

OHS MANAGEMENT SYSTEM

IMPLEMENTATION

1. Using the Contents of the OHS Management System, take copies of all items listed commencing with FORM, leaving originals in system and transfer copies to a folder labeled:

OHS MANAGEMENT SYSTEM – OHS PROCEDURE FORMS.

- Folder cover sheet label supplied.

2. Take several copies of the WORKPLACE SAFETY AUDIT SHEET and place in separate folder labeled:

OHS MANAGEMENT SYSTEM – WORKPLACE SAFETY AUDIT SHEET.

- Folder cover sheet label supplied
- Conduct a site safety audit as quickly as possible.

3. Fill out OHS RECORDS MANAGEMENT PROCEDURE.

4. Fill out MEDICAL REGISTER with suitable qualified personnel / practitioners, e.g.

1. If member of Company has 1st Aid Certificate
2. Emergency Numbers
3. Nearest Medical Centre
4. Note on Register – whilst working on Commercial / Industrial Projects a Medical Register will be available on site.

5. INDUCTIONS - 1 copy of INDUCTIONS REGISTER
Copy for each person being inducted of Induction Checklist (4)

6. A Risk Assessment and Method Statement has been prepared for potentially dangerous activities and is to be given to personnel during the Induction Process whereupon its importance and contents is to be fully explained.

7. Obtain Material Safety Data Sheet from Management / Suppliers for any chemicals or hazardous substances purchased and follow the OHS procedure as well as filling out the Hazardous Materials Register.

8. Give each staff member copy of their Position Description / Job Specification and explain contents.

9. Place copies of Codes of Practice and other associated Workcover Publications in a folder labeled:

OHS MANAGEMENT SYSTEM – CODES OF PRACTICE AND WORKCOVER PUBLICATIONS

- Folder cover sheet label supplied.
