

OHS Management Plan



**This material is developed by LMA The Safe Move
as part of a project funded under the
WorkCover NSW Assist Program**

**(previously developed by Waldmon Pty Ltd and
this version in consultation with Prodigy Solutions Pty Ltd)**

2009

Any views expressed are not necessarily those of WorkCover NSW

<u>Incident Injury</u> Page 4	<u>Incident Near Miss</u> Page 7
<u>Risk Management Identify Hazard</u> Page 8	
<u>Risk Management Risk Assess</u> Page 12	
<u>Risk Management Eliminate or Control</u> Page 14	
<u>Procedures</u> Page 16	
<u>Policies</u> Page 17	
<u>Train</u> Page 19	
<u>Review and Monitor</u> Page 22	
<u>Record and Document</u> Page 25	

HOW TO USE THE OHS MANAGEMENT PLAN

How to use your OHS Management Plan

In NSW the Occupational Health and Safety Act 2000 in conjunction with the *Occupational Health and Safety Regulation 2001* requires employers to assess the risk posed by hazards in their workplace and to determine how best to modify their work processes to effectively eliminate or control risks. This process is known as **risk management**. The OHS Act requires employers to consult with employees and take into account their views when making decisions that affect their health, safety and welfare.

The OHS Management Plan is designed to be a living document, used by all staff to assist in meeting OHS legislative requirements.

There are many entry points to the OHS Management Plan. For Example, if there has been an incident, start at the top and work your way down through the plan to ensure all aspects of OHS management are covered.

A centre maybe starting the OHS Management Plan after completing an external Audit for NCAC Accreditation which identifies a lack of policies. In this case you would start at 'Policy' and work up and down the OHS Management Plan to ensure all aspects of an OHS Management Plan are implemented.

For existing centres the first step would be to use your current action plans, procedures and policies. Apply your existing documents to your plan and work through the plan to identify any gaps. If change occurs in the centre, the OHS Management Plan needs to be revised and updated. For example:

- If the centre were to purchase new equipment, the new equipment should go through a risk assessment prior to purchase and use in the centre
- When new staff are employed or new children attend the centre, the OHS Management Plan may need to be updated to identify new hazards, risks and training needs
- If a new program is introduced in the centre or there has been a change in the way the centre does something, for example, preparation of the outdoor play area, the OHS Management Plan needs to be reviewed and updated and any new hazards identified, risks assessed and controlled.

All OHS activities must be documented and records maintained.

AREA / TASK INDEX**AREA**

Car Park

Entrance

Foyer

Passage ways

Outdoor play area 1

Outdoor play area 2

Outdoor storage 1

Outdoor storage 2

Indoor storage 1

Indoor storage 2

Kitchen

Laundry

Office

Staff room

Room 1

Room 2

Cot room 1

TASKS

Receiving children

Receiving supplies

Receiving visitors

Setting up outdoor equipment

Putting away outdoor equipment

Nappy change

Toileting

Setting up sleeping stretchers

Putting away sleeping stretchers



Cleaning

Food Preparation

Food Handling

MONTHLY OHS THEMES

Incident
Injury

January	Visitors	
February	Staff induction; First Aid; Training plan	
March	Manual Handling	
April	Cleaning; Office	
May	Electrical	
June	Storage; Heights	
July	Food Preparation & Handling;	
August	Hazardous Substances	
September	Buildings; Pathways; Outdoor Areas	
October	Clothing; Sun Protection	
November	Injury Management	
December	Year Review	

INCIDENT INJURY

What the law says: The occupier of any place of work must give notice to WorkCover of any serious incidents or other incidents as specified in OHS Act 2000 S 86/87.

An occupier (of premises/workplace) is someone who manages or has responsibility for a workplace or a particular operation at a workplace even though they may not be the employer.

Depending on the type of incident, you may need to notify WorkCover and/or your workers compensation insurer.

Who do I need to notify immediately?

You will need to notify serious incidents to WorkCover immediately.

What is a serious incident?

1. An incident where there has been a fatality or serious injury or illness, for example when a person:

- has a limb amputated
- is placed on a life support system
- loses consciousness
- is trapped in machinery or a confined space
- has serious burns

2. An incident where there is an immediate threat to life such as major damage to machinery or buildings, or the collapse of an excavation must be reported. (OHS Regulation 2001 Clause 344)

For up to 36hrs after the serious incident has been reported, the immediate area around the incident must not be disturbed, except to assist any injured persons and to avoid further injuries and problems.

INCIDENTS involving injury or illness to WORKERS

SERIOUS INCIDENTS

involving a fatality or a serious injury or illness.

Refer to clause 344 of the *OHS Regulation 2001*.



Phone WorkCover **IMMEDIATELY** on **13 10 50** as an urgent investigation may be needed.

PLUS

Notify your workers compensation insurer within **48 hours**.

OTHER INCIDENTS

involving an injury or illness to a worker, **where workers compensation is payable** or may be payable, eg. time lost, medical expenses.

Refer to sections 42 & 44 of the *Workplace Injury Management & Workers Compensation Act 1998*.



Notify your workers compensation insurer within **48 hours**.

There is no need to notify WorkCover as the insurer advises WorkCover of these incidents.

INCIDENTS involving injury or illness to NON-WORKERS at your workplace

(ie. those not covered by your workers compensation, eg. a visitor, customer, volunteer, student, contractor)

SERIOUS INCIDENTS

involving a fatality or a serious injury or illness to a non-worker.

Refer to clause 344 of the *OHS Regulation 2001*.



Phone WorkCover **IMMEDIATELY** on **13 10 50** as an urgent investigation may be needed.

PLUS

Notify WorkCover within 7 days with **full notification details** using the online form at www.workcover.nsw.gov.au or phone **13 10 50**.

OTHER INCIDENTS

involving a non-worker where the injury or illness results in the person being unable to perform their normal activities for 7 or more days.

Refer to clause 341 of the *OHS Regulation 2001*.



Notify WorkCover within **7 days** using the online form at www.workcover.nsw.gov.au or phone **13 10 50**.

INCIDENTS that present a risk to health and safety at your workplace

(ie. incidents where there is no injury or illness to workers or non-workers)

SERIOUS INCIDENTS

that are immediately life threatening but result in no injury or illness, eg. the collapse of an excavation with no injury.

Refer to clause 344 of the *OHS Regulation 2001*.



Phone WorkCover **IMMEDIATELY** on **13 10 50** as an urgent investigation may be needed.

PLUS

Notify WorkCover within 7 days with **full notification details** using the online form at www.workcover.nsw.gov.au or phone **13 10 50**.

OTHER INCIDENTS

are certain incidents that are not immediately life threatening but result in no injury or illness, eg. exposure to specific substances.

Refer to clause 341 of the *OHS Regulation 2001*.



Notify WorkCover within **7 days** using the online form at www.workcover.nsw.gov.au or phone **13 10 50**.

INCIDENT REPORT - INJURY

Incident
Injury

INCIDENT Involving injury or illness to WORKERS
INCIDENT involving injury or illness to NON-WORKERS at your workplace
(i.e those not covered by your workers compensation, e.g visitor, volunteer, student, contractor)

Date of Incident: _____ Time of Incident: _____ am/pm

PERSON AFFECTED BY INCIDENT

Given Name: _____ Surname: _____
Date of Birth: _____ Gender: Male/Female (please circle)

Injury Sustained: _____

Treatment Administered: _____

Location of Incident: _____
Description of Incident: _____

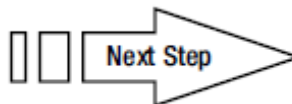
First Aider Name: _____
First Aider Signature: _____ Date: _____
Other staff present at time of incident: _____
Other medical advise sought: **YES / NO** (please circle)
If yes, what? _____

Authorised Supervisor Name: _____
Authorised Supervisor Signature: _____ Date: _____

Involving a worker:

Serious Incident
Other Incidents

Phone WorkCover IMMEDIATELY on 13 10 50
Notify your workers compensation insurer within 48 hours



Risk Management
Identify Hazard

INCIDENT REPORT – NEAR MISS

Incident
Near
Miss

INCIDENT that presents a risk to health and safety at your workplace
(i.e incidents where there is no injury or illness to workers or non-workers)

Date of Incident: _____ Time of Incident: _____ am / pm

Location of Incident: _____

Description of Incident: _____

Authorised Supervisor Name: _____

Authorised Supervisor Signature: _____ Date: _____

INCIDENTS that present a risk to health and safety at your workplace
(i.e incidents where there is no injury or illness to workers or non-workers)

Serious Incident ➔ Phone WorkCover IMMEDIATELY on 13 10 50

Other Incidents ➔ Phone WorkCover within 7 days on 13 10 50



Risk Management
Identify Hazard

RISK MANAGEMENT

Risk Management Identify Hazard

What the law says – ‘An employer must ensure the health, safety and welfare at work of all employees..’ OHS Act S8(1)

Undertake risk management to:

- identify hazards with the potential to harm
- assess the hazard to determine the risk
- eliminate the risk, or if this is not practicable, put in place effective risk control strategies

As well:

- consult with employees throughout the risk management process
- provide information training and supervision
- document, monitor and review

Identify Hazards

What the law says: ‘An employer must take reasonable care to identify any foreseeable hazards that may arise from the conduct of the employer’s undertaking and that has the potential to harm the health or safety of:

- a) any employee of the employer
- b) any other person legally at the employer’s place of work, or both

OHS Regulation 2001 Cl 9 (1)

A hazard is anything with the potential to cause harm to people, equipment, structures and/or the environment.

When looking for hazards you should:

- observe employees undertaking work tasks
- use safety checklists regularly
- have regular internal and external audits
- access new information about, for example, equipment, hazardous substances, infection, food handling and other processes

Check existing records

- maintenance records
- workers compensation records
- first aid records
- reports on incidents and near misses
- reports by employees supervisors or visitors
- checklists/audits

Plan

Divide your workplace to make sure you don’t miss anything. You could look at:

- different tasks – nappy changing, craft and art, outdoor activities, sand pit, indoor play, sleeping etc
- different locations – offices, babies room, toddlers room, pre school room, outdoor play area etc
- different roles – director, room leader, teacher in charge, cook, assistants, secretaries etc
- different processes – receiving children, daily activities, meal times, home time etc.

RISK MANAGEMENT

Risk Management
Identify Hazard

Identify Hazards

Use these prompts to identify hazards in your centre.

<p>Slips; trips; falls</p> 	<p>Cleaning</p> 	<p>Manual Handling</p> 
<p>Storage /Heights</p> 	<p>Office</p> 	<p>Food Preparation & Handling</p> 
<p>Buildings; Pathways; Outdoor</p> 	<p>Electrical</p> 	<p>Hazardous Substances</p> 
<p>Incidents, Injuries & Near Misses</p> 	<p>Clothing and Sun Protection</p> 	<p>Visitors</p> 

RISK MANAGEMENT

Risk Management
Identify Hazard

Identify Hazards

Area/Task:

Date:

Personnel:

Slips; trips; falls	Cleaning	Manual Handling
Storage /Heights	Office	Food Preparation & Handling
Buildings; Pathways; Outdoor	Electrical	Hazardous Substances
Incidents, Injuries & Near Misses	Clothing and Sun Protection	Visitors

Identify Hazards

You may use daily, weekly monthly and/or annual checklists. Part of your OHS Management Plan is to determine what checklists you need to use and how often to ensure that you are identifying all foreseeable hazards. Checklists are used in combination with observation, reports, audits and incidents to identify workplace hazards.

You may use checklists for the following areas: kitchen; office; outdoor areas; storage; indoor play areas; maintenance; electrical; hazardous substances.

Name of Centre INDOOR SAFETY CHECKLIST

Week beginning: dd/mm/yy	Mon	Tues	Wed	Thurs	Fri
Peeling Paint					
Cracked plaster					
Loose or broken tiles on floor					
Breakages or cracked glass					
Broken equipment removed					
Electrical appliances unplugged when not in use					
Outlets covered					
Emergency Lighting working					
Evacuation routes unobstructed					
Fire equipment is unobstructed					
Unobstructed:					
● Stairways					
● Ramps					
● Corridors					
● Hallways					
● balconies					
Smoke detectors working					
Children furniture					
● In good repair					
● Stable					
● Age appropriate					
First aid kit maintained					
Smoke free environment					
Supervision of children					
● Visible at all times					
● Two staff on premises at all times					
Barriers in good repair					
Staff initials					

RISK MANAGEMENT

Assess the hazard to determine the risk

What the law says – ‘An employer must assess the risk of harm to the health or safety of the following persons arising from any hazard identified ..

- a) any employee of the employer
- b) any other person legally at the employers place of work, or both’

OHS Regulation 2001 CI 10(1)

Why? – Once you have identified a hazard you have an obligation to act. You need to assess the risk(s) that the hazard presents to people’s health and safety, and address the greatest risk first.

Assessing and prioritising the risk - About judging severity and likelihood.

Make a decision about the severity and then decide how likely this is to happen. For example, a faulty step (hazard) might cause a fall (risk). You decide that a fall could result in long term injury or illness and because staff use the step every day, it is likely to happen (could happen some time). This would result in a risk rating of 2 (high). You may decide that a hazard could lead to several different possible outcomes (risks).

Assessing risks, that is, deciding how severe the risk of something happening is, and how likely it is to happen is like predicting the future. You can only make your best judgement. The best outcome is achieved when this is done in consultation with employees working in the area or on the particular task.

Use the matrix below to establish the consequence (severity of injury or illness) of the risk and then the probability (likelihood) of it happening. The higher the number, the greater the risk and the more urgency there is to eliminate or control for the risk.

1 How severely could it hurt someone or how ill could it make someone?	2 How likely is it to be that bad?			
	++ very likely could happen any time	+ likely could happen sometime	- unlikely could happen, but very rarely	-- very unlikely could happen, but probably never will
☠ kill or cause permanent disability or ill health	1	1	2	3
!!! long term illness or serious injury	1	2	3	4
!! medical attention and several days off work	2	3	4	5
! first aid needed	3	4	5	6

WorkCover NSW Hazpak’

Use the template of the following page to record the hazards identified and your risk assessment.

Blank Risk Management Template

No	Date	Area/Task	
Hazard		Risk(s)	Risk Score
Risk Control	Eliminate		
	Substitute		
	Isolate		
	Engineer		
	Administration		
PPE			
Person(s) consulted			
Person responsible		Date for completion	Date for review

Completed Risk Management Sample / Hazard Identification and Risk Assessment

No: 001	Date: dd/mm/yyyy	Area/Task: Outdoor storage	
Hazard: Outdoor equipment shed door latch is 175cm from ground level and sometime jams		Risk(s): Shoulder/back injury/fall Manual handling; latch above shoulder level for all staff; some staff have to use ladder to open; significant force required when latch jams.	Risk Score: Consequence: 1 Likelihood: 1 Score: 1 - HIGH
Risk Control	Eliminate		
	Substitute		
	Isolate		
	Engineer		
	Administration		
PPE			
Person(s) consulted Authorised Supervisor; AB; CD.			
Person responsible		Date for completion	Date for review

RISK MANAGEMENT

Risk Management
Eliminate or
Control

Eliminate or Control the risk

What the law says – ‘..an employer must eliminate any reasonably foreseeable risk to the health and safety of any employee or other person ..and..must ensure that all measures (including procedures and equipment) that are adopted to eliminate or control risks to health and safety are properly used and maintained.’ OHS Regulation 2001 Cl 11 (1) (2) (3).

Keeping records - You must keep records of all your health and safety actions. These also become an important source of information when you are identifying hazards and assessing the risks.

Keep and consult the following records:

- maintenance schedules
- personal protective equipment
- safe work procedures
- incidents (injuries and near misses)
- first aid provided
- previous risk assessments and control measures introduced
- safety checklists

Eliminating the risk or finding the most effective control measure

- consult with all involved about solutions
- work together to think about ways to eliminate the risk or control the risk by minimizing it

Use the form on the following page to record your control measures. Include who will be responsible for the action and when the action will be completed. Take this information to the next staff meeting or OHS consultation meeting.

What the law says: ‘If it is not reasonably practicable to eliminate the risk then the employer must control the risk. OHS Regulation 2001 Cl 11 (2)

If you cannot eliminate the risk you must control the risk.

Five ways to control risks - This list is called the **Hierarchy of Control** and lists control measures in order of effectiveness. The most effective measure is at the top and then they are listed in descending order of effectiveness.

Substitute - Substitute the hazard giving rise to the risk with one that presents a lesser risk. For example, use safer chemicals.

Isolate - This separates the person from source of danger. For example, keeping chemicals in a locked cupboard; fencing off a busy road.

Engineering – In general, these are fixed or physical changes to equipment or the environment, and could include such measures as adding steps for nappy change tables, changing lighting to reduce glare, installing exhaust fans, etc.

Administration - Think about ways the work could be done differently by changing the work methods or procedures, job rotation and training.

Personal protection - Personal protective equipment (PPE) is the least effective way of dealing with hazards. You may have to use PPE while you find better ways of dealing with the hazard. PPE is only useful when it is in good condition and always worn correctly. People need to know when to wear their PPE and how to fit and look after it.

Completed Risk Management Sample / Risk Control

No: 001	Date: dd/mm/yyyy	Area/Task: Outdoor storage	
Hazard: Outdoor equipment shed door latch is 175cm from ground level and sometime jams		Risk(s): Shoulder/back injury/fall Manual handling; latch above shoulder level for all staff; some staff have to use ladder to open; significant force required when latch jams.	Risk Score: Consequence: 1 Likelihood: 1 Score: 1 - HIGH
Risk Control	Eliminate: Remote Control for opening door – will depend on cost – preferred option		
	Substitute:		
	Isolate:		
	Engineer: Lower lock and make child proof – second option		
	Administration: Regular maintenance of door lock and opening mechanism – applicable to both options		
PPE:			
Person(s) consulted	Authorised Supervisor; AB; CD.		
Person responsible	AB	Date for completion: dd/mm/yyyy	Date for review: dd/mm/yyyy

PROCEDURES

Procedures

What the law says: 'An employer must ensure that all measures (including procedures and equipment) that are adopted to eliminate and control risks to health and safety are properly used and maintained' OHS Regulation 2001 Cl 11(3).

What is a procedure?

A procedure is a tool by which health and safety policies are implemented. Procedures describe the purpose and scope of the action and how it will be done safely. Before writing a procedure you must consult with your workforce to manage risks. That is, you must identify hazards, assess and control risks for the task. Employees will need to be trained in the new or revised procedure.

A new or revised procedure will be required when:

- designing a new job or task
- making alterations or additions to the building or the services being offered
- changing a job or task
- introducing new equipment or substances to the workplace
- reviewing a procedure when problems have been identified, e.g. from an incident investigation or a checklist or audit

There must be a regular process of review for all procedures.

You may have procedures for: consultation; risk management; hazard reporting; visitors; receiving goods; safe work; equipment storage; emergencies.

Centre Name PROCEDURE: VISITORS TO THE CENTRE

This procedure includes all persons at or near the centre including, but not limited to:

- Community Service Advisors
- Suppliers and/or sales representatives
- Volunteers
- Work experience Students
- Work placement Students
- Accreditation Validators
- Contractors
- Parents and Family Members

Regular visitors:

- Must be inducted into the centre's OHS procedures as appropriate including emergency evacuation procedures

All visitors:

- Are only permitted in the centre after identification is seen and approved by a permanent staff member
- Are to be given an identification tag on arrival (if they are without one e.g. badge). Tag to be returned on leaving
- Must sign IN on arrival and OUT on departure in the attendance register (this register is located in the foyer area)

The Authorised Supervisor will:

- In an event of an emergency, advise all visitors of the evacuation assembly area
- Review this procedure annually

Date reviewed:

Date for review:

What is a Policy?

A policy is a written statement of intent and reflects what the service currently does – it guides action towards a desired outcome, say a safe and healthy workplace; safe manual handling; infection control. Policies must have the endorsement of senior management/executive, be signed, dated and include a date for review. A policy demonstrates commitment, promotes accountability, encourages co-operation, explains the process and outlines responsibilities. Policies communicate to employees, parents, visitors and contractors how you manage OHS.

Centre Name

SAMPLE POLICY: HAZARDOUS PLANTS

Aim: <insert centre name> is aware there is a lot of plants that are poisonous or capable of causing highly allergic reaction. The centre's aim is to minimise the risk to children in relation to hazardous plants.

Legislative Requirements: Children's Services Regulations 2004, Occupational Health & Safety Act 2000 and OHS Regulation 2001.

Who is affected by this policy: Staff Child Families Visitors Management

Implementation: The licensee / Authorised Supervisor of the service will ensure that any vegetation in the children's play area is identified and maintained to ensure that it does not present a hazard to the children.

To minimise the risk the centre will:

- Remove all poisonous plants
- Make available to all staff the latest information on poisonous plants
- Supervise children at all time around plants
- Teach children not to eat anything straight from a bush or plant
- Keep the Poison Information phone number **13 11 26** near the phone

Symptoms of poisoning:

- Vomiting
- Stomach cramps
- Burning to the mouth
- Irregular heart beat
- Convulsions

First Aid:

- Ring Poison Information Line **13 11 26** or
- Call 000 if child is having difficulty breathing, is unconscious or fitting

Sources: Department of Community Services www.community.nsw.gov.au
The Children's Hospital at Westmead www.chw.edu.au
Health & Safety in Children Centres Model Policies & Practices

Review: This policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Signed:

Reviewed: dd/mm/yyyy

Date for next review: dd/mm/yyyy



POLICY

Policy Development and Review

Policy	Review Date					
OHS						
Building maintenance						
Manual handling						
Clothing						
Hazardous Substances						
Sun protection						
Consultation						
Training						
Nappy Change						
Equipment Storage						
Arrival and Departure						
Receiving Goods						

CONSULTATION & TRAINING

Train

An employer must consult..with employees .. to enable employees to contribute to the making of decisions affecting their health, safety and welfare at work. This includes ..sharing of relevant information about occupational health and safety with employees ..employees be given the opportunity to express their views and contribute .. to the resolution of occupational health, safety and welfare. OHS Act 2000 Div 2.

The Act requires that consultation must be undertaken in a formal way to meet the requirements of the Act. The WorkCover NSW Consultation Code of Practice sets out in detail the requirements and how they may be implemented. Each centre should have a consultation Statement (Policy) setting out how consultation will take place.

What the law says: *An employer must ensure that each new employee receives instruction and training.. which covers OHS..health and safety procedures..health and safety information..’ OHS Regulation 2001 Cl 13. Employers must also supply all employees with information about health and safety risks (Cl 13) and provide supervision (Cl 14).*

The effectiveness of training is increased by conducting written assessments and observations. Some training must be completed on an annual or bi-annual basis e.g. first aid training. New information or new equipment may necessitate re-training.

Below is a sample of a training plan and record with box for planned and a tick box for completed training. Complete your centre’s table on the following page. This must reflect what will happen in your centre.

Name of person	Wendy White	Billy Brown	Gilly Green		
	Training /Date				
Induction	15.01.08 √	20.01.09 <input type="checkbox"/>	20.01.09 <input type="checkbox"/>		
First Aid	20.02.08 √	30.11.09 <input type="checkbox"/>	30.05.09 <input type="checkbox"/>		
OHS Consultation	25.02.08 √	25.01.09 <input type="checkbox"/>	25.01.09 <input type="checkbox"/>		
OHS Risk Management	25.02.08 √	30.03.09 <input type="checkbox"/>	30.03.09 <input type="checkbox"/>		

Create a Training Matrix that is both a Plan and record of OHS Training.

Consultation

References:

OHS Act 200 Section 13-19

WorkCover NSW OHS Consultation Code of Practice 2001

The OHS Act places a duty on each employer to consult with their employees to enable the employees to contribute to the making of decisions affecting their health, safety and welfare at work. It also outlines how these consultation arrangements must be developed and implemented.

Name of Centre CONSULTATION STATEMENT

Name of Centre is committed to protecting the health and safety of all our employees. Child care will consult employees in developing and implementing safety practices and procedures that will ensure the health safety and welfare of our employees.

An OHS Representative/Committee will be established to promote safety and health in the workplace.

The OHS Representative/Committee is:

1. AB
2. CD.

He/She/They are elected for a 12 month/2 year term.

Describe how the OHS representative/committee will carry out their function. For Example. The OHS representative will assist the authorised supervisor raise OHS issues at staff meetings; raise issues on behalf of employees at the staff meetings; ensure that action is taken and follow up on OHS issues raised at the staff meeting; act on OHS issues in consultation with authorized supervisor at other times.

This consultation Statement will be reviewed every 12 months in consultation with all employees.

Signed: (NAME) Authorised Supervisor

Date:

Date for review:

CONSULTATION & TRAINING



Name of person						
Training /Date						
Induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OHS Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OHS Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nappy Change procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Monitor

- keep watching and checking to see that the solutions you have put in place are really working
- encourage staff to let you know if there is still anything dangerous about a matter you thought was resolved
- review regularly
- keep a database of your records, workers compensation records, first aid records, and reports of incidents. This will be a useful guide to your progress. They may show up patterns which help you to find hazards which have not yet been successfully dealt with
- display the record sheets where all staff can see them. This will show them what's being done about hazards you know about
- promote a safe thinking culture

See the table on the following page to assist you with your implementation, review and monitoring procedures.

**Name of Centre
OHS EVENTS CALENDAR**

Key

SM	Staff meeting	HC	Hazardous Substances Checklist	MH	Manual Handling Hazard Identification
SC	Storage Checklist	OC	Office Checklist	KC	Kitchen Checklist
PR	Policy Review - commence	EC	Electrical Checklist		

Month: June 2009: Policy Review: Storage /Heights

Day	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W
Date	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31
OHS Activity	SM OC PR	SC			HC	SM KC	SC			HC	SM	SC			HC	SM	SC			HC	SM	SC	

RECORD AND DOCUMENT

Record and
Document

Recording your OHS information

When creating your OHS information you need to decide:

- what to record
- where to physically keep your records
- how long to keep your records.

What to record. Your OHS management plan and all that was used to create it must be recorded. New employees should refer to the OHS management plan and identify why and how procedures were created. Your OHS management plan is a living document that should be used by all current and new employees to gauge an insight in to how your business operates safely. When employees leave your centre there is a clear historical reference of how your OHS plan was created, which in turn should eliminate the time consuming "*reinventing the wheel*".

Where to physically keep your records. You may like to display the record sheets where all staff can see them. This will show them what's being done about hazards you know about. After displaying them they can be kept in:

- folders in the office
- filing cabinets
- folders within an area of OHS concern
- scan the records and convert them to PDF's

Create a matrix to show where your records are kept

How long do you keep your records for? Emergency procedures and procedures such as 'Chemical Storage Self Audit' need to be kept for 7 years. Your OHS management plan is a living document that should be used for the life of the business, therefore there is no time frame for your management plan. The improvements and changes made within your OHS plan need to be kept.

REFERENCES. NSW JURISDICTION

OHS Act 2000 (www.legislation.nsw.gov.au)

OHS Regulation 2001 (www.legislation.nsw.gov.au)

Hazpak Making your Workplace Safer (www.workcover.nsw.gov.au)

Risk Management at Work Guide 2001 (www.workcover.nsw.gov.au)

Consultation Code of Practice 2001 (www.workcover.nsw.gov.au)

Manual Handling Code of Practice [NOHSC 2005(1990)] (www.ascc.gov.au)