

## **Core Elements of a Systematic Approach to an Occupational Health and Safety Management System**

### **Integration:**

The Occupational Health and Safety Management is integrated into the organisation's other management systems.

### **Management commitment:**

The CEO or delegated senior management is totally committed to Occupational Health and Safety Management and this is driven from this level down through the organisation.

### **Organising, planning and resourcing:**

Plans set Occupational Health and Safety objectives, strategies and programs. Financial and human resources for addressing Occupational Health and Safety are allocated.

### **Responsibility and accountability:**

Responsibilities are identified and allocated to individuals within the organisation, accountability mechanisms are established.

### **Occupational Health and Safety expertise:**

Occupational Health and Safety expertise is established in-house or engaged from external Occupational Health and Safety providers.

### **Policy and Procedures:**

Policy and procedures are established, documented and implemented for key Occupational Health and Safety processes, specific types of hazardous work, first aid, treatment and emergency response.

### **Risk management:**

Hazards are systematically identified, risks assessed and controlled, and their effectiveness is monitored.

### **Consultation and participation:**

Workers are represented and consulted in matters that effect their Occupational Health and Safety.

### **Occupational Health and Safety instruction and training:**

Managers, supervisors and workers receive Occupational Health and Safety training.

### **Monitoring, reporting, investigating and correcting deficiencies:**

Occupational Health and Safety problems and incidents are identified, reported and investigated and corrective action is taken.

### **Auditing, review and performance monitoring:**

Arrangements for managing Occupational Health and Safety Management are audited, reviewed and improved as necessary. Performance measures are established and there is ongoing monitoring of Occupational Health and Safety Management performance against these indicators.

### **Documentation:**

Structures, planning activities, responsibilities, processes and procedures, resources and action taken to develop, implement, evaluate and review Occupational Health and Safety Management are documented.

**The Occupational Health and Safety Act 2004 states that:**

*“An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health.”*

**Occupational Health & Safety Management Systems Required:**

**Table 1 - The five steps of the OHS Risk Management Process**

<b>Risk Assessment Process</b>	Hazard Identification	All actions, situations and occurrences that have the potential to cause harm.
	Risk Assessment	Determining the risk associated with a hazard.
	Control Selection	Selection of risk control measures that are in correct response to the risk, following the hierarchy of controls.
<b>Risk Control Process</b>	Control Implementation	Implementing changes to process or the environment to eliminate or limit the hazards associated with a particular task.
	Review and Improve	Reviewing if the control measures that have been put in place to reduce the risk are effective.

**The Systematic Approach to Occupational Health and Safety Risk Management:**

