

# SAFETY KIT

## Maintaining your OHS Management System

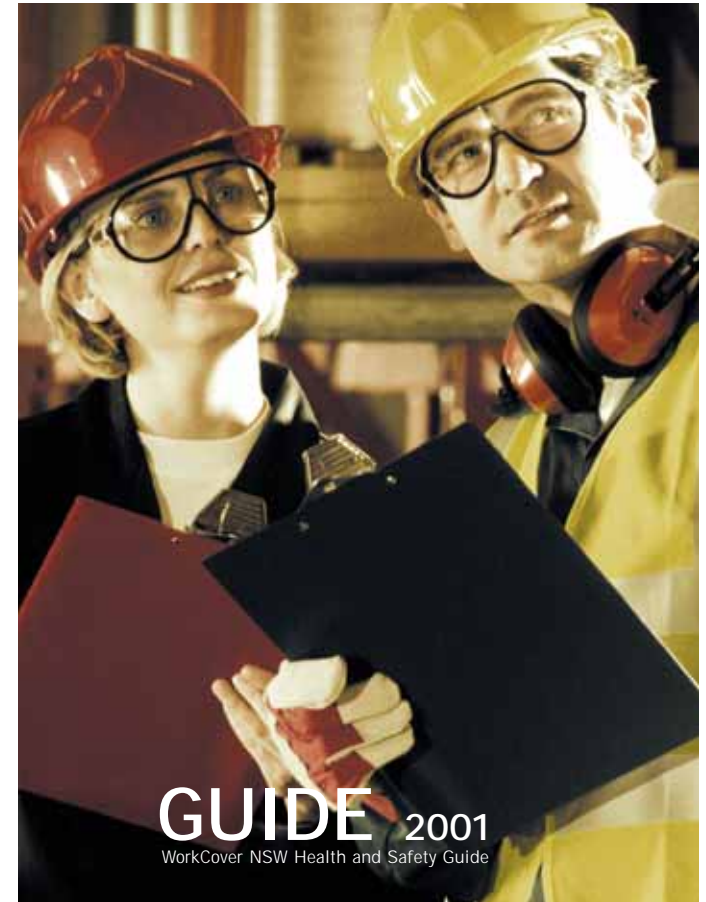
By completing the activities found in the Workplace Safety Kit a business will have in place an occupational health and safety system that is tailored to its specific work activities and that addresses the particular hazards found in that workplace.

The kit also provides guidance on:

- compiling completed procedures into an OHS Manual and OHS Induction Handbook;
- taking steps to review the effectiveness of an OHS management system; and
- making modifications to improve an OHS management system.

## How can I find out more?

Copies of the Workplace Safety Kit are available from WorkCover.



Catalogue No. 336  
WorkCover Publications Hotline 1300 799 003

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Production and printing by Salmat – 9743 8777

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## The OHS Regulation and risk management

The OHS Regulation 2001 requires that all NSW workplaces have in place a risk management process that identifies, assesses and controls hazards at the workplace.

Consultation and the provision of information and training are required as an integral part of the risk management process.

## What is the Workplace Safety Kit?

The Workplace Safety Kit is a guide to help in the establishment of OHS management systems.

The kit provides a series of step-by-step instructions that enable a business to create, implement and maintain a personalised OHS management system.

## Who can use the Workplace Safety Kit?

Any business that needs to develop or review and revise an occupational health and safety system can use the kit.

The kit is particularly suited for medium to large sized businesses.

## How does the Workplace Safety Kit work?

The Workplace Safety Kit guides a business through a seven-step plan that enables the business to establish and review its OHS management plan.

The kit includes working papers for each step of the plan.

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## How does the Workplace Safety Kit help in setting up an OHS management system?

The kit helps you to take stock of how occupational health and safety is currently managed by your business. It then helps you to identify whether there are areas in your business where OHS management can be improved.

This is achieved through a series of simple steps that identify and analyse the activities carried out by the business that can impact on OHS.

For example, some of the areas that are examined are:

- work practices – so that safe work practices are followed;
- guidelines for purchasing equipment – so that equipment purchased is safe and appropriate for the job;
- engagement of contractors – so that safety information and procedures are shared between contractors and the business; and
- reporting procedures – so that an effective system for reporting matters that can affect OHS (eg. faulty equipment) is in place.

The kit helps you to allocate responsibility for OHS matters, determine a timeframe for undertaking OHS tasks and develop procedures for managing OHS within the business.

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## What is involved in following the steps in the Workplace Safety Kit?

The kit provides guidance for establishing a Workgroup to undertake the various activities set out in the kit.

The Workgroup consists of management and employees. Through a series of meetings the Workgroup identifies areas where OHS management is required and the associated tasks that need to be undertaken.

An action plan is developed which allocates responsibility for OHS related tasks, sets the timeframe for undertaking OHS tasks and details the work procedures to be followed in order to manage OHS.

## Are all employees consulted on matters related to the OHS Management System?

Besides the Workgroup, the kit incorporates activities related to consultation with all the employees of the business when consultation beyond the Workgroup is appropriate.

For example, obtaining comment and feedback from all employees on an OHS Policy document.

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