

## Integrated Management System

Effective: (Month Year)  
Rev No: 1.0

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# HAZARDS AND RISKS

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### PROCEDURE 5

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## 1. Hazard Reporting

- All Managers will ensure that the Hazard Report Form is available to all employees in all work locations.
- All Managers will ensure that the "Report That Hazard" notice is prominently displayed in all work locations.
- If there is an immediate risk of injury or illness an employee will take action to make the area safe, ensuring their own safety is not jeopardized and immediately report the hazard to their supervisor/manager
- Employees will immediately report any hazard to their supervisor/manager and complete the Hazard Report Form. The employee should keep a copy of the completed form.
- The supervisor/manager on receipt of the Hazard Report Form will:
  - Take action to remove the hazard if possible
  - Take action to prevent employees being exposed to the hazard
  - Forward the Hazard Report to the Manager/Supervisor within 1 day of receiving the report.
- The Manager/Supervisor will forward all Hazard Reports to the Health and Safety Committee and will allow the relevant employee health, safety and environment representative access to the Hazard Report file.
- Copies of Hazard Reports are to be filed at each location under "Hazard Reports".
- The Manager is to ensure that an explanation of this procedure is included in the induction for new employees and contractors.
- The Manager is to ensure that the Hazard Reporting Procedure is explained in workgroup meetings every 3 months.

## 2. HAZARD IDENTIFICATION RISK ASSESSMENT & CONTROL

### Definitions

*Hazard* is anything that has the potential to cause injury or illness (to employees, contractors, visitors or the neighboring community) or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

*Hazard identification* is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plants, property or the environment.

*Risk* means the likelihood of injury, illness or damage to plant, property or environment arising from exposure to any hazard.

*Risk Assessment* is the process of determining the likelihood of an injury, illness or damage to a plant, property or the environment.

*Hazard control* is the process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, in order, as prescribed in some health and safety legislation. It is always important that any control measure does not introduce new hazards, and that ongoing effectiveness of the control is monitored.

*The Hierarchy of Control is:*

1. Elimination of the hazard
2. Substitution eg of the equipment or substance
3. Isolation eg distance or enclosure
4. Engineering controls e.g. guarding, separation, removal, and abatement measures.
5. Administrative controls eg supervision, training, rotation
6. Personal protective equipment

Note: Provision of protective equipment should always be the **last** control option considered. A combination of controls may be appropriate however the combination must be based on the control hierarchy.

### Procedure

Controlled Electronic Document

© &lt;Company Name&gt; Pty Ltd

Effective date: Current Month (year)

Approved by: Persons Responsible for IMS  
 Prepared by: Certify Edge – Single Organisation  
 License

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Review required: Review Month (year)

<b>INTERNAL AUDIT</b> Integrated Management System	<b>FORM 3401</b>
Effective: Current Month (year)	Issue No: 1

<b>Auditor:</b>			<b>Date:</b>	
<b>Position:</b>		<b>Branch:</b>		

No.	Clause	Compliant	Evidence, Reference of Evidence	Comments
<b>4</b>	<b>Context of the Organization</b>			
4.1	Understanding the Context of the organisation	• Yes • No • N/A		
4.2	Understanding needs and expectations	• Yes • No • N/A		
4.3	Scope of the System	• Yes • No • N/A		
4.4	System & Processes	• Yes • No • N/A		
<b>5</b>	<b>Leadership</b>			
5.1	Leadership & Commitment	• Yes • No • N/A		
5.2	Policy	• Yes • No • N/A		
5.3	Roles, Responsibilities & Authorities	• Yes • No • N/A		
5.4	Consultation and Participation of Workers	• Yes • No • N/A		
<b>6</b>	<b>Planning</b>			
6.1	Address Risks & Opportunities including Environmental Aspects & OHS Hazard identification and control	• Yes • No • N/A		

# CORRECTIVE ACTION REQUEST

Integrated Management System

FORM 3601

Effective: Current Month (year)

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- Incident   
  Hazard   
  Maintenance   
  Service   
  Quality   
  Environment

MAJOR or MINOR CAR: \_\_\_\_\_

REQUIRED ACTION IN: \_\_\_\_\_

Originator / Raised By: \_\_\_\_\_

Date: \_\_\_\_\_

**Please Tick Appropriate Box:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Damage to Client's Property | <input type="checkbox"/> Customer Service / Feedback | <input type="checkbox"/> Defective Equipment            |
| <input type="checkbox"/> Hazard / Safety Issue       | <input type="checkbox"/> Improvement Opportunity     | <input type="checkbox"/> Vehicle / Building Maintenance |
| <input type="checkbox"/> Service Failure             | <input type="checkbox"/> Supplier Problem            | <input type="checkbox"/> Environment                    |
|  | <input type="checkbox"/> Contractor Issue            | <input type="checkbox"/> Other: _____                   |

**CLIENT / EMPLOYEE / SUPPLIER DETAILS**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Location: \_\_\_\_\_

Account No / Job No: \_\_\_\_\_

Rego No.: \_\_\_\_\_  
(if applicable)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**1. Description of problem / hazard and location:**

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**2. Suggested immediate action:**

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**3. CAR Classification (Impact & Urgency):**

Consequence if not actioned:	<b>Major</b>	<b>Minor</b>	<b>Improvement</b>
Impact/Urgency:	High Impact / Urgent	Med Impact / L-M Urgency	No Impact / Not urgent
Action Lead time:	(1 day response)	(1 week response)	(> 1 week response)
Priority:	<input type="checkbox"/> High Priority	<input type="checkbox"/> Medium Priority	<input type="checkbox"/> Low Priority