





Summary of Health and Safety Systems, Procedures and Forms

System	Form/Document	Procedure
Hazard management/ Hazard identification	<ul style="list-style-type: none"> Checklist 	<ul style="list-style-type: none"> Process to systematically identify hazards
Reporting hazards	<ul style="list-style-type: none"> Report form 	<ul style="list-style-type: none"> Reporting procedures Follow up procedures
Developing control measures	<ul style="list-style-type: none"> Hazard register Control plans 	<ul style="list-style-type: none"> Review processes
Health and environmental monitoring	<ul style="list-style-type: none"> Consent forms 	<ul style="list-style-type: none"> Process for health or environment monitoring
Personal protective equipment and clothing (PPE&C)		<ul style="list-style-type: none"> Process to issue, check and review PPE&C
Rehabilitation and return to work	<ul style="list-style-type: none"> Policy Height or alternative duties list 	<ul style="list-style-type: none"> Process for rehabilitation and return to work
Information to employees on: <ul style="list-style-type: none"> emergencies hazards personal protective equipment 	<ul style="list-style-type: none"> Signage Written instructions Hazard control plans 	<ul style="list-style-type: none"> Process to ensure staff receive appropriate information, and understand it
Training and supervision	<ul style="list-style-type: none"> Training records to show competency Induction checklists Supervision records 	<ul style="list-style-type: none"> Training plans Supervision plans 
Employee participation 	<ul style="list-style-type: none"> Health and safety meeting minutes 	<ul style="list-style-type: none"> Process for elections of representatives Involvement of representatives/committee in health and safety matters
Emergency procedures	<ul style="list-style-type: none"> Emergency plan Evacuation drill List of wardens List of first aiders 	<ul style="list-style-type: none"> Emergency training Evacuations six monthly Training of wardens and first aiders
Accident incident management	<ul style="list-style-type: none"> Accident/incident report forms Accident/incident investigation forms Accident register 	<ul style="list-style-type: none"> Process for staff to report accidents, investigations to occur and follow-up and feedback into hazard management undertaken
Contractor management	<ul style="list-style-type: none"> Induction forms Visitor sign-in book Health and safety agreements 	<ul style="list-style-type: none"> Process to ensure contractors have safety information about site and agree to perform work in a safe manner

