

# QSCU OHS&R MANAGEMENT SYSTEM

## PROCEDURE 20 – Biological Hazards

### 1. PURPOSE

This procedure describes requirements for the identification, assessment and control of risks arising from biological hazards associated with company operations and facilities. This procedure also defines measures to minimise the risk of adverse work related reproductive effects especially during pregnancy.

Potential sources of biological hazards may include, however are not limited to:

- Air handling and water cooling systems,
- Provision of first aid or medical treatment,
- Preparation and serving of food and beverages.

Biological hazards which are endemic to the local area and risks from non work related spread of infectious diseases are beyond the scope of this procedure.

### 2. MANDATORY REQUIREMENTS

1. Each site shall identify sources of actual or potential biological hazards present on its premises or arising from its operations.
2. Where a biological hazard has been identified, a risk assessment shall be conducted and an action plan shall be established and maintained to minimise the risk as far as practicable.
3. Hazard and risk assessments and development of management plans shall be lead by suitably experienced, trained people i.e. persons who have attended risk analysis training and a toxicologist or hygienist.
4. Biologically hazardous waste shall be disposed of in accordance with legislative requirements and relevant codes of practice in such a manner as to provide appropriate protection to subsequent handlers.
5. Potentially exposed employees shall be trained in the nature of the biological hazards present and the measures implemented to control the risk of exposure.
6. Reproductive hazards in the workplace shall be identified, assessed and controlled to minimise the risk of adverse reproductive effects on any person, irrespective of their gender or reproductive capacity.
7. Actions shall be taken to respond to employee concerns regarding the potential or actual impact of the working environment on their reproductive health.
8. Any modification to duties performed by a pregnant employee or contractor shall be determined on the basis of medical advice taking into account:

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- the impact of the pregnancy on the ability to fulfil the requirements of the position;
  - potential adverse work related affects on the employee or future offspring; and
  - the feasibility of modifications to the position and the employees rights and entitlements under relevant legislation and conditions of employment.
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

#### Responsible Manager

Appoint an appropriately trained person to assume responsibility for the identification of hazards and the implementation and maintenance of action plans.

### 4. REFERENCE DOCUMENTATION

#### A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION