

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 12 – OHS&R Improvement Plan

1. PURPOSE

This procedure describes requirements for the development and implementation of OHS&R improvement plans to describe the means and time-frames by which the organisation's OHS&R objectives and targets will be achieved.

2. MANDATORY REQUIREMENTS

1. Long and short term OHS&R plans shall be prepared, approved, issued and implemented for the organisation.
2. OHS&R plans shall detail the OHS&R programs and action plans required to achieve the OHS&R objectives and targets.
3. Responsibilities and the time-frames for completion of the identified OHS&R programs and action plans shall be agreed and recorded.
4. OHS&R plans shall be developed in consultation with the relevant workgroup i.e. OHS&R Representatives, OHS&R Focus Group and or Branch Management / Supervisors.
5. Management shall monitor completion and the effectiveness of OHS&R plan actions, in consultation with the relevant workgroup i.e. OHS&R Representatives, OHS&R Sub Group and or Branch Management / Supervisors.
6. OHS&R training records shall be retained indefinitely.
7. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure full compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION