

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 34 – OHS&R Performance Reporting

1. PURPOSE

This procedure describes the requirements for monitoring QSCU OHS&R performance data. The data is reported and analysed to provide a record of OHS&R performance and assist in benchmarking with others.

2. MANDATORY REQUIREMENTS

1. OHS&R monitoring and reporting requirements shall be identified for the Company to measure and monitor OHS&R performance.
2. As a minimum, the Company shall capture and report OHS&R performance data in accordance with statutory requirements i.e. Work related Injuries.
3. Relevant OHS&R performance data shall be communicated to all employees and shared throughout the company.
4. OHS&R performance data records shall be retained indefinitely.
5. OHS&R training records shall be retained indefinitely.
6. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure that the requirements of this procedure are complied with.

4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION