

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR ISSUE RESOLUTION

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1. APPROVAL

Document Control					
Document:	HSEQ-MP-104 – Issue Resolution				
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This procedure is reviewed to ensure its continuing relevance to risks and opportunities that it describes. A record of contextual additions or omissions shall be maintained.					
Amendment Record					
Version	Date	Context	Section	Summary of Amendments	
1.0	Insert Date	To ensure that there is a process whereby personnel manage health and safety issues.		Original	
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as ‘Controlled Copy’.					
Document Title:	Issue Resolution			Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/>	Date:	Insert Date

2. PURPOSE

The purpose of this procedure is to ensure that there is a process whereby **Insert Your Company** personnel may raise health and safety issues in compliance with the relevant legislative requirements.

3. SCOPE

This procedure applies to the process by which health and safety issues are reported and resolved in the workplace.

4. TERMS AND DEFINITIONS

Term	Definition
Consultation	Is the fostering, cooperation and development of partnerships between government, employers, workers to ensure workplace health and safety.
Reasonable Excuse	Does not include a matter of convenience.
Worker	An employee, contractor, sub-contractor, an employee of a contractor or subcontractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Ensuring the procedure is implemented and adhered to.
- Ensuring the process is communicated, understood and complied with.
- Ensuring the process is taken or not taken to all involved parties.
- Ensuring the agreed process is displayed prominently at the workplace.

Supervisors are responsible for:

- Ensuring issues raised are acted upon in a timely manner in accordance with the assessed risk level.

Workers are responsible for:

- Following the agreed process in the reporting of workplace health and safety issues in the workplace.