

# QSCU OHS&R MANAGEMENT SYSTEM

## PROCEDURE 17 – Office Safety & Health

### 1. PURPOSE

This procedure defines the requirements for housekeeping, including the control of slips, trips and falls in company workplaces.

### 2. MANDATORY REQUIREMENTS

1. A standard of housekeeping shall be established and a roster of inspections shall be maintained to ensure a high standard of housekeeping in work areas.
2. Housekeeping standards shall be regularly assessed and, where required actions to improve housekeeping shall be assigned, recorded and followed up.
3. Access to emergency exits, safety and fire fighting equipment shall be maintained and unobstructed at all times.
4. Exit signs, safety and fire fighting equipment shall be provided in accordance with local building regulations. Materials and equipment shall be placed so that exit and safety signs can be seen at all times from any defined walkway.
5. All safety signs used on site shall be in accordance with the relevant Australian Standard and shall be kept in a register and inspected regularly.
6. An appropriate level of hygiene shall be maintained for all work areas.
7. Walkways (where relevant) shall be clearly defined, separate from vehicular traffic and shall not contain any slip, trip and fall obstructions.
8. Records of housekeeping check sheets shall be retained indefinitely.
9. OHS&R training records shall be retained indefinitely.
10. 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

### 5. FORMS

- A. SITE INSPECTION CHECKSHEET