

SAFETY PROCEDURE

SAFETY MANAGEMENT PROCEDURE FOR WORKPLACE HEALTH AND HYGIENE

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the systems process that it describes. A record of contextual additions or omissions is given below.					
Amendment Record					
Version	Date	Context	Se	Summary of Amendments	
1.0	Insert Date	To enable a system to access and promote health, hygiene and cleanliness in the workplace.		Original	
The latest revision of this procedure is on Insert Your Company's 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'.					
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2. PURPOSE

The purpose of this procedure is to outline a process to:

- Enable all legal requirements and obligations to be met with regards to workplace health and hygiene hazards and risks.
- Identify and manage the hazards and risks with workplace health and hygiene.
- Establish requirements for protecting workers' health.
- Provide control measures, rules, processes and guidelines for persons undertaking work on behalf of Insert Your Company.
- Promote health and wellbeing activities within Insert Your Company.

3. SCOPE

This procedure applies to all processes and work activities (either direct or indirect) undertaken at a Insert Your Company workplace and any work undertaken at a location under the control of Insert Your Company.

4. TERMS AND DEFINITIONS

Term	Definition
Asymptomatic	A condition or a person producing or showing no symptoms.
Communicable Diseases	A disease that may be transferred from one person to another. Includes bacterial, viral, animal and insect transmitted diseases.
Ergonomics	The study of the capabilities and limitations of workers in relation to work system, machine or set task, in the physical, psychological and social environment in which they work, with the aim of promoting the wellbeing, safety and productivity of those workers.
Exposure	To be subjected to a potential risk of infection through inhalation, ingestion, injection, skin contact or absorption.
Hazard	Any matter or event which has the potential to cause injury, illness or incident.
Health Hazard	A broad term to include hygiene hazards, ergonomic or a psychosocial hazard that may be harmful to health.
Health Monitoring	Monitoring (including biological monitoring and medical assessment) of a person to identify changes in the person's health status due to potential exposure to a workplace hazard (e.g. noise).
Hygiene Hazard	A chemical, physical, biological hazard that may be harmful to health.

Term	Definition
Occupational Health and Hygiene	An applied science which is concerned with the influences on the human body with work processes. It deals with the chemical, physical, biological, ergonomic or psychosocial stressors, enabling the protection and improvement of health and the wellbeing of workers.
Risk	The likelihood of a negative effect.
Virus	A sub-microscopic infectious agent that replicates inside the living cells of an organism.
Worker	An employee, a contractor or sub-contractor, a member of a contractor or sub-contractor, an employee of a hire company who has been hired to perform an apprenticeship or trainee or other type of work. May also be referred to as 'personnel'.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- The implementation of this procedure and ensuring it as new information becomes available.
- Consulting with workers to identify exposure hazards and risks associated with the workplace and personnel.
- Assisting workers with ergonomic limitations in relation to a work system, machine or set task and promoting the worker's safety and productivity of workers.
- Ensuring that workers and other professionals have current competency qualifications.
- Providing appropriate information to workers in relation to health and hygiene work activities.
- Ensuring that exposure assessments are conducted and that the control measures implemented according to the assessment.
- Ensuring that acceptable health and hygiene standards for workplace facilities are maintained.
- Ensuring that risk management processes are established for working in high temperatures, with hazardous chemicals and when exposed to high noise levels.
- Ensuring that the quality of water, air and sanitation meets safe standards.
- Developing specific health monitoring (frequency and level) where required.
- The identification and risk management planning for the control of communicable disease transmission.
- Ensuring that risk management processes and planning is undertaken for 'at risk' long distance travel.
- Ensuring that first aid supplies are provided, regularly checked and maintained.
- Ensuring that appropriate personal protective equipment (PPE) is supplied and available for all personnel.