations, checklists, reports).
 - Reporting – Incident Forms and Incident Register, Hazard Report Form, Corrective/Preventative Actions Registers, etc.
- Research – information is gathered and interpreted from State and Local Authorities, Manufacturers, Suppliers, Industry groups, other organisations, and workers.
- Inspections of the workplace will be conducted to identify risks. The *Risk Register* will be reviewed (*insert time for review*) by (*enter the name of the person responsible*) and updated with new risks as needed.
- Risk assessment – site-specific, task-specific, chemical, and plant risk assessments conducted as required by suitably trained and experienced workers. *OHS Risk Assessment Form*.
- A Risk Matrix that accompanies each *OHS Risk Assessment Form* will be used to assist in determining risk levels.
- Actions prioritised – once risk levels are assessed; a list of action priorities is specified.
- Risk control – identified hazards are systematically eliminated or reduced by implementing practical control measures. The Hierarchy of Controls used.
- All controls will be reviewed and monitored:
 - When/if an incident/near miss occurs.
 - As per legislative requirements.
 - As requested by relevant persons (such as HSR).
 - Other times are necessary to maintain effectiveness.
- Monitor and review – regular checks are carried out to ensure that suitable control measures are implemented, that they continue to be adequate, and that no new hazards have been introduced into the workplace either by implemented control actions or by changes to the workplace.
- Documentation – all risk management activities conducted, and the outcome of those activities outlined in this procedure are fully documented and records maintained.

6.3 Hazardous Chemicals

POLICY

{company_name} is committed to providing a safe environment for workers (including contractors and workers of contractors), visitors, members of the public and the environment regarding hazardous chemicals and substances.

We will implement a system to manage all hazardous substances including:

- Register of hazardous chemicals, substance, and dangerous goods (DG).
- Legislative requirements for quantities:
 - *Chemical Manifest.*
 - Placarding.
- Consultative approach to chemical risk assessments.
- Suitable storage facilities.
- Substitution with less hazardous chemicals, substance, and DG where possible.
- Access to Information:
 - Correct labelling.
 - SDS (accessible and current – within 5-year issue date).
 - Safe work instructions.
 - Results of chemical risk assessments.
 - Training and supervision.
- Health surveillance and health monitoring where required.
- Suitable PPE.
- Regular audits of the system.
- Chemical emergency response and procedures.

Risk controls will be reviewed if there are amendments to SDS, changes to work practices with hazardous chemicals, substances, and DG, or health monitoring results that indicate the exposure standards have been exceeded.

RESPONSIBILITIES

Senior Management is responsible for ensuring safety systems and mechanisms are in place to protect workers exposed to hazardous substances.

At a minimum, we will meet legislative requirements relating to hazardous chemicals and substance storage and use, and adopting appropriate support strategies, policies, procedures, and tools according to the Manual. The identification, assessment, elimination, and control of risks arising from hazardous chemicals and substances will include:

- development of methods to control or combat an emergency; and
- when required, advice will be sought from competent persons in the development of emergency procedures.

In the case of an emergency involving hazardous chemicals, and substances, the OHS Manager will:

- assists Supervisor(s)/Manager(s) to assess the situation, determine and carry out the appropriate action required to ensure the immediate health and safety of workers and visitors, including the evacuation of areas considered to be dangerous or damaged by chemicals and overseeing the administration of first aid to any casualties; and
- liaises with Emergency Services personnel; and
- notify the relevant authorities as required by legislation; and
- ensure we have been notified; and

- coordinate the implementation of any corrective actions necessary to prevent any repeated or similar incident; and
- monitor and re-assesses the situation and maintain incident reports and associated documentation.

Individual workers and others in the workplace have a responsibility to co-operate with their Manager/Supervisor and our policies and procedures concerning their tasks relating to:

- chemical management systems and practical mechanisms; and
- chemical risk assessment processes and the development of safe work practices; and
- consultation about hazardous chemicals, substance, and DG; and
- training and induction; and
- monitoring and health surveillance; and
- chemical emergency drills and chemical incident response procedures; and
- assistance with emergency evacuations and first aid administration if trained and competent; and
- incident notification.

HAZARDOUS CHEMICAL USE

1. All chemicals at the workplace are identified and listed on the *Chemical and SDS Register*.
2. Obtain the SDS for each chemical product or material and check for compliance with the relevant Code of Practice. SDS is easily accessible for workers and others as required.
3. A *Chemical and SDS Register* is completed and maintained as current for all DG used.
4. Chemical placards and signage are installed at the workplace, as required by the applicable legislation.
5. Chemical placards and signage meet relevant AS/NZS.
6. Chemical risk assessment, using *Chemical Risk Assessment Form*, is conducted for all chemicals (or materials) identified as hazardous substances and Dangerous goods as per the relevant Code of Practice.
7. Implement appropriate risk controls for the acquisition, use, generation, handling, storage and disposal of assessed chemicals.
8. Obtaining licenses and permits required for restricted or regulated chemicals.
9. Chemical storage is available at the workplace, considering compatibility, quantities to be stored, ventilation, security, etc.
10. Maintain documentation in respect of hazardous substances and DG as required by legislation.
11. Maintain incident reports, investigation reports, and workers' compensation documentation concerning hazardous chemicals, substances, and DG for a minimum of thirty (30) years after the incident or injury date.
12. Regularly monitor and review chemical management policies, procedures, mechanisms, and incidents at {company_name}.

Reference	Title
Document #:	OHSMS Manual
Document #:	Chemical Manifest
Document #:	Chemical and SDS Register
Document #:	Chemical Risk Assessment Form
Document #:	
Document #:	
Document #:	
Document #:	

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