# What Components of a WHS Management System Should I Look at as a Priority and How Do I Implement Them?

There are many aspects to a WHS Management System that a business owner/manager should address and implement. Below are components that should be implemented as a priority to assist in complying with your duty of care.

➢ *Training Register/Training Matrix:* Have all the employees been identified on the Register and are they up to date with their training? Electrical workers need to have CPR/LVR (or more commonly known as Rescue and Resuscitation) training current every 12 months and a suitably qualified First Aider needs to be trained every 3 years. Internal training such as operation of a lathe also needs to be recorded.

➢ *Induction Checklist:* Have all employees been inducted into the business? Can you show that they have been inducted into relevant policies/procedures, work instructions, emergency procedures and SWMS. Further to this, the Policy Induction Checklist specifically inducts employees into relevant policies applicable to the business.

➢ *Company Risk Register:* This Register shows what high risk activities (WHS Reg 291) your business undertakes, what document you use to control those activities, how you communicate these activities to employees and when this occurred. Activities such as working at heights would use a High Risk SWMS to highlight what the actual hazards are and what controls are used. This information can be communicated at a pre-start or more generally in a Toolbox Talk. The Toolbox Talk can be referenced in the High Risk Register to show how the risks were communicated and on what date.

➢ *Incident/Accident Register:* In the event of an accident or incident you must record what happened, what investigation took place and any corrective action that needs to occur. This corrective action can be placed into the Corrective Action Register.

➢ *PPE Register:* List all PPE and inspection dates to show that you have the required safety gear to meet those high-risk activities and associated tasks. Importantly it shows that all items have been inspected or serviced.

➢ *Plant & Equipment Register:* Importantly this shows your inspection, calibration, testing and servicing of all Plant & Equipment. PPE can be included instead of having a separate PPE Register.

➢ *Hazardous Substances Register*: Ensure all hazardous chemicals, fuels and gases are stored correctly and placed onto the Register. Underneath the Register you should place all Safety Data Sheets (SDS) and ensure that each work van has the applicable SDS for any hazardous substance, such as blue glue for example.

- ➤ **Corrective Action Register (CAR):** Incidences and accidents, faulty batch of products, faulty equipment or an action that comes from a Toolbox Talk can all be placed in the Register, assigned to someone and given a completion date.

- ➤ **Business Improvement Plan (BIP):** Results from an audit can be included and a target date is set dependant upon what needs to be completed from the audit. A Procedure or Work Instruction that needs to be improved can be included or any process that can improve your safety system.

- ➤ **SWMS/JSA/SOP:** All your High Risk activities that have been identified on your High Risk Register must have an associated High Risk SWMS. All other jobs can have a SWMS, JSA or SOP to assist in controlling associated hazards. These all should be listed in a Register and reviewed depending on the risks. High Risk SWMS for a project should be discussed at the start of each week at a pre-start for example. The review can occur every 6 months and all relevant employees should receive a Toolbox Talk at least every 12 months and all High Risk SWMS will be discussed to ensure that everyone is aware of substantial risks associated with these activities.

- ➤ **Hazard Inspection Checklist:** If you have EWPs, forklifts, lifting pallets, welding equipment, vehicle mounted cranes etc, you must assess the risks by completing a Risk Assessment. The daily logbook must be filled out when in use.

- ➤ **Operating Procedure (Machinery):** Ensure that all equipment that posses a risk to the health and safety of employees have adequate guards/controls in place. Including operating procedures that are visible and in close proximity to the equipment. Majority of SOP's can be found on Google (make sure it is relevant to the piece of equipment however).

- ➤ **Safety Signs:** Where there is a risk to a person's health and safety by operating machinery you must have safety signs clearly displayed AND those serviceable PPE items with the machinery.

- ➤ **First Aid Kits:** As per the Codes of Practice First Aid, you must ensure provision of First Aid equipment. So having a First Aid Kit is a must, not only at the office but also in the work vans. Additionally, if you do remote work then a remote First Aid Kit should be in the work van.

Members that have our HSEQ Management System can refer to the Management Manual for a more detailed explanation.

If you haven't made enquiries about our health and safety products, please contact our HSEQ Manager Ben Simpson on 0409 232 075 or email ben.simpson@necasa.asn.au.