Health, Safety, Environmental & Quality Management System


Plan, Do, Check, Act

SafetyDocs by SafetyCulture
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Disclaimer: This document contains material to assist in addressing OHS, Environmental and Quality 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.
• design - components of goods can be disassembled, design efficiencies, reuse/recycle potential; and
• minimum greenhouse gas emissions – operating efficiencies, “green” energy; and
• minimum toxicity - purchase of goods that are free of toxic or polluting materials and chemicals; and
• minimum habitat/fauna/flora destruction – such as “green” products, biodegradability; and
• packaging - minimum packaging is used, and that packaging is reused or recycled; and
• minimum waste - avoid, reduce, reuse and recycle; and
• maximum water efficiency; and
• waste management – issues associated with disposal assessed and controlled before purchase; and
• lifecycle costing – assessing the environmental, social, economic cost of a good/service during its lifetime.

PURCHASING PLANT AND EQUIPMENT

The information must be sought by the person requesting the goods before any new plant or equipment is introduced into the workplace. This information should be sufficient to allow for health and safety implications to be assessed in advance. The following impacts will be considered:
• Is additional PPE required?
• Will the goods require modification to meet industry standards, codes of practice or legislative requirements?
• Will the equipment produce noise, fumes?
• Will workers require extra training?
• Will Safe Work Instructions need to be created or updated?

Determine impacts will allow for risk control measures required for its safe use to be in place before arrival.

Information gathering will identify whether legislation, standards or codes of practice applicable to the equipment can be complied with, e.g., notification, licensing, certification etc.
• all purchased chemicals must be accompanied by the relevant Safety Data Sheets (SDS); and
• ergonomic considerations of the intended users must be considered; and
• plant and equipment must be supplied with sufficient guarding, labelling of controls and warning signs; and
• maintenance schedules to ensure machinery runs as safely, efficiently and quietly as possible.

PURCHASING HAZARDOUS CHEMICALS

The Safety Data Sheet (SDS) must be sourced before the purchase of any hazardous chemicals. The purchaser must review the SDS content and verify if the controls are suitable for the chemical's intended storage and use.

PURCHASING RISK CONTROLS

If the purchased item:
• is already covered by existing risk control processes, a more detailed risk assessment is not required; and
• is not adequately covered by existing risk controls or does not meet industry standards, codes of practice, or legislative requirements; a more detailed risk assessment must be completed before the purchase. (Risk Assessment Form).

VERIFICATION OF HSEQ REQUIREMENTS

Verification of HSEQ requirements is required upon receipt of the goods to ensure that the control measures have been met as detailed on the purchase order. Verification will be conducted and documented by the person who ordered the item or determined the HSEQ requirements.

FAILED VERIFICATION OF HSEQ REQUIREMENTS

Non-conforming or faulty goods that present a safety hazard must not be used in the workplace. The Workplace Manager or HSEQ Nominee must directly contact the supplier in the event of faulty or non-conforming goods to arrange replacement or return of the goods.

If a hazard is not identified before purchase but becomes apparent once the item has been received or used, the Corrective/Preventative Actions Form will be raised and acted on. The hazard report shall detail the corrective actions required to eliminate or minimise injury risk to an acceptable level.

If the fault or non-conformance represents a safety hazard, the responsible person must ensure goods are withdrawn from service and isolated (i.e. locked out to prevent unauthorised use). Purchasing Record
4.4 Hazard and Risk Management

POLICY

Our general risk management objective is to maintain the quality of our services while keeping our people safe from harm and maintaining compliance with regulatory requirements.

Risk is inherent in all of {company_name}'s functions. All personnel are responsible for managing the risks that relate to their area of work. This policy intends to guide us in applying HSEQ risk management activities across our operations.

Risk Management activities include (but are not limited to):

• The Identification, assessing and treating HSEQ risks
• Ongoing risk monitoring and review
• Communication and consultation
• Management of specific risk areas.

The following structure for risk management will apply.

• Where specific regulations require certain controls:
  o We will ensure compliance with those matters, in consultation with relevant persons (including Duty Holders/Contractors); and

• Evaluate risks where required:
  o Compare the estimated levels of risk against pre-established criteria (including a risk matrix) and consider the balance between potential benefits and adverse outcomes; and

• Manage risk:
  o Elimination of risk is the first option investigated and instigated for a control action; and
  o Where the risk cannot be eliminated, the risk will be minimised so far as is reasonably practicable using the below hierarchy of controls; and

• All controls are fit for purpose, suitable for the nature and duration of the task and installed set-up, and used correctly; and

• Risk controls will be reassessed when:
  o Controls are no longer deemed effective; and
  o Before any change likely to introduce new or different risks that current controls will not adequately address; and
  o A further risk is identified; and
  o Results of monitoring indicate a review is needed.

Controls will follow the Hierarchy of Controls (figure 3). Each control developed and implemented is intended to reduce the impact that the risk presents on the HSEQ footprint of our products and services.
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