

Occupational Health & Safety Guidelines

OH&S Policy

Establish, document and implement an OH&S management system per the requirements of OHS Standard. Defined how you will fulfil these requirements.

Define and document the scope of your OH&S management system including plans for maintenance and continual improvement.

Define the methodology for communicating to all persons working under the control of the organization their individual OH&S obligations

Legal and Other Requirements

OH&S policy should identify and establish requirements for compliance with applicable legal requirements and with other requirements to which the organization subscribes that relate to its OH&S hazards.

Hazard Identification, Risk Assessment and Determining Controls

The organization should establish procedures for the ongoing hazard identification, risk assessment, and determination of necessary controls including routine and non-routine activities, persons having access to the workplace (including contractors and visitors), hazards originating inside and outside the workplace (near vicinity) capable of adversely affecting the health and safety of persons under the control of the organization

Do the organization's hazard identification and mitigation procedures consider the design of work area processes, installations, machinery/equipment, operating procedures and worker capabilities?

State the relevant hazard controls such as a) elimination; b) substitution; c) engineering controls; d) signage/warnings and/or administrative controls; e) personal protective equipment considered to reduce the risks, and is there a procedure to document and keep the results of identification of hazards and risk assessment and determined control up-to-date?

Resources, Roles, Responsibility, Accountability and Authority

Has overall responsibility for implementation and maintenance of the OHS program been defined and assigned?

Competence, Training and Awareness

Has the organization indicated/ensured that any person(s) under its control performing tasks that can impact OH&S is (are) competent based on appropriate education, training or experience and are there appropriate procedures to identify training needs associated with its OH&S risks?

Is there a process to assess/evaluate the effectiveness of the training provided?

Participation and Consultation

Has the organization engaged and established appropriate external parties for a consultation about pertinent OH&S matters?

Operational Control

Has the organization determined those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the OH&S risk(s) i.e. controls related to purchased goods, equipment, services and controls related to contractors and other visitors to the workplace?

Emergency Preparedness and Response

Has the organization established procedures to identify the potential for emergencies and develop appropriate response mechanisms to respond to such an emergency taking into account emergency services and neighbours?

Has the organization declared periodic testing procedure to determine/gauge its emergency response readiness?

Incident Investigation

Has the organization shall establish incident investigation procedures to record, investigate and analyze incidents to determine underlying OH&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents and to communicate the results of such investigations?