

(Insert Organisation) Health & Safety Management System for the Office

Effective (insert date)

Document owner:

(Insert responsible position e.g. Director)

Office Locations:

(Insert office locations)

Stakeholders:

Management, Employees and Contractors

Address and contact:

(Insert organisation address and contact details)

Document identification:

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SECTION 1: GENERAL INFORMATION

1.1 APPLICATION

This management system applies to the following office locations.

Office	Details
Office name / reference	
Physical address	
Contact person name and position	
Contact phone number	
Contact email	

Office	Details
Office name / reference	
Physical address	
Contact person name and position	
Contact phone number	
Contact email	

Office	Details
Office name / reference	
Physical address	
Contact person name and position	
Contact phone number	
Contact email	

1.2 MANAGEMENT SYSTEM REVIEW AND VERSION CONTROL

This management system will be reviewed on an annual basis or in the event of an incident, corrective action or opportunity for improvement.

Revision No	Date	Comments and Change References	Revised By
V1	(insert)	First issue.	(insert)

SECTION 2: INTRODUCTION

2.1 INTRODUCTION

The purpose of this health and safety management system is to assist business owners with establishing and maintaining effective health and safety arrangements for the office environment to eliminate or minimise risk, prevent harm and manage compliance requirements.

This system adopts a structured approach and will assist in meeting the requirements of the Work Health and Safety Act and Regulation and provide relevant resources and tools to manage health, safety and risk management requirements.

This system applies to all officers, management, workers, contractors and other relevant stakeholders.

The health, safety and risk management requirements include but are not limited to:

Requirements	Requirements summary
Hazard / risk register	<ul style="list-style-type: none"> Identify the office hazards and risks Develop this in consultation with workers and other stakeholders This may be supported by risk assessments and checklists (as required)
Risk assessment	<ul style="list-style-type: none"> Develop or request risk assessments for activities that may result in harm Request and review contractor risk assessments Consult with workers when conducting or modifying risk assessments or implementing risk control measures
Consultation and communication	<ul style="list-style-type: none"> Establish a health and safety committee with representation from relevant departments or teams Discuss health and safety regularly in staff meetings or forums Encourage workers to discuss hazards, risks and concerns Communicate safety requirements and issue resolution processes
Information and training	<ul style="list-style-type: none"> Induct workers, contractors and visitors on safety information Ensure workers and contractors are qualified and or trained for their work Collect and review contractors insurances, risk assessments and licences
Workplace inspections	<ul style="list-style-type: none"> Complete regular workplace inspections with workers Use inspection forms to identify hazards and risks Address hazards and risks or escalate to line management for resolution
Emergency preparedness	<ul style="list-style-type: none"> Develop and communicate emergency management arrangements Appoint and train evacuation wardens Ensure first aiders are trained and communicated Ensure workers are aware of evacuation processes and meeting points
Hazard and incident reporting and management	<ul style="list-style-type: none"> Communicate hazard and incident reporting requirements Provide access to reporting forms and procedures Complete report forms and manage return to work of injured workers Implement corrective actions from incidents and communicate learnings
Leadership and continuous improvement	<ul style="list-style-type: none"> Foster a proactive safety culture by including workers in managing risk Provide positive feedback for safe work practices Take action on issues raised and address unsafe acts