

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 5 – OHS&R POLICES & PROCEDURES

1. PURPOSE

This procedure describes requirements for the development, implementation and review of the company's OHS&R Policy and Procedures and for establishment of objectives and targets for OHS&R improvement.

2. MANDATORY REQUIREMENTS

1. Senior management shall define the company's OHS&R Policy and Procedures.
2. All personnel within the company shall have access to the company's OHS&R Policy and Procedures and understand the requirements of those Policies and Procedures that are relevant to their roles.
3. OHS&R Procedures shall be developed to detail the control of hazards associated with the company's operations and to provide a model for management of OHS&R risks.
4. All activities shall be conducted in accordance with the company OHS&R Policy and Procedures and the legislative requirements.
5. Local procedures and work instructions shall be developed where relevant to define additional requirements to, as far as practicable, control the risks arising from the operation of each site / facility and to assure compliance with the company's OHS&R Policy and Procedures.
6. Senior management shall review the suitability, adequacy and effectiveness of the company OHS&R Policy and Procedures at least every two years.
7. OHS&R objectives and targets, consistent with the company's OHS&R Policy, shall be developed and periodically reviewed for each relevant function within the organisation.
8. OHS&R training records shall be retained indefinitely.
9. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Senior Management

Ensure that the requirements of this procedure are complied with.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION