

OH&S Manual



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Overview

The Occupational Health and Safety (O.H. &S.) management system is to apply to all sites and offices of [Martial Arts Training Company](#) and any site under management by the [Martial Arts Training Company](#), along with any project involving its instructors, contractors and / or employees.

Failure to comply with the requirements of the O.H. &S. management system will lead to disciplinary action.

The purpose of this system is to establish and maintain effective management of O.H. &S. It is designed to provide compliance with all O.H. &S. legislative requirements and promote excellence in occupational health and safety management through a process of continual improvement.

[Martial Arts Training Company](#) has implemented a structured safety management system to achieve a consistently high standard of safety performance. In addition, it will serve to ensure [Martial Arts Training Company](#) meets the obligations of its internal occupational health and safety policy and relevant occupational health and safety legislation.

[Martial Arts Training Company](#) will review this system regularly in order to provide guidance for internal/ external consultation, development and improvement processes. More frequent reviews will take place in response to organisational and legislative changes.

[Martial Arts Training Company](#) recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership of management. [Martial Arts Training Company](#) has defined an O.H. &S. policy and objectives, and plans to implement, monitor and evaluate its procedures which give effect to O.H. &S. policy and objectives; and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the [Jamie P. Marsh and David Cronin](#) by signing the document. The O.H. &S. management system will be released as a controlled document and the controlling authority shall be the O.H. &S. Representative. This will be managed under the quality control system currently maintained by [Martial Arts Training Company](#). The [Jamie P. Marsh and David Cronin](#) also has been assigned custody to ensure the procedure is maintained and updated.

1. OCCUPATIONAL HEALTH AND SAFETY POLICY

Objective:

Martial Arts Training Company is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

1. Health and Safety Policy

Martial Arts Training Company has developed and implemented a structured health and safety management system to meet its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of O.H. &S. at senior level reinforces its importance to **Martial Arts Training Company** commercial objectives and legal obligations.

2. Policy Authorised by Senior Management

The **Jamie P. Marsh and David Cronin** will formally sign and date the current written policy and display it in the designated areas. The **Jamie P. Marsh and David Cronin** will formally approve the policy and procedures.

The **Jamie P. Marsh and David Cronin** reviews the documented health and safety policy every year.

3. Policy Incorporates Management Commitment to Comply with Relevant Legislation

Martial Arts Training Company health and safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- The Statutory Health and Safety Acts.
- Various Codes of Practice
- AS/NZS 4801 ~ Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques

4. Policy Includes Management Responsibilities

Martial Arts Training Company has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards.

Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the O.H. &S. controls as well as assisting in O.H. &S. planning.

Martial Arts Training Company O.H. &S. policy is to inform employees and other interested parties that O.H. &S. is an integral part of its operations. All staff are actively involved in the review and continual improvement of O.H. &S. performance as this reinforces the company's objectives.

General Responsibilities:

Jamie P. Marsh and David Cronin

- Formally approve the Occupational Health and Safety Policy
- Assign custody to ensure procedure is maintained and updated
- Formally approve the Occupational Health and Safety Procedures
- Review overall organisational health and safety performance
- Participate where required in the resolution of safety issues
- Review serious accidents/incidents and monitor corrective actions
- Review health and safety performance of middle management
- Ensure organisational compliance with health and safety legislation

Supervisors will;

- Implement the O.H.&S. Policy, O.H.&S. Procedures and legislative requirements
- Monitor health and safety performance within area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- Participate, where required, in the resolution of safety issues
- Investigate all accidents/incidents within area of responsibility
- Ensure liaison with employees, particularly on any workplace changes which have a health and safety component
- Initiate actions to improve health and safety within area of responsibility
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found
- Participate in consultation
- Ensure all employees are inducted and receive regular training as required to perform jobs safely

- Facilitate rehabilitation of injured workers

5. **Individual Instructors, Contractors and / or Employee's Responsibilities to Health and Safety**

Instructors, Contractors and / or Employees (collectively called Employees) will:

- Adhere to all safe working procedures in accordance with instructions
- Take reasonable care of themselves and others who may be affected by their actions

6. **Consultation with Employee Representative**

Martial Arts Training Company is committed to consultation and co-operation between management and employees, to any change or input to the health and safety policy that will affect the workplace.

7. **Reporting and Recording of Workplace Incidents and Injuries**

Martial Arts Training Company has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness.

7.1. **Continuous Improvement in Health and Safety**

Martial Arts Training Company O.H.& S. process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

As time proceeds new information comes to light in terms of risk and therefore the O.H.&S. assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing O.H.&S.

8. **Manager's Understand Health and Safety Management**

Martial Arts Training Company management team, are responsible for the development, promotion and implementation of O.H.&S. policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and training employees in all aspects of O.H.& S. management.

Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

9. **Management Support Early RTW of Injured Employee**

Martial Arts Training Company supports the early return to work (RTW) of injured employee's provided this has been endorsed by a medical physician that the injured employee is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

Martial Arts Training Company

Health and safety policy

Martial Arts Training Company is committed to providing and maintaining a safe and healthy working environment for all instructors, contractors and/or employees, visitors and members of the public.

Hazards to health and safety will be removed or where this is not practicable, they will be managed so as to prevent injury, illnesses and dangerous events.

Martial Arts Training Company considers safety and incident prevention to be vital to the ultimate success of the organisation's operations and is an integral part of management's responsibilities.

Management will meet these requirements by:

- complying with both the *spirit and letter of the law* for all matters relating to workplace health and safety
- providing a safe place to work
- providing safe working conditions and safe operating procedures for all company activities
- minimising workplace hazards
- encouraging and respecting contributions by all employees towards the improvement of workplace health and safety
- providing adequate information, instruction, training and supervision to enable every employee to perform their duties effectively and safely
- providing sufficient information to contractors and visitors on possible risks to health and safety
- making safety equipment and personal protective equipment (PPE) available whenever required.

Each employee has the responsibility to:

- follow all safe work practices, procedures, instructions and rules
- work in a manner which ensures the health and safety of him or herself and others
- encourage other employees to work in a healthy and safe manner
- participate in training
- report or rectify any unsafe conditions and/or equipment that come to their attention.

This policy is an integral part of our total management plan. Our goal is to have zero injuries to employees, contractors and members of the public within our workplace. This can only be achieved through consultation with and cooperation by all.

Instructor / Employee

Date / /

Manager / Senior Instructor

Review date / /

2. PLANNING, REVIEW AND EVALUATION

Objective:

Martial Arts Training Company is able to demonstrate a focus on continuous improvement through a systematic approach to occupational health and safety that includes setting specific objectives, establishing support systems or programmes to achieve objectives, regular review of progress and evaluation of outcomes.

1. Review of Health and Safety Management

Martial Arts Training Company reviews its health and safety system annually to gather material to help develop an improvement plan. This includes:

- Identifying the effectiveness of systems and practices currently in place
- Establishing baselines against which future progress can be measured
- Quantifying costs related to workplace illness and injury
- Identifying hazards and injury factors

More frequent reviews will take place in response to organisational and legislative changes. Management will undertake the reviews in consultation with staff.

The O.H.&S. Management system is reviewed following:

- Critical event (Serious Harm)
- Change in work procedures
- Change in policy including any applicable legislation changes

The review can occur whenever the above is recognised by either management or employee.

Refer to Appendix O.H.&S. 1

2. Health and Safety Objectives

Martial Arts Training Company has documented their health and safety objectives.

Objectives

Martial Arts Training Company will:

- provide safe plant and systems of work
- provide written procedures and instructions to ensure safe systems of work
- ensure compliance with legislative requirements and current industry standards
- provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- provide support and assistance to employees.

3. Consultative Process to Review and Evaluate Hazard Management

Martial Arts Training Company is committed to consultation and co-operation between management and employees. The organisation will consult with employees by direct consultation and regular communication meetings and on any workplace change that will affect the health and safety of any employees.

The Hazard Management Review is a consultative process with employees as demonstrated in the minutes of employee meetings. The O.H.&S. Safety Plan also indicates when the Hazard Management Review took place.

4. Knowledge of Current Health and Safety Information

Martial Arts Training Company is committed to building a strong foundation for health and safety. To ensure that management and employees have a greater understanding of health and safety policies and procedures they have access to current health and safety information and legislation, as well as **Martial Arts Training Company** maintaining a list of current health and safety documents and resource information.

All O.H.&S. information is available through;

- Legislation
- Relevant Statutory Occupational Health and Safety Acts.
- Regulations associated with above
- Codes of Practice
- AS/NZ Standards

If not available in hard copy they are available through the Statutory Websites.

To demonstrate conformance the following occurs;

- Regular audits
- Action on audit recommendations
- Minutes of both management meetings and employee meetings where O.H.&S. was discussed
- Record of accident investigations

5. Self-Assessment Procedure

Martial Arts Training Company has an internal audit system to determine whether the system has been properly implemented and maintained and whether the organisation has met the performance objectives set within its O.H. & S. policy.

The internal audit system uses AS4801 to ensure consistency of the audit process and its outcome. The audit frequency is annual, and will be performed by the O.H. & S. Representative or equivalent.

3. HAZARD IDENTIFICATION, ASSESSMENT AND MANAGEMENT

Objective

Martial Arts Training Company has an active method that systematically identifies, assesses and manages the actual and potential hazards in the workplace, over which **Martial Arts Training Company** has authority or influence.

1. Procedure to Identify and Record Hazards in the Workplace

Martial Arts Training Company has a procedure, by which all hazards will be identified, including all situation or events that could give rise to potential injury, illness or damage to plant or property.

Refer to O.H.& S. 2 Hazard Identification Risk Assessment and Control

1. Potential hazards, which have been identified, should be notified to the immediate supervisor.
2. Hazard identification and risk assessment must accompany any proposal for the introduction of new equipment or processes or the modification of equipment or processes.
3. Once a potential hazard has been reported or changes proposed, it would be brought to the attention of the management team and the employees through the consultative process.
4. The appropriate Manager will implement control measures where appropriate, based on the hierarchy of control (see below).
5. Hazard Control plans or similar will be developed as part of the control mechanism.
6. The full assessment report will be tabled in the Communication Meeting within 1 week. The employees may recommend additional action.
7. The management and employees should review the controls within 1 week of their introduction to ensure that they are appropriate and that additional hazards have not been introduced. The assessment team may recommend changes to controls where appropriate.
8. The Manager implements any modifications to the controls.
9. A full Hazard Control Report is tabled at the Communication Meeting.
10. Review of controls is included in the regular hazard inspections of the area.

2. Process to Assess and Identify Significant Hazards

Hazard identification is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.

3. Appropriate Control for Significant Hazards

Hazard control is the process of implementing measures to reduce the risk associated with a hazard. Significant hazard control is the process of implementing measures to reduce the risk associated with significant hazard. The control process must follow the control hierarchy, in order, as prescribed in health and safety legislation. It is always important that any control measures do not introduce new hazards, and that ongoing effectiveness of the control is monitored.

The Hierarchy of Control is:

1. Remove the hazard completely
2. Separate people from the hazard (guards, barriers, enclosure etc)
3. Engineering controls (earth leakage device, mechanical lifters etc)
4. Change of work practices (training, Safe Work Method Statements, procedures etc)
2. Personal protective equipment (hearing protection, eye protection, gloves etc)

Note: Provision of protective equipment should always be the *last* control option considered. A combination of controls may be appropriate however the combination must be based on the control hierarchy (i.e. must consider using category 1 before relying on 5).

4. Trained and Experience People to Identify and Manage Hazards

Martial Arts Training Company has appointed trained and competent staff and they will receive ongoing training in hazard identification and management, risk assessment and control techniques.

5. Hazard Identification of New or Modified Equipment, Material, Process or Services

Martial Arts Training Company will identify hazards and assess risks for any new or modified equipment, material, process or services. The assessment will be conducted in consultation with relevant employees and will file a report to the Senior Instructor or Manager within 2 weeks of the requested assessment for further discussion or implementation.

6. Active Involvement of Employee Representative in Hazard Management

Martial Arts Training Company has a consultation mechanism where employee representatives are involved in decisions affecting O.H.& S. All employees are encouraged to participate in discussions, development, and the implementation of O.H.& S. issues.

All employees are encouraged to raise O.H.& S. issues with their Manager and Health and Safety Representatives. **Martial Arts Training Company** has an “open door” communication policy to encourage employees to discuss any concerns on O.H.&S. issues and to offer suggestions to their Manager/Supervisor.

7. Clear Marking of Designated Areas to Minimise Hazards

Other work areas where workers, visitors or the public at large are exposed to some risks or hazards are identified with proper markings. **Martial Arts Training Company** ensures that visitors and employees to our sites are informed of the risks involved and ways to avoid those risks.

4. TRAINING AND SUPERVISION

Objective

Martial Arts Training Company will ensure that all employees are informed of their own responsibilities for health and safety in the workplace. **Martial Arts Training Company** will ensure that employees have specific knowledge concerning the management of hazards to which they are exposed and relevant qualifications. This will be achieved through training in workplace procedures, environment, equipment and materials.

1. Health and Safety Induction Programme for New Employee

“First Day Induction” for new or transferred employee is to be provided by the Manager or Supervisor. The Induction is a verbal explanation, observation of the task in a safe working environment with supervision.

All items on the First Day Induction Checklist Form O.H.&S. 04.1 are to be explained to the employee and this includes: -

- hazards associated with the job and appropriate controls;
- safe way to do the job;
- emergency procedures and equipment, facilities such as toilets, meal rooms and first aid kit; copy of health and safety policies and procedures;
- explain safety signs, symbols and safety controls;
- safety equipment and how to use them;
- procedures and forms for reporting injury and near miss; etc.

The induction form is to be signed by both the new employee and the person providing the training (i.e. Manager or Supervisor) and held in the personnel file.

2. Identification of Health and Safety Training Needs

Martial Arts Training Company will undertake on going assessment and record required training in the Training register to ensure that every employee is provided with the appropriate training. Procedures are in place to ensure that employees have appropriate competencies and these are kept up-to-date in tasks where hazards and risks have been identified. Training programmes are developed after completing an assessment of current capability against the required competency profile.

Martial Arts Training Company documents and records training provided to establish and evaluate its effectiveness. The O.H.& S. competency standards include:

- using industrial competency standards,
- examining job descriptions, analysing work tasks,
- analysing results of inspection and audits and review of incident reports.

3. Health and Safety Information and Training are Clearly Understood

All employees who are required to complete some form of recurring training, certification or assignment of responsibilities must be reminded through the training record database. All in-house and external training is recorded and signed by employees who participated. The employee must demonstrate competency in the area of training. Qualified, experienced, and competent professionals must carry out all training.

The Human Resource Manager maintains a reminder for recurring training and demonstrated by;

- post training questionnaire,
- practical demonstration,
- Verbal confirmation,

4. Access to Staff with Skills, Experience and Qualification for Training

Martial Arts Training Company ensures that its teachers and employees are adequately trained, experienced and qualified with the relevant skills to undertake training and assessment. Teachers are to have minimum level 2 first aid and be able to work with children through applicable blue card or licence.

5. Process to Determine External Trainers

External trainers are selected by demonstration of;

- qualifications,
- experience,
- recommendation,
- their competency to complete the training at the required standard.

Selection Criteria:

1. Knowledge and understanding of our business.
2. Provision of services that meet our training requirements.
3. Understanding of our culture and meeting the special demands that this places on providers.
4. Cost effective solutions that can be customised if necessary to our specific requirements.
5. Meet legal requirements of contract obligations e.g. St John First Aid

6. Health and Safety Documented Control System

Documentation of operation processes and procedures are defined and appropriately documented and updated as necessary. [Martial Arts Training Company](#) has clearly defined the various types of documents, which establish and specify effective operation procedure and control.

Employees are trained as to why and when these procedures are required and to be competent in their use. Procedures are reviewed regularly as well as when changes to equipment, processes or material have occurred.

O.H.& S. documentation supports employee awareness of what is required to achieve the O.H.&S. objectives and enables the evaluation of the system and performance. The documentation, also known as the O.H.& S. manual, are current, comprehensive, and dated (date of last revision), to ensure it is the current version.

Access to the documentation is available to all employees. The document contains the name of the contact person with specific responsibilities to O.H.&S. issues.

7. Access to Health and Safety Information

O.H.& S. Manuals are available where [Martial Arts Training Company](#) operations are performed and are easily accessed by all employees. Other safety information such as current O.H.& S. legislation, Internet, and other O.H.&S. information are available to all personnel.

5. INCIDENT REPORTING, RECORDING AND INVESTIGATION

Objective

Martial Arts Training Company has an active reporting, recording, investigation and corrective action process. The terms of incidents and injuries in this context includes all “near miss” or “near hit” events, work-related illnesses and injury, events that harmed or might have harmed, any employee during the course of their work.

1. System for Reporting, Recording and Analysing Incidents, Injuries and Work-related Illness

Martial Arts Training Company has a documented procedure for reporting, recording and analysing incidents, injuries and work-related illnesses.

- The Injury/Incident Report (Form 06.1) is to be completed by the employee or the immediate supervisor within 24 hours of the injury or incident.
- All injuries are to be reported.
- Incidents where a person could have been injured or equipment damaged must be reported.
- It is the responsibility of the each supervisor to ensure the completed Injury/Incident Report is sent to the location indicated on the form within 24 hours of the time of the injury or incident.
- On receipt of an Injury/Incident Report, the Manager shall immediately arrange for an investigation to be commenced.
- For all injuries and incidents, an investigation report (Form 06.2) is to be completed by the Manager (or person designated by the Manager) in conjunction with the employee involved.
- Training in the accident investigation process is provided to all employees.
- The report is to be completed within 24 hours of the incident and forwarded to the Senior Instructor or Manger.
- Each investigation should have attached to it a copy of the Injury/Incident Report. All WorkCover claims must have an investigation report completed.

2. Employee Specific Responsibilities to Report Incidents, Injuries and Work-related Illness

Employees are responsible for the reporting of all work-related injuries, illnesses, incidents where a person could have been injured, and equipment damage. The employee or immediate supervisor must complete Incident/Accident Report within 2 hours of the accident or incident. It is the responsibility of the supervisor to ensure that the report is sent to the location indicated on the form within 24 hours of the time of the injury/ incident.

3. Notification to Workcover when Serious Harm Occurs

Martial Arts Training Company has a procedure to record in a register all accidents/incidents in the workplace. If the accident involves serious harm, then Kotan Australia has a procedure to notify the Statutory Authority by telephone, fax or e-mail within 24 hours of becoming aware of the accident.

A written notice in the required form is to be provided to the Statutory Authority within 4 days of the accident or as soon as possible after **Martial Arts Training Company** is aware of the accident/incident.

4. Procedure to Investigate Injuries, Incidents that Harmed or might Harm Employees

The investigation of accidents/incidents provides an opportunity to examine many aspects of our operations. The key of the investigation is to identify control measures that will prevent a recurrence of the same incident/accident. The focus is to identify the deficiencies in the system and to make changes if necessary to prevent a recurrence.

The procedure starts with an investigating team nominated to conduct the investigation. Depending on the seriousness or the complexity of the accident, a senior member of management, and a person with technical knowledge of the work and an O.H.&S. professional will be included in the team.

The main stages of the investigation are: -

- Gather objective information and establish facts. Collect data that relates to environment and the human factors
- Isolate the contributing factors
- Determine corrective and preventative actions
- Prepare a report (contain a proposed action plan for management consideration and implementation).

5. **Procedure for Corrective Action to any Deficiencies Identified during an Investigation**

Martial Arts Training Company management will evaluate the action plan proposed by the investigating team before taking preventative and corrective action. Martial Arts Training Company then either implements the corrective action provided by the investigating team, or develops a system that will address the deficiency with the current system and prevents any future recurrence.

The new system will comply with the designated standards and O.H.& S. legislative requirements, and after implementation, will have an evaluation procedure to ensure its effectiveness.

On completion of the investigation, senior management will be provided with a copy of the report to ensure that any recommendation has been actioned.

6. **Review Injury and Incident Data to Identify Trends and Provide Injury Prevention Initiative**

Martial Arts Training Company regularly utilizes the data from the incident/accident register to identify injury/incident gaps, trends and areas of opportunity for improvement. This will include developing corrective strategies, verifying the effectiveness of preventative or corrective actions and the development of objectives and targets for further improvements.

6. CONSULTATION AND PARTICIPATION

Objective

Martial Arts Training Company will ensure that all employees have ongoing opportunities to be involved and to have their interests represented in the development, implementation and evaluation of safe workplace practices.

1. Forum for Communication between Employer & Employee Representatives

Martial Arts Training Company encourages employees to participate in discussions regarding safe work practices and O.H.&S. issues. A quarterly communication meeting occurs where employees are encouraged to attend and discuss any incidents/accidents and hazard alerts. **Martial Arts Training Company** has an open door communication arrangement and encourages employees to discuss any concerns, O.H.&S. issues and offer any suggestions on O.H.&S., work safe practices and injury management.

2. Employee Representative to be Involved in O.H.&S. Development, Monitoring and Review

Martial Arts Training Company has recognized the importance of employee involvement in the process and consults with employees concerning the development, assessment of risks, identification of hazards, monitoring of performance and reviewing of objective targets against performance.

3. O.H.&S. training for Employees actively involved in O.H.&S. Management

Martial Arts Training Company has a procedure for identifying competencies, licences and training needs of all employees. Any employees, who are actively involved with O.H.&S. management but require further training, are entered into the Training Register. This information is used as a method of targeting future training requirements and maintaining legislative compliance

7. EMERGENCY PLANNING AND READINESS

Objective

Martial Arts Training Company has an effective general emergency plan to manage emergencies likely to occur within any part of the operations and to comply with the legislative requirements.

1. **Emergency Procedure are implemented and Communicated to Employees and Contractors**

All new employee/contractors have to go through an induction program on their first day and this includes advising them of the emergency procedures that they have to sign at the end of the induction. However, emergency information is displayed around the sites which will include an emergency diagram showing exit points, fire extinguisher, hose reels and muster points.

2. **Consultative Review of Emergency Response Procedures after Practice Drills and Actual Emergency Event at Client sites**

- All risks will be continually monitored in order to minimise the potential of an emergency
- The safety of personnel is foremost
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans should be simple but effective
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures
- Minutes of employee involvement are available.

8. MANUAL HANDLING

Objective

To protect the health and safety of **Martial Arts Training Company** employees and contractors from manual handling type injuries.

11.1 Responsibilities

Managers & Supervisors

- Ensure that all manual handling activities, which are likely to be a risk to health and safety, are identified, assessed, controlled and evaluated.
- Ensure that the required manual handling induction and training is provided, documented and recorded.

Employees

- Follow **Martial Arts Training Company** Safe Working Procedures for performing manual handling tasks.
- Report incidents associated with manual handling in the workplace.

11.2 Risk Identification

The following activities may assist in identifying manual handling tasks within **Martial Arts Training Company**, which may lead to injury:

- Use past incident forms and hazard forms to see if any of them were the result of manual handling tasks.
- Consult with employees to see where they think the main manual handling problem areas are.
- Use checklists to identify those tasks and conditions which may increase the risk of a manual handling injury.

11.3 Risk Assessment

When those manual handling tasks which are likely to cause risks to health and safety are identified, they then need to be assessed to determine the risk factors.

Factors which may increase the risk or severity of a manual handling injury include:

1. Forceful Exertions
2. Working Postures
3. Repetition and Duration
4. Vibration
5. Work Area Design
6. Hand Tool Use
7. Nature of Loads
8. Load Handling
9. Individual Factors

11.4 Risk Control

When selecting controls to reduce the risk of manual handling injury, consideration should always be given to eliminating or engineering out the risk. (refer to Section 2 – Hazard Identification).

Where it is not practicable to eliminate the risk, the following general procedures should apply:

- always plan a manual lift prior to attempting the lift;
- stagger your stance;
- ensure that the route taken is clear of obstacles or obstructions;

- check that the load is not too heavy to lift or carry alone. If the load is too heavy, get assistance either from a fellow worker or use a mechanical lifting device;
- if carrying a load with a fellow employee, always keep in step;
- when carrying a load with a fellow employee, always ensure that you tell each other of any action you are about to perform, such as, lowering or adjusting the load;
- keep a firm grip on the load;
- lower the load using your body weight by putting the weight of the load on your legs and bending your knees;
- never carry a load that blocks your vision, as you may trip or run into another object; and
- maintain the natural curve of the spine, keeping your back straight throughout the lift.

9. FIT FOR WORK

Objective

Martial Arts Training Company is committed to providing a place of work and systems of work which minimise risks arising from lack of fitness for work.

12.1 Responsibilities

Managers & Supervisors

- take measures to help Employees and Contractors maintain alertness while working;
- increase awareness in the **Martial Arts Training Company** workplaces about fitness for work
- identify signs of Fatigue or other factors which could influence fitness for work;
- devise shift timetables to take account of the need to minimise Fatigue; and
- provide support for effective management of fitness for work.

Employees

- report problems with fitness for work;
- contribute to the assessment of risks;
- contribute to the design and implementation of control measures, and comply with such measures;
- manage individual factors which affect fitness for work (e.g. ensuring adequate rest between shifts, control Alcohol and Drug use); and
- ensure they are able to carry out their duties in a safe manner, unimpaired by Fatigue, Drugs or Alcohol.

12.2 OH&S Induction

Information about these requirements shall be provided to all Employees and Contractors upon commencement of employment as part of their induction training.

10. DEFINITIONS

Audit

A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively to achieve the organisation's policy and objectives.

Chemical

Term used to define both "Dangerous Goods" and/or "Hazardous Substances" as well as substances that do not fall into either classification. They may be solids, liquids or gases; they may be pure substances or mixtures.

Fatigue

The temporary inability, decrease in ability, or strong disinclination to respond to a situation because of previous over-activity, either mental, emotional or physical.

Hazard

A source or situations with potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

Hazard Assessment

The overall process of determining whether a hazard is significant.

Hazard Identification

The process of recognising that a hazard exists and defining its characteristics.

Health Surveillance

Monitoring of individuals for the purpose of identifying changes in health status that may be due to occupational exposure to a hazard.

Incident

Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

Occupational Health and Safety Management System (O.H.&S.MS)

That part of the overall management systems which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the O.H.&S. policy, and so managing the O.H.&S. risks associated with the business of the organisation.

Occupational Health and Safety Objectives

An overall O.H.&S. goal in terms of O.H.&S. performance, arising from the occupational health and safety policy that an organisation sets itself to achieve, and which are quantified where practicable.

Occupational Health and Safety Performance

The measurable results of the O.H.&S.MS, related to the organisation's control of health and safety risks, based on its O.H.&S. policy, objectives and targets. Performance measurement includes measurement of O.H.&S. management activities and results.

Occupational Health and Safety Policy

A statement by the organisation of its commitment, intentions and principles in relation to its overall occupational health and safety performance which provides a framework for action and for the setting of its occupational health and safety objectives and targets.

Occupational Health and Safety Risk

The chance of an adverse health and safety outcome occurring. It is measured in terms of consequences and likelihood.

Occupational Health and Safety Target

A detailed performance requirement quantified where practicable and pertaining to the organisation, that arises from the health and safety objectives and that needs to be met in order to achieve those objectives.

Risk Assessment

The overall process of estimating the magnitude of risk and deciding what actions will be taken.

Safety

A state in which the risk of harm (to persons) or damage, is limited to an acceptable level.

Serious Harm

Serious Harm means: - any of the following conditions that amount to, or results in;

- permanent loss of bodily function;
- amputation of body part;
- burns requiring referral to a specialist registered medical practitioner, or specialist outpatient clinic; loss of consciousness from lack of oxygen;
- loss of consciousness or acute illness requiring treatment by a medical practitioner, from absorption, inhalation, or ingestion of any substances;
- any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within seven days of harm's occurrence.

Significant Hazards

- A hazard that is an actual or potential cause or source of serious harm;
- or harm (being harm that is more than trivial),
- the severity of whose effects on any person depend (entirely, or among other things) on the extent or frequency of the person's exposure to the hazards;
- or harm that is not easily detectable, until a significant time after exposure to the hazards. (Refer to section O.H.&S.2 Hazard Identification in the Appendix).

Stress

The awareness of not being able to cope with the demands of one's environment, when this realisation is of concern to the person, in that both are associated with negative emotional response.

PROCEDURES

1. HEALTH AND SAFETY PLAN

Purpose

To identify the objectives, actions and responsibility of the Occupational Health and Safety program.

Procedure

1. Martial Arts Training Company will ensure the O.H. & S. program is reviewed on an annual basis.
2. The health and safety checklist is to be completed by the OHS Representative in consultation with relevant employees.
3. Using the checklist the plan is then completed in conjunction with the Senior Instructor or Manager
4. The health and safety plan is to be communicated to all employees

Audit Records

Form 1.1 and Form 1.2

Form 01.1 – Health and Safety Review Checklist

HEALTH AND SAFETY REVIEW CHECKLIST

Form 01.2 – Health and Safety Plan

OBJECTIVE	ACTION	RESPONSIBILITY	DATE COMMENCE	DATE COMPLETE	REVIEW DATE	ACTION COMPLETE
Adopt and review the OHSM Health & Safety Policy and associated Manual	Review policy, date, and sign. Display policy	Senior Manger	14/01/2012	14/01/2012	14/01/2013	
Provide Safe Plant & Equipment	Ensure that Plant and Equipment is maintained and serviced	Senior Manager	14/01/2012	On going	14/01/2013	
Encourage consultation with employees on health and safety matters	To discuss safety issues with employees	Senior Manager	14/01/2012	On going	14/01/2013	
Consider hazards in the workplace and implement controls where required	Conduct a yearly workplace inspection to identify hazards	Senior Manager	14/01/2012	14/01/2012	14/01/2013	
Record and Investigate incidences	Complete incident report form and investigation form	Employees	14/01/2012	On going	14/01/2013	

2. HAZARD IDENTIFICATION

Objective:

To have a system that systematically identifies, assesses and manages the actual and potential hazards in the workplace over which the employer has authority or influence.

Methods to Identify Hazards

Managing hazards involves:

- A. Identifying hazards
- B. Assessing and prioritising hazards
- C. Developing and implementing actions to control them.

A. Identifying Hazards

Hazards can be created by:

- Culture – the importance placed by all personnel by working in a safe manner.
- Work organisation – such as workload.
- People management – training, information, supervision.
- Equipment – hand tools, lifting heavy objects.
- Environment – energy sources, temperature.

A variety of methods are used to identify hazards including:

- Injury analysis
- Task and process analysis
- Regular hazard audits and physical inspections
- Equipment checks
- Maintenance checks.

To ensure all possible hazards are identified the following techniques are adopted:

a) *Physical*

Identified by type and may include:

- Chemical
- Noise
- Radiation (including the effects of the sun)
- Electrical
- Lighting
- Vibration
- Temperature
- Biological
- Environmental
- Ergonomic
- Tools/equipment
- Machinery
- Potential hazard from neighbouring properties

b) *Area*

- Establish a plan of activities on the site
- Divide into areas
- List activities in each area
- Identify hazards from each activity

c) *Work Analysis*

Identify hazards of the work processes involved:

- Identify all tasks carried out

- Establish steps or stages required to carry out tasks
- Establish a flow chart that details each step of the work activity
- Identify hazards in each step or stage
- Consult
- Staff
- Records of incident
- Reports
- Summarise the information collected.

B. Assessing and Prioritising Hazards

a) Assessing

Using one or all of the above techniques establish a hazard list using the form *Hazard Identification*.

b) Prioritising

Having listed the hazard they are listed in order of priority. To establish the priority a risk assessment, which considers the likelihood, exposure and consequence of the harm that could arise from the hazard should be considered.

Risk = Likelihood x Exposure x Consequence

The purpose of risk assessment is to:

- Consider the chance of harm actually occurring and the possible consequences
- Enable preventative measures to be planned, introduced and monitored to make sure the risks are adequately controlled
- Ensure the legal requirements are complied with in respect of identifying and controlling significant hazards.

To be effective, risk assessment must:

- Be sufficient to guide the judgement on measures to take to comply with legal obligations
- Cover all risks to the health and safety of people who may be affected in the workplace
- Be regularly reviewed to ensure any changes to risks are recorded and managed.

For each hazard a decision as to whether injury or illness could result, if so, then implement the control hierarchy of eliminate, isolate or minimise.

The following steps are taken:

- Select the area or task to be assessed
- Identify the hazards
- Identify whether any injury, illness, or damage could result
- Conduct risk assessment
- List most serious first
- Implement control plan.

C. Developing and Implementing Controls

Having identified the hazard, steps must be taken to manage following the control hierarchy of:

Elimination

- Replacement with less hazardous material
- Repairs and maintenance
- Changing way tasks or activity is carried out

Isolation

- Prevent contact

Engineering

- Design & install equipment to counteract the hazard such as barrier or shield or isolate the hazard

Administrative

- Arrange work to reduce exposure to the hazard
- Provide training and safe work procedures

Personal Protective Equipment (PPE)

- Wear PPE while exposed to the hazard

For each identified hazard a *Hazard Control Plan* is prepared.

The list of identified hazards, risk assessment and *Hazard Control Plan* forms the hazard register.

Where necessary and appropriate specialist advice is obtained for hazardous substances, i.e.

- Material Safety Data Sheets
- Hazardous Substances Officers
- Department of Labour – Dangerous Goods
 - Health and Safety
 - Occupational Hygienist
- Accident Compensation Corporation
- Employers – Manufacturers Association

Hazard Register

The form “Hazard Identification” records the following information:

- Hazard
- Potential harm the hazard may cause
- Significant harm (as defined in the Health and Safety in Employment Act 1992)
- Proposed Control Plan
- Action proposed
- Completion date with signature
- Frequency of monitoring (if applicable or required).

The identified hazards are reviewed:

- Annually
- After a critical event

The frequency depends on whether the hazard identified is significant or the injury trends indicate action should be taken.

Form 02.1 - Hazard Identification Register

Hazard	Potential Harm	Significant L x E x C		Proposed Control Plan					Isolate Minimise	Action Proposed	Person Responsible	Completion Date/ Signed	Frequency of Monitoring
		Y	N	Y	N	Y	N	Y					
		es	o	es	o	es	o	es	o				

Form 02.2 – Probability Matrix

All conditions and practices observed during inspections will be classified and recorded in the hazard register to show the potential of the hazard to cause harm. Using the A, B and C categories as follows:

Class A (199 points or more) is a condition or practice which may result in serious injury or severe loss to plant or material. **Urgent attention required.**

Class B (67 to 198 points inclusive) is a condition or practice which may result in serious injury or illness (causing temporary disability) or disruptive loss to plant or material. **Urgent attention required.**

Class C (Less than 67 points) is a condition or practice, which may result in minor (non-disabling) injury or illness or non-disruptive damage. **Low risk**

Risk Score

= Likelihood x Exposure x Consequences

Risk score calculations are done for two reasons:

- The process actually makes you qualify and quantify your hazards
- Allows the employer to judge which hazards may be more urgent than others. The risk score is not definitive, rather a subjective measure of how you “see” your hazards given your workplace.

Likelihood*	Exposure*	Consequences
Value	Value	Value
Might well be expected ("happens often") 10.0	Continuous 10.0	Disaster 40.0
Quite possible 6.0	Frequent (daily) 6.0	Very serious (one fatality) 15.0
Unusual but possible 3.0	Occasional (weekly) 3.0	Serious (serious harm) 7.0
Only remotely possible ("has happened somewhere") 1.0	Unusual (monthly) 2.0	Important (temporary disability) 3.0
Conceivable but very unlikely ("hasn't happened yet") 0.5	Rare (a few per year) 1.0	
Practically impossible ("one in a million") 0.2	Very rare (yearly) 0.5	
Virtually impossible ("approaches the impossible") 0.1	No exposure 0.0	
<i>* The probability of a loss when the hazardous event does occur</i>	<i>* How frequently the hazardous event does occur</i>	

Source: VIOSH 1996

This risk score formula gives an indication for prioritising actions i.e.:

Risk

	Likelihood		x Exposure	x Consequence	Risk Score	Priority
3.0	6.0	7.0	126.00			B
0.1	0.5	3.0	0.15			C
10.0	6.0	15.0	900.00			A

Priority

If the risk score is: 199 and over = A
 67 to 198 = B
 0.15 to 66 = C

Form 02.3 Hazard Control Plan

Date: _____ Site: _____ Hazard No. _____

Identified Hazard: _____

Risk Score: _____ Priority: _____ No further Action required: Yes / No

Control Method: (please circle one)

Elimination Substitution Engineer Controls Administrative Controls PPE

Reason for Control: _____

Action required: _____

Action taken: _____

_____ Responsible Person: _____

Completion Due Date: _____

Quarterly Review Date: _____ Responsible Person: _____

Comments: _____

Annual Review Date: _____ Responsible Person: _____

Comments: _____

3. HAZARD REPORTING

Purpose

This procedure describes how hazards are reported by employees. The Hazard Report applies to the reporting of any health and safety issues other than personal injury. The Incident/Injury (Form 06.1) is to be used for this purpose. The procedure applies to all employees and contractors.

Definitions

Hazard - potential to cause injury or damage.

Procedure

1. **Martial Arts Training Company** shall ensure that the Hazard Report Form is available to all employees in all work locations.
2. If there is an immediate risk of injury or illness an employee shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the hazard to their supervisor.
3. Employees shall immediately report any hazard to their supervisor and complete the Hazard Report Form (refer Form 03.1). The employee should keep a copy of the completed form.
4. The supervisor on receipt of the Hazard Report Form shall:
 - take action to remove the hazard if possible
 - take action to prevent employees being exposed to the hazard
 - forward the Hazard Report to the Manager immediately on receiving the report.
5. The Manager shall provide all Hazard Reports for tabling at the safety meeting and shall allow employees access to the Hazard Report file.
6. Copies of Hazard Reports are to be filed at each location under “Hazard Reports”.
7. The Manager will ensure that an explanation of this procedure is included in the induction for new employees and contractors (refer 4 Induction).
8. The Hazard Reporting Procedure is to be explained in safety meetings every 12 months.

Audit Records

Copies of Hazard Report Form 03.1 in all locations

Copies of completed Form 03.1

Safety minutes

Communication Meeting: _____ (Signature)

4. INDUCTION

Purpose

To set out the arrangements for induction of new employees, transferred employees, employees of contractors, and visitors.

Definitions

Visitors: persons who are accompanied at all times on site by an employee of [Martial Arts Training Company](#).

Procedure

1. New and Transferred Employees

“First Day Induction” is to be provided by the Manager or Supervisor. All items on the First Day Induction Checklist (Form 04.1) are to be explained to the employee. A record of this induction is to be signed by the person providing the training and by the employee and held under “Induction Records” in the employee file.

2. Employees of Contractors

Contractor induction is to be provided by the Supervisor/Manager or company delegate. All items on the Contractor Induction Checklist (Form 04.2) are to be explained and the Record of Induction signed by both the person providing the induction and the contractor’s employee. This record is to be filed by the Supervisor/Manager.

Audit Records

Induction Training Forms
Schedule of Induction Training

5. TRAINING AND QUALIFICATIONS

Purpose

To identify the competencies, training, and license requirements, for all employees of the organisation.

Procedure

1. **Martial Arts Training Company** will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.
2. **Martial Arts Training Company** will undertake training / competency needs assessment of all employees prior to the commencement of work or alteration of task allocation. The assessment will be recorded on Form 05.1.
3. Where skill deficiencies are detected appropriate training will be provided prior to commencement of work so employees can perform their designated duties safely.
4. Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
5. Casual labour will be used only when the nominated worker/s satisfies the level of competency required to undertake the task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of casual labour must be detailed in the Skills / Competency Needs Assessment form.
6. Internal and external training will be recorded on the Training Attendance Register Form 05.2

Audit Records

Skill / Competency Assessment Register

Ref. Forms 05.1 & 05.2

6. INJURY/INCIDENT REPORTING AND INVESTIGATION

Purpose

This procedure describes the internal and external incident reporting and recording requirements of the organisation, and the procedure for accident/incident investigation. They specify who does the reporting, recording and investigating of incidents, and what forms must be completed.

Definitions

The Act

The Regulation

Procedure

System for reporting and recording all accidents, incidents and work related illness

Documented Procedures

Refer to attached "Reporting an Event"

- a) Report incident/accident to supervisor as soon as practical but within 2 hours of accident.
- b) Record incident/accident in accident register
- c) Supervisor to investigate
- d) Investigation process

Incident Forms

The injured person completes the Incident form and gives to their Supervisor. It is the responsibility of the Supervisor to ensure this occurs.

Incident Registers

Incident registers are maintained in each area.

All incident and injury data is:

- Forwarded to OHS Representative/Senior Manager
- Recorded
- Included in monthly reports

Employees Understand Reporting Responsibilities

Incident report forms are available to all employees and contractors.

Incident reporting responsibilities are reiterated at:

- Staff meetings/tool box talks
- During induction process

Accident Investigation

The incident is to be investigated by a competent person within 24 hours of incident occurring by using incident investigation form (Form 06.2). The findings are to be communicated to the Managing Director and relevant OH&S Authority if required.

Recording Incident/injury Data

Incidences are to be recorded in an Incident Register managed by the OHS Representative. This register will assist in identifying trends and relevant statistics.

Audit Records

Injury/Incident Reports (Form 06.1)

Investigation Forms (Form 06.2)

Training Registers

Incident Register

Form 06.1 - Notice or Record of Accident / Serious Harm

1. Site

2. Specific Location

Shop, shed, unit no, floor, building; Street no and name; Locality / suburb

3 Personal data of injured person:

Name	
Residential address	

Date of birth		S e x (M/F)	
---------------	--	----------------	--

4 Occupation or job title of injured person:

--

5 Period of employment of injured person:

1 weekst
 1 monthst
 1-6 months
 6 months-1 year
 1-5 years
 Over 5 years
 non-employee

6 Treatment of injury:

Nil
 First-aid
 Doctor (not hospitalised)

9 Agency of incident:

- Machinery or (mainly) fixed plant
- Mobile plant or transport
- Powered equipment, tools or appliances
- Non-powered hand tools, appliances and equipment
- Chemical or chemical products
- Material or substance
- Environmental agency
- Animal, human or biological agency (not bacteria or virus)
- Bacterial or virus

10 Body part:

- Head
 Neck
 Trunk

 Upper limb
 Lower limbs
 Multiple locations

 Systemic (internal organs)

11 Nature of injury or disease: (specify all)

- Occupational hearing loss
 Fatal

 Fracture of spine
 Puncture wound

 Other fractures
 Poisoning and toxic effects

 Dislocation
 Multiple injuries

 Sprain or strain
 Damage to artificial aid

 Head injury
 Disease, nervous system

 Internal injury of trunk
 Disease, musculoskeletal

 Amputation, incl. Eye
 Disease, skin

 Open wound
 Disease, digestive system

 Superficial injury
 Disease, infectious or parasitic

Hospitalised

Bruising or crushing Disease, respiratory system

Foreign body Disease, circulatory system

7 Time and date of accident/serious harm:

Burns Tumour (malignant or benign)

Time am/pm

Nerves or spinal cord Mental disorder

Date

12 Where and how did the accident/harm happen?

If not enough room, attach separate sheet or sheets

Shift Day Afternoon Night

Hours worked since arrival at work

8 Mechanism of incident:

Fall, trip or slip Hitting objects with part of the body

Sound or pressure Being hit by moving objects

Body stressing Heat, radiation or energy

Biological factors Chemicals or other substances

Mental stress

13 Has an investigation been carried out? *yes/no*

Was a significant hazard involved? *yes/no*

Completed by: Employer or employer's representative (delete which is not applicable)

Name and position Signature Date

Form 06.2 - Incident Investigation Form

Site:

PARTICULARS OF ACCIDENT			
Date of accident	Time	Location	Date reported

THE INJURED PERSON		
Name		Address
Age	Phone number	

Date of accident		Length of employment:		
TYPE OF INJURY:	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)	Injured part of body
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks	
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction		

DAMAGED PROPERTY

Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE ACCIDENT

Description

Describe what happened (space overleaf for diagram — essential for all vehicle accidents)

Analysis

What were the causes of the accident?

HOW BAD COULD IT HAVE BEEN? <input type="checkbox"/> Very serious <input type="checkbox"/> Serious <input type="checkbox"/> Minor	WHAT IS THE CHANCE OF IT HAPPENING AGAIN? <input type="checkbox"/> Often <input type="checkbox"/> Occasional <input type="checkbox"/> Rare
--	---

Prevention

What action has or will be taken to prevent a recurrence?	Tick items already actioned		By whom	When
Use space overleaf if required				

TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by	Date	OSH advised YES / NO	Date

7. PERSONAL PROTECTIVE EQUIPMENT

Purpose

To establish a procedure for Personal Protective Equipment (PPE) selection, supply, use, replacement, maintenance, training and instruction, storage and keeping of appropriate records.

Definitions

PPE - personal protective equipment
AS/NZS - Australian Standard/New Zealand Standard

Procedure

Provision of PPE shall only be made after an assessment of the risk has been conducted and in consultation with the workers, and it is agreed no alternative solution is available to protect the workers, such as engineering controls.

1. Purchase specifications

Martial Arts Training Company will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of standards compliance will be determined prior to purchase.

2. Usage, care and replacement of PPE

Manufacturer's instructions shall be used as the guide to determine effective usage, care and replacement requirements for PPE used by the company.

All issues of PPE to each employee will be recorded on Form 07.1

Each employee will be instructed and trained in the correct use of each PPE item prior to use.

Managers are responsible for supervising and enforcing the PPE program.

The effectiveness of the PPE program shall be evaluated on a regular basis during audits and inspections.

Reviews of the need for and adequacy of PPE will be conducted regularly. All reviews will be in consultation with employees using the PPE.

3. Non Compliance

Employees and contractors who fail to comply with the health and safety requirements of the company, or those who demonstrate consistently poor safety performance, shall be subject to disciplinary measures.

Audit Records

- Completed Hazard Identification Form 02.1
 - Employee PPE Issue Forms
 - Employees Training Registers
-

8. CONSULTATION

Purpose

To establish a procedure for effective and regular consultation between management and employees.

Procedure

A quarterly safety meeting is to be carried out by the OHS Representative and/or Supervisors. All staff are informed that they are to report any issues to their Supervisor who will raise it in the meeting. The Supervisor will then display minutes (Form 8.1) of the meeting onto notice boards or via email for employees to view.

Audit

Form 8.1 Record of Safety Meeting

Form 8.1 – RECORD OF SAFETY MEETING

Time & date meeting commenced		Time meeting concluded	
--	--	-------------------------------	--

Attendees

Chairperson:	

Agenda Items

1. Outstanding issues from previous meeting
2. New hazards
3. New incidences/injuries
4. <i>(insert relevant agenda item)</i>
5. <i>(insert relevant agenda item)</i>

6. <i>(insert relevant agenda item)</i>			
Corrective Action	Action by	Action Completed	
		Sign Off	Date

Reviewed by Managing Director: _____ (signature)
 _____ (date)

9. EMERGENCY PROCEDURES

Purpose

To provide the emergency control, structure and directions which will prevent injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to the organisation’s equipment, plant and installations.

Definitions:

Nil

Key principles

- All risks will be continually monitored in order to minimise the potential of an emergency
- The safety of personnel is foremost
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans should be simple but effective
- Emergency control personnel will be trained in their appointed duties
- All personnel will be regularly trained in appropriate response procedures

Procedure for Development of Emergency Plans

1. The OHS Representative shall identify possible emergency situations using the Hazard Identification, Risk Assessment and Control Procedure. A record of the assessment shall be kept.

2. The OHS Representative shall develop emergency plans based on the Standard Requirements and using Standard Emergency Procedure Form 9.1.
3. Emergency Plans must be kept up to date and reviewed every 6 months, by the OHS Representative.
4. Emergency Information to be displayed in the Occupational Health and Safety Manual and on notice boards etc.
5. An emergency plan diagram of the site showing exit points, fire extinguishers, hose reels and muster points will be displayed.
5. Equipment provided for Emergency Procedures shall be checked monthly as part of the monthly Workplace Inspection, Checklist Form 11.2.

Audit Records

- Assessment(s) of On-site and Off-site Emergencies
- Emergency Plan (diagram)
- Reviews of Emergency Plans
- Inspection Checklists
- Training Records

Form 9.1 – Emergency Procedures for Employees

EMERGENCY PROCEDURES FOR EMPLOYEES

- 1 *The alarm will be raised by* (an audible alarm or instructions over PA System etc)
- 2 *Assist anyone in danger if safe to do so*
- 3 *If safe use extinguisher to smother fire*
- 4 *Move to assembly point on signal, on instruction from supervisor or when it is unsafe to remain in the area*
- 5 *Assist visitors and disabled persons to evacuate.*
- 6 *Remain at Assembly Area until instructed by Supervisor*

Form 9.2 – Bomb Threats Suspect Package

BOMB THREAT/SUSPECT PACKAGE

< Threat received

- Step 1* Use the Bomb Threat Checklist to record all details
- Step 2* Notify the Manager
- Step 3* Contact the police on _____ if not already done by the Manager
- Step 4* Open as many doors and windows as possible
- Step 5* Evacuate to evacuation areas

< Bomb found

- Step 1* Do not touch it – clear the area and do not re-enter until instructed
- Step 2* Advise the Manager immediately
- Step 3* Contact Emergency Services by phoning **111** if not already done by the Manager
- Step 4* Wait for advice from Manager and leave doors and windows open

Form 9.3 – Bomb Threat Checklist

QUESTIONS TO BE ASKED	CALLER'S VOICE
Where did you put the bomb?	Accent [specify]:
	Any impediment [specify]:
When did you put it there?	
	Voice [loud, soft etc]:
What does the bomb look like?	
	Speech [fast, slow etc]:
What kind of bomb is it?	
	Diction [clear, emotional etc]:
Did you place the bomb?	
	Did you recognise the voice?
Why did you place the bomb?	
	If so, who do you think it is?
What is your name?	
	THREAT LANGUAGE
Where are you?	<ul style="list-style-type: none"> • Incoherent? • Irrational?
What is your address?	<ul style="list-style-type: none"> • Taped? • Message read by caller?
Sex of caller:	<ul style="list-style-type: none"> • Abusive? • Other?
Estimated age:	
EXACT WORDING OF THREAT	BACKGROUND NOISES
	Street/house noises?
	Aircraft?
	Voices/music?
	Local call?
	STD/ISD/OTHER?

ACTION	CALL TAKEN & BY WHOM
Report call immediately to:	Date & time of call:

	Phone Number	Duration of call:	
Manager		Name of person taking call:	
Police:		Telephone No:	
General Manager		Number called (if different to above):	
		Signature:	

Form 9.4 – Medical Emergency

MEDICAL EMERGENCY

- Step 1* Check for any threatening situation and control it if safe to do so
- Step 2* Remain with casualty (unless there is no other option) and provide appropriate support
- Step 3* Do not move any casualties unless in a life threatening situation
- Step 4* Notify the Manager and the first aider
- Step 5* Notify the ambulance if not already done and designate someone to meet them
- Step 6* Provide support to first aider or ambulance if required

Form 9.5 – Evacuation Review Report

Date	Drill, false alarm or fire	Time taken to evacuate	Comments	Initial

10. PLANT REGISTER AND MAINTENANCE

Purpose

To ensure that all items of plant are assessed to determine maintenance requirements and that a tracking system for plant is maintained.

To ensure that all maintenance, repair or alteration of any item of plant, equipment, building or furniture is performed by competent persons and that record of the work are kept.

Definitions: Nil

Procedure

Equipment including static (stationery) and mobile plant can be hazardous to workplace safety.

In order to comply with Occupational Health and Safety Legislation, [Martial Arts Training Company](#) will carry out regular inspections and maintenance of plant and equipment.

The inspection and maintenance history of each item will be documented on the appropriate form if required.

- Form 10.1 ~ Plant Identification & Maintenance Schedule

Where a relevant Standard is appropriate, the inspection, use and maintenance of the plant will comply as a minimum with the Standard. Where no Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations.

The affect of plant and equipment on the workplace will also be considered.

Electrical testing and tagging

Service testing is necessary for the safety of persons using the equipment and for the proper discharge of the obligations of employers and employees, as listed in legislation covering occupational health and safety matters.

AS/NZS 3760: 2001 specifies the procedures for safety inspection and testing of electrical equipment and shall be used as the Standard for electrical equipment owned, leased and used by [Martial Arts Training Company](#).

Assessment

[Martial Arts Training Company](#) will conduct assessments of all plant and equipment including identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate, or minimise the risk to health and safety of workers.

This process will include plant and / or equipment itself and its impact on the surrounding workplace and environment.

When identifying potential hazards, consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, repairs, cleaning, use, operator competencies, dismantling and disposal.

Selection and Use

Where plant and equipment is hired, the same requirements for occupational health and safety are required and will be specified by [Martial Arts Training Company](#) to the Hire Company as a condition of the hire agreement.

Note: Specific plant may require design registration, item registration or both (check with local authority).

Records

Records of maintenance, including tests, should be kept throughout the working life of the equipment.

Audit Records

Plant Identification & Maintenance Schedule

Training Registers

Testing and tagging records

Equipment Description	Model No.	Serial No.	Equipment Location	Equipment Type	Warranty Expiry Date	Service Provider	Provider Service Agreement Expiry Date	Current Calibration Date	Cal. Freq. (mts)	Next Maintenance Due

Form 10.1 – Plant Identification Register & Maintenance Schedule

11. WORKPLACE INSPECTION PROCEDURES

Purpose

The objective of this procedure is to describe the process whereby management and employees may together identify hazards and take action to prevent injuries and illnesses arising out of work at the organisation's workplace. The process involves inspection, communication, evaluation and review. A key feature of the process is to ensure management accountability and the commitment of all personnel to hazard elimination and control. This is a formal process and must be complimented by informal inspections on a regular basis.

Definitions

Nil

Procedure

1. Formal workplace inspections will be conducted monthly using the Workplace Inspection Checklist (Form 11.2). The monthly Workplace Inspection Checklist may be completed by any employee but must be signed off by the Manager.
2. The Checklist may be modified to include a check on any controls implemented as a result of previous hazard identifications.
3. Items which generate a "No" response on the Checklist will be immediately transferred to a Hazard Report Form (Form 03.1) unless able to be immediately rectified.
4. A yearly inspection calendar (Form 11.1) will be prepared and maintained by the Manager. The inspection calendar will document the required date for completion of the Workplace Inspection Checklist (Form 11.2) as well as the name of the employee who will conduct the inspection.
5. All employees are required to participate in the completion of the Workplace Inspection Checklists (Form 11.2) on a rotational basis. The employee who has completed the checklist will sign the inspection calendar to indicate completion. A copy of the calendar will be provided to all employees via a notice board or similar.
6. Hazard Report Form (Form 03.1) attached to the Workplace Inspection Checklist (Form 11.2) will be tabled at the safety Meeting.
7. All personnel will have access to inspection reports.
8. The Senior Manager will review the process annually.

Audit Records

Copies of inspections in accordance with this procedure
Calendar of inspections (Form 11.1)

Form 11.1 – Annual Workplace Inspection Calendar

YEAR and MONTH	INSPECTION DATE	NOMINATED EMPLOYEE	EMPLOYEE SIGNATURE (to indicate completion)	MANAGER SIGNATURE
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Form 11.2 – Workplace Inspection Checklist

Site Location: _____

Date of Inspection: _____

Workplace Inspection Calendar completed by: _____

	Item	Yes	No	N/A
1	Fire			
	• Extinguishers are in place			
	• Are clearly marked			
	• Have been serviced within the last 6 months.			
	• Area around the extinguisher is clear for a 1 meter radius			
	• Fire exit signs are visible			
	• Fire exit signs are in working order			
	• Exit doors are not blocked			
	• Exit doors can easily be opened			
	• Fire alarm is in working order			
	• Emergency plan is displayed			
	• Emergency drill carried out within the last 6 months			
2	Electrical			
	• No broken plugs, sockets or switches			
	• No frayed or damaged leads			
	• Portable power tools in good condition			
	• No temporary leads on the floor			
	• Testing and tagging of electrical items has been attended within the last 12 months.			

3	General lighting			
	• There is adequate illumination in working areas			
	• There is good natural lighting			
	• There is no direct or reflected glare			
	• Light fittings are in good working condition and are clean			
	• Emergency lighting is operational			
4	Walkways			
	• No oil or grease			
	• Walkways are clear of obstruction			
	• Walkways are clearly marked			
	• There is unobstructed vision at intersections			
	• Stairs not blocked and are in good condition			
5	Rubbish			
	• Bins are located at suitable points			
	• Bins are not overflowing			
6	Work benches			
	• Clear of rubbish			
	• Tools are stored properly			
	• Adequate work height			
	• No sharp edges			
7	Storage			
	• Materials stored in racks in a safe manner			
	• Pallets are in good condition (no broken wood)			
	• Floor around racking is clear of rubbish or obstacles			
	• Racking is in good condition, no damaged uprights, beams etc			
8	Chemicals			
	• MSDS for all chemicals			
	• MSDS Register is available and current			
	• Containers are clearly and accurately labelled			
	• All chemicals are stored in accordance with the MSDS			
9	First aid			
	• First aid kits and contents clean and orderly			
	• First aid kit is adequately stocked (as per the schedule in the kit)			
	• Easy access to first aid kits			
	• All employees are aware of location of first aid kits			
	• At least one employee on site has a current senior first aid certificate			
10	Floors			
	• Even surface with no large cracks, holes or trip hazards			
	• Floors are not obstructed			
	• Floors are free from grease, oil etc			
11	Office			
	• No exposed leads			
	• Air conditioning working adequately			

	<ul style="list-style-type: none"> Filing cabinets are stable and in good repair 			
12	Machines			
	<ul style="list-style-type: none"> Power equipment maintenance carried out as per 10. Plant Maintenance 			
	<ul style="list-style-type: none"> Power equipment clean 			
	<ul style="list-style-type: none"> All guarding in place and interlocks working 			
13	Display Material			
	<ul style="list-style-type: none"> O.H.&S. Policy statement signed by the Managing Director and displayed on notice boards 			
	<ul style="list-style-type: none"> Return to Work Program signed by Managing Director and displayed on notice boards 			
	<ul style="list-style-type: none"> “No Smoking” signs are displayed 			
	<ul style="list-style-type: none"> “Staff only” or “Restricted Area” signs are displayed in relevant areas 			
	<ul style="list-style-type: none"> “Report that Hazard” poster (Form 03/2) 			
	<ul style="list-style-type: none"> “Manual Handling” poster is displayed in warehouse area 			
	<ul style="list-style-type: none"> Safety notice board is available and current 			
14	O.H. &S. Information			
	<ul style="list-style-type: none"> O.H. &S. Manual is available to employees 			
	<ul style="list-style-type: none"> Incident Report form is available 			
	<ul style="list-style-type: none"> Injury / Incident reporting forms are available 			
	<ul style="list-style-type: none"> Hazard reporting forms are available 			
	<ul style="list-style-type: none"> Site emergency plan is displayed 			
	<ul style="list-style-type: none"> Staff inducted with training records 			
	<ul style="list-style-type: none"> Staff trained in manual handling 			
15	Additional items for review			

Additional comments or actions required:
Copies sent to:

12. ISSUE RESOLUTION

Purpose

Management and employees of **Martial Arts Training Company** have agreed upon the following issue resolution procedure. The agreed procedure aims to achieve the most efficient and effective resolution of all health and safety issues, as and when they arise. It is the responsibility of all management levels to resolve issues in their workplace. This procedure is applicable to all employees in the organisation.

Definitions

NIL

Procedure

The agreed procedure is as follows:

- 1) Where an employee identifies a health and safety issue they should raise it with their immediate supervisor. The employee or supervisor should inform the Senior Manager.
- 2) The issue should be dealt with as soon as possible after being reported. If it cannot be rectified immediately then a solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved.
- 3) Where the issue concerns work which involves an immediate threat to the health and safety of any person, the Manager in consultation with the Senior Manager may direct that work will cease. Where an issue or an immediate threat remains unresolved, the Senior Manager or employees may request the assistance of Health and Safety Authority. A Health and Safety Inspector may issue an Improvement Notice or a Prohibition Notice.
- 4) The issue and agreed outcomes should be tabled during the next safety meeting to notify all personnel of the issue and agreed control options. This communication should be formal using the Hazard Report form as outlined in Procedure 3 Hazard Reporting.
- 5) Solutions should be recorded as well as communicated to relevant employees for their information.

Where relevant, the issue and control options should be documented in a hazard identification form by the Manager and distributed to all sites within the control of the company for tabling at safety meetings.

Audit Records

Completed Hazard Report forms
Safety Meeting Minutes

Agreed by: _____

Date: _____

13. CHEMICAL MANAGEMENT PROCEDURE

Purpose

This procedure covers the requirements associated with the safe purchasing, handling, storage and use of hazardous substances and dangerous goods. It includes the use of labels and Material Safety Data Sheets (MSDS's), provision of information and training to personnel, risk assessment and control, precautions for safe handling, storage and use, document control and access to information by interested parties.

Definitions

Chemical

Responsibility

- Ensuring Material Safety Data Sheets (MSDS) are obtained for any chemicals used or stored in their area and information is maintained on the chemical management database.
- Ensuring a risk assessment is performed on each chemical for storage and handling and prior to use or used in a process if deemed a hazardous substance.
- Ensuring that all staff that use, handle or are likely to be exposed to chemicals are appropriately trained.
- Ensuring that appropriate Personal Protective Equipment & Controls are provided as identified in the risk assessment.

A register of all chemicals used/stored on site shall be kept along with up to date MSDS'. The Chemical Register must be updated when the following elements occur:

- New chemicals are introduced into the workplace
- Existing chemicals are no longer in use or being stored, must be deleted.
- The details of any revised or updated Material Safety Data Sheet must be entered.

Chemical hazard identification and risk assessment

It is the duty of the responsible manager or their nominated representative to ensure that all hazards associated with chemicals that are used, and stored, within their area, and transported to and from the area, are identified and assessed for risk. Refer to the MSDS for correct storage and transportation.

Staff must receive training in chemical awareness upon local induction. Additionally, staff shall be trained in chemical awareness if, during the course of their work they:

- Use or chemical handling,
- Are likely to be exposed to chemicals,

Manufacturer labels

The responsible manager shall ensure that all chemicals purchased are adequately labelled as to provide sufficient information to alert the user of any associated hazards.

The responsible manager should seek additional information from the manufacturer and or supplier if insufficient information is provided.

The label must be firmly secured to the container. All information on labels must be legible and durable.

The manufacturer label must be written in English and must contain the following information as a minimum requirement as detailed in the National Health and Safety Council's, National Code of Practice for the Labelling of Workplace Substances. NOHSC: 2012 (1994) 2:

- Product name
- Dangerous Goods Class and subsidiary risk where applicable
- Signal word(s)
- The name, address and contact telephone number of the Australian manufacturer or importer of the substance.

Additional information may be detailed on external packaging or information leaflets provided with the chemical.

Labelling of decanted substances

All hazardous substances that are decanted and not used immediately shall be labelled with the following information as a minimum requirement in accordance with NOHSC 2012 (1994).

- Product Name
- Risk and Safety Phrase(s)

A container shall remain labelled until cleaned so that it no longer contains any hazardous substance.

If the container is so small that the label cannot be placed on the actual container, the label can be attached by other means, such as a string around the neck of the container.

Access to Material Safety Data Sheet (MSDS)

It is the responsibility of the responsible manager or nominated representative to ensure MSDS's are obtained and available to all personnel for any chemical that is used and/or stored within the workplace. Access to MSDS's should be obtained via the supplier and a hard copy being placed in an accessible location where the chemicals are stored and used.

Waste disposal

Chemical waste should not be allowed to accumulate. Chemical waste must not be mixed with other chemical waste unless the waste is of the same type. Personal protective equipment should be used when handling chemical waste as recommended in the MSDS and by the risk assessment

Audit Records

Chemical Register
Training Register
MSDS'

