# OHS Management Plan

Incident Injury

Incident Near Miss

Hazard

Risk Assessment

Eliminate Or Control

Procedures

Policy

Training

Review & Monitor

Recording

## How to use your OHS Management Plan

In NSW, the Work Health and Safety Act 2011 in conjunction with the *Work Health and Safety Regulation 2001* requires employers to assess the risks 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 WHS Act requires employers to consult with employees and take into account their views when making decisions which affect their health, safety and welfare.

The OHS Management Plan is designed to be a living document located in each room/area and constantly used by all staff.
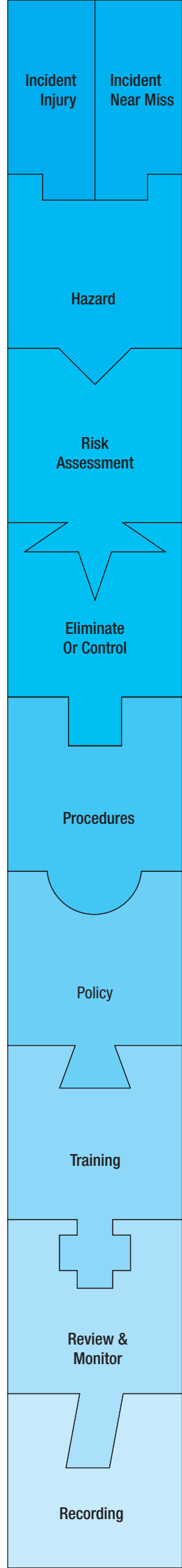
There are many entry points to the OHS Management Plan. For example, if there has been an incident, start at the top and work your way down through the plan to ensure all aspects of OHS management are covered.

A centre may be starting the OHS Management Plan after completing an external OHS Audit 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 OHS management are covered.

For existing centres the first step would be to use you current action plans, procedures and policies. Apply your existing documents to your plan and work up and down the plan to identify any gaps.

If change occurs in the centre the OHS Management Plan needs to be used and updated. For example:

- if the centre were to purchase new equipment, the new equipment should go through a risk assessment

- when new staff or children are employed by or attend the centre the OHS Management Plan needs to be updated to identify new hazards, risk and training needs

- if 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 updated and appropriate hazards identified, risks assessed and controlled.

Incident Injury | Incident Near Miss

Hazard

Risk Assessment

Eliminate Or Control

Procedures

Policy

Training

Review & Monitor

Recording

# AREA INDEX

Room/Area name _____

Date commenced _____/_____/_____

Staff

_____     _____

_____     _____

_____     _____

_____     _____

_____     _____

**Suggested room index**

- Room 1
- Room 2
- Room 3
- Room 4
- Room 5
- Cot Room 1
- Cot Room 2
- Cot Room 3
- Outdoor Play Area 1
- Outdoor Play Area 2
- Outdoor Play Area 3
- Outdoor Play Area 4
- Outdoor Storage 1
- Outdoor Storage 2
- Outdoor Storage 3
- Kitchen
- Laundry
- Staff Room
- Indoor Storage Area 1
- Indoor Storage Area 2
- Indoor Storage Area 3
- Car Park, Entrance, Foyer & Passage Ways

# MONTHLY OHS THEMES

**January** — OHS issues at the centre for NEW FAMILIES

**February** — Paths and Spaces to Move

**March** — Manual Handling

**April** — Heights

**May** — Electrical

**June** — Storage

**July** — Food & Water

**August** — Chemicals

**September** — Buildings

**October** — Clothing for Staff and Children

**November** — Injury Management

**December** — Year Review

# INCIDENT INJURY

Whether you are an employer and/or occupier you are required by law to notify incidents to WorkCover NSW and/or your workers compensation insurer.

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?**

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.

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. (WHS Act 2011 Section 38). The immediate area around the incident must not be disturbed, except to assist any injured persons and to avoid further injuries and problems, until an inspector arrives or directs otherwise.

Refer **WHS Incident Notification Fact Sheet by Safe Work Australia** for more information on when and how to make notifications

The following templates may be used to record information.

# INCIDENT REPORT - INJURY

Incident involving death or injury or illness arising because of business operations.

**Date of incident:** ___/___/_____        **Time of incident :**_____ a.m / p.m.

**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:** ___/___/___

**Number of staff supervising at time of Incident:** _____

**Other medical advice sought: YES / NO (please circle)**

**If yes, what?:** _____

_____

_____

**Authorised Supervisor Name:** _____

**Authorised Supervisor Signature:** _____ **Date:** ___/___/___

Involving a worker:

| | | |
|---|---|---|
| ☐ **Serious Incidents** | ➡ | Phone WorkCover IMMEDIATELY on 13 10 50 |
| ☐ **Other Incidents** | ➡ | Notify your workers compensation insurer within 48 hours. |

❚❚ Next Step ➤ Hazard
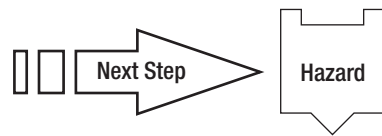
# INCIDENT REPORT - NEAR MISS

☐ **INCIDENT related to business opeations presents a risk to health and safety at the workplace**

**Date of incident:** ___/___/___        **Time of incident :**_____ **a.m / p.m.**

**Location of incident:** _____

**Description of incident:** _____
_____
_____
_____
_____
_____

**Authorised Supervisor Name:**_____

**Authorised Supervisor Signature:**_____ **Date:**___/___/___

☐ **Dangerous Incident**              Phone WorkCover IMMEDIATELY on 13 10 50

  **(Near Miss)**        ➡

☐ **Other Incidents**        ➡        Take action to Eliminate. Reduce Risk

Next Step ➡ Hazard
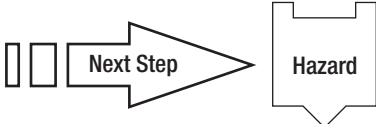
## HAZARD IDENTIFICATION METHODS

We will be using WorkCover NSW HAZPAK to identify hazards.

**Four easy steps**:

| | | |
|---|---|---|
| **Identify** | A | Discover all the hazards you have |
| **Assess** | B | Decide how significant each one is |
| **Eliminate or control** | C | Do something about the hazards |
| **Monitor** | D | Don't stop now  keep working on it |

**What the law says-** *All employers must identify, assess and eliminate or control hazards at work.*
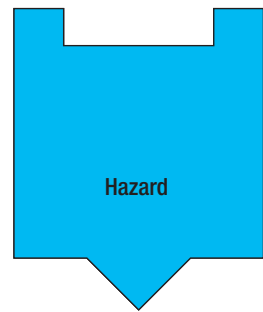
Hazard

# A – Identify

**When looking for hazards you should consider:**
- how suitable the things you use are for the task, and how well they are located
- how people use equipment, materials and toys
- how people and children might be affected by noise, fumes, lighting etc
- how people and children might be hurt by equipment and toys
- how people might be hurt by chemicals and other materials used in the centre.

Check your existing records. You can often tell a great deal about unnoticed hazards by looking carefully at your existing records such as:
- maintenance records
- workers compensation records
- first aid records
- reports on incidents and near misses, and reports by employees or supervisors.

**Plan how to find everything**

You will need to divide up your workplace to make sure you don't miss anything.
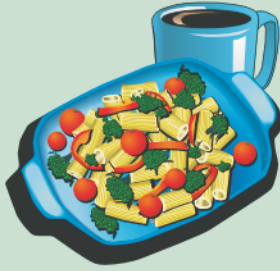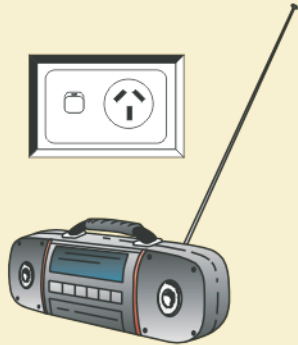
You could look at:
- different tasks - nappy changing, craft and art, outdoor activities, sand pit, indoor play, sleeping etc
- different locations - offices, babies room, toddlers room, pre school room, outdoor play area etc
- different roles – director, room leader, teacher in charge, cook, assistants, secretaries etc
- different production processes – receiving children, day activities, meal times, home time etc.

# HAZARD IDENTIFICATION PROMPTS

**Use these prompts to identify hazards in your centre.**

When identifying potential hazards think of yourself as:

- [ ] 0-2yr old
- [ ] 2-3yr old
- [ ] 3-5yr old
- [ ] Staff
- [ ] Parent
- [ ] Visitor

Hazard

| | | |
|---|---|---|
| Paths and Spaces to Move | Manual Handling | |
| Storage | Heights | Food & Water |
| Buildings | Electrical | Chemicals |
| Past Injuries and Near Misses | Clothing for Staff and Children | OHS issues at the centre for NEW FAMILIES |

# HAZARD IDENTIFICATION PROMPTS

## List hazards identified by the prompts in your centre.

| | | |
|---|---|---|
| When identifying potential hazards think of yourself as:<br>□ 0-2yr old<br>□ 2-3yr old<br>□ 3-5yr old<br>□ Staff<br>□ Parent<br>□ Visitor | Paths and Spaces to Move | Manual Handling |
| Storage | Heights | Food & Water |
| Buildings | Electrical | Chemicals |
| Past Injuries and Near Misses | Clothing for Staff and Children | OHS issues at the centre for NEW FAMILIES |

Hazard

# B – Assess

**What the law says** - *All employers must identify hazards, assess risks and eliminate or control risks to health and safety at work. If you have found a hazard you must judge how dangerous it is. Ask yourself how seriously someone could be affected and how likely this is to happen. This is called risk assessment.*

**WHY?** - You may have discovered many hazards. You can't fix them all at once for reasons of cost, if nothing else. You will need to plan and prioritise your actions so that over time you can gradually make your workplace safer. In other words, you need to assess the risks that the hazards present to people's health and safety, and fix the greatest risks first.

**Prioritising helps you to plan.**

Deal with the worst hazards first. Delay in dealing with these is a threat to people and your business. Of course, if you can cheaply and easily fix a low-priority hazard you might as well do it now! You don't have to wait until all the big complex problems are fixed before you deal with the simple ones.

**About judging severity and likelihood**

You may decide that the same hazard could lead to several different possible outcomes (risks).

Assessing risks, that is, judging how likely it is that something will happen, is like predicting the future. You can only make your best guess. This assessment requires you to judge how likely each possible outcome is, and record the highest priority you come up with.

**HOW?** - Use the table on the follow page to determine consequences and probability (likelihood) of it happening. This will give you a priority number, with 1 being a high priority to eliminate or control. Get together and discuss all the hazards you discovered, including any you already knew about and already have a solution for. Record the information in the appropriate square.

Risk
Assessment

**Use the priority table**

Now you can use the table to help you numerically prioritise each hazard based on its risk.

The numbers show how important it is to do something:

1 - it is extremely important to do something about this hazard as soon as possible

6 - this hazard may not need your immediate attention.

| | ++ 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 | 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 |

# C – Eliminate or Control

**What the law says** - *All employers must identify, assess and eliminate or control risks to health or safety.*

**Keeping records** - You must decide what records are needed to keep the workplace safe. You must keep a register of all the hazardous substances you use and the Material Safety Data Sheets.

You must keep records of:

- maintenance schedules
- personal protective equipment
- work procedures for doing things safely and effectively
- incidents (injuries and near misses)
- first aid provided
- the forms which demonstrate that you have identified risks and are improving safety.

**The law requires you to eliminate all reasonably foreseeable risks.** To make the workplace safe, people need thorough training in the work they have to do and the way they should be doing it. Training is mandatory for health and safety.

**HOW?**

- consult with all involved about solutions
- the group now works together to think about ways to deal with the hazards and risks you have found and listed
- you may also think of better ways to deal with any you had already done something about in the past.

Use the form on the following pages 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.

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

Consider:

- repairing or replacing faulty toys and equipment
- eliminating dangerous work processes.

**Five ways to deal with risks -** This list is called the Hierarchy of Control and lists control measures in order of effectiveness.

**Substitute for a lesser risk** - If you cannot eliminate the risk entirely, substitute the hazard giving rise to the risk with one that presents a lesser risk. For example, use safer materials or chemicals.

**Isolate the hazard from the person at risk**- If you can't substitute for a less risky approach consider isolating the hazard. This separates the person from source of danger. For example, keeping chemicals in a locked cupboard.

**Minimise (remove or reduce) the risk through engineering means** - There are many ways to implement engineering controls to address workplace risks. 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.

**Implement change through administrative means** - If you can't eliminate the risk or control it through isolation, substitution or engineering approaches, then think about ways the work could be done differently. Changing your work methods can help to reduce injuries and incidents. Consider working in a different way and think about things like:

- written work procedures
- changing daily routines
- training
- job rotation.

**Use 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.

Eliminate
Or Control

# ELIMINATE OR CONTROL

| | Substitute for a lesser risk | Isolate the hazard from the person at risk | Minimise the risk through engineering means | Implement change through administrative means | Use personal protection PPE |
|---|---|---|---|---|---|
| Hazard priorities 1 | | | | | |
| Hazard priorities 2 | | | | | |
| Hazard priorities 3 | | | | | |

Eliminate
Or Control

| | Substitute for a lesser risk | Isolate the hazard from the person at risk | Minimise the risk through engineering means | Implement change through administrative means | Use personal protection PPE |
|---|---|---|---|---|---|
| Hazard priorities 4 | | | | | |
| Hazard priorities 5 | | | | | |
| Hazard priorities 6 | | | | | |

Eliminate
Or Control
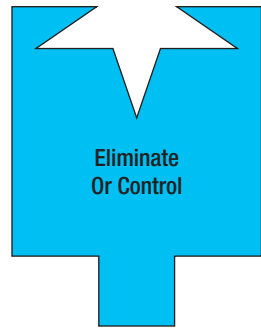
# PROCEDURES

**What is a Procedure?**

A procedure is a tool through which policies are implemented. Procedures describe the purpose and scope of the action and how it will be done. 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.

An example of a procedure is:

## Example: Procedure for Correctly Storing Dangerous Substances

The policy this procedure belongs to is: Safety Handling and Storage.

When to use this procedure: After ordering cleaning products they will be delivered to the centre. When the potentially dangerous products arrive in the centre this procedure is to be used.

**Step 1**

Products arrive at centre. Assigned staff member collects potentially dangerous products from drop off point and takes them to the laundry.

**Step 2**

Items are unpacked in appropriate cupboards.
Products must match label in cupboard.

**Step 3**

Complete Safety Check

- substances have correct label on them
- storage area is locked
- substances are inaccessible to children
- warning signs are on storage area
- substances are stored correctly -  products must match label in cupboard
- used by date is current
- Material Safety Data Sheet (MSDS) to match substance.

**Step 4**

Take and store potentially dangerous products that are required by other areas such as the kitchen, bathroom etc and complete **Step 3** again. All areas where potentially dangerous products are stored must have a Step 3 safety check.

**Step 5**

Sign and date and file this procedure. File this procedure with Procedure for Correctly Storing Dangerous Substances Folder located in office.

Date:        /        /                    Day:                            Time:

Name of person completing procedure:

Sign:

Review Date:

Procedures

# PROCEDURE

What are the Step by Step Instructions

☐ Daily Checks

☐ Weekly Checks

☐ Monthly Checks

☐ Quarterly Checks

☐ Yearly Checks

Who is checking?

Who signs off?

Where does the checklist live?

Which policy does it belong to?
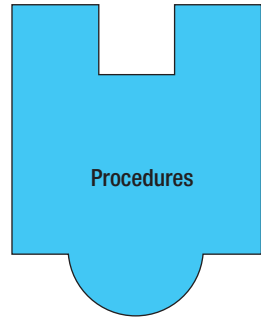
Procedures

**What is a Policy?**

A policy is a written statement of intent and reflects what the service currently does, while an aim defines the outcome the service intends. Aim statements often use the word 'will' which implies that the practice is planned but not currently occurring.

An example of a policy is:

## Example: Policy Statement for Occupational Health and Safety - Safety Checks

To ensure the safety of all persons under the OHS Act 2000, *Main Street Child Care Centre* conducts safety checks of its indoor and outdoor environment, building and equipment on a regular basis as outlined by the following procedures:

- annual audit of building, indoor and outdoor environments and equipment
- bi-annual safety audit of building, indoor and outdoor environments and equipment
- daily safety checks of building, indoor and outdoor environments and equipment
- emergency and evacuation procedures
- maintenance of buildings and indoor and outdoor environments
- reporting of hazards in the workplace
- reporting and removal of unsafe equipment
- reporting of dangerous or toxic products, animals, plants or objects
- reporting damage to building, indoor and outdoor environments and equipment due to weather, uninvited inidividuals/animals.

By stating 'persons' in the above OHS policy example, a service does not have to write separate policies about how it will keep staff, families or children safe in relation to buildings and equipment. This minimises the need for duplicate policies stating the same purpose.

**Below is a sample of a policy and procedure table. Complete your centre's table on the following page.**

| Policy<br>Procedure | OHS Policy | Dangerous Products Policy | Building & Equipment Policy |
|---|---|---|---|
| Building Safety Check | | | X |
| Monthly Equipment Check | | | X |
| Safe Chemical Storage | | X | |
| Emergency Evacuation | X | | |
| Pathways Clear Audit | | | X |
| Storeroom Safe Check | X | | |
| Policy Review Date | 12.10.08 | 12.11.08 | 17.07.08 |
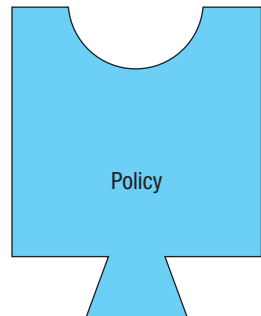
Policy

# POLICY

| Policy | | | | | | |
|---|---|---|---|---|---|---|
| **Procedure** | | | | | | |
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| Policy Review Date | | | | | | |

Policy
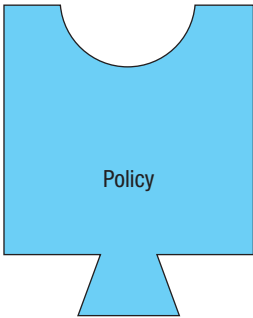
The WHS Regulation 2011 requires employers to provide information, training and instruction to new and existing employees. Employees must continue to receive information, instruction and training commensurate to risks to health and safety in the workplace.

Without training, staff will not automatically know how to use a procedure to work safely.

In many cases, staff are simply unaware of what is expected from them in regards to OHS. Staff must know that they have a responsibility to report hazards and participate in OHS in their workplace by following safe work procedures.

Training programs must include practical applications, follow-up techniques that make the effort a habit, and both tangible and intangible rewards. You can increase the effectiveness of training by conducting written assessments and observations. Some training must be completed on and annual or bi-annual basis e.g. first training. New information or new equipment may necessitate re-training.

After successful training, staff exhibit new skills, see new OHS issues, have greater confidence and a sense of a safe working environment, contribute to addressing OHS and are motivated to take action.

Start your OHS training by referring to the procedures that you have created. Create your training matrix and use it to determine an effective and timely method for training your staff to use these procedures. You can also record other training such as manual handling training and first aid training in this matrix.

**Below is a sample of a training and procedure table.**
**Complete your centre's table on the following page.**

| Procedure | Julie Evans | David Smith | Christine Waters |
|---|---|---|---|
| Building safety check | 20.11.07 | | 12.07.07 |
| Monthly equipment check | | | |
| Safe chemical storage | | | |
| Emergency Evacuation | | 01.04.07 | |
| Pathways Clear Audit | | | |
| Storeroom Safe Check | | | |

Training

# TRAINING

| Name of Person | | | | | | |
|---|---|---|---|---|---|---|
| **Procedure** | | | | | | |
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Training
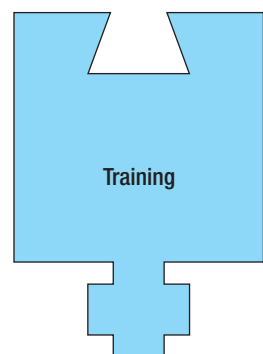
# D – Monitor

**Keep working on your hazards and eliminating risk**

Stay on the lookout - It is very important to be on the lookout for hazards all the time.

**Create Checklist**

Create checklists to be used by staff within the centre. The list should include:

- date of checking
- who is checking
- when the next check is required
- procedure for checking
- sign off by staff member doing the checklist
- sign off by person who is authorised supervisor.

**Create lists for:**

- Daily Checks
- Weekly Checks
- Monthly Checks
- Quarterly Checks
- Yearly Checks

**Anticipate hazards**

Whenever you make a change in the centre you must check for new hazards. This means whenever you:

- start a new class in a new year
- change work procedures
- add or change toys and equipment
- introduce new staff

**Assess new hazards**

As soon as you identify a new hazard from a checklist, staff report or observation, Hazpak it! Discuss solutions with your employees and work out the priority number. Add the new hazard to the record sheet, and do something to fix it!

**Do Hazpak regularly**

We advise you to do your risk assessment check at least once every year, or when changes to the centre occur.

**Keep checking your solutions are working**

- is it fixed?
- 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 records 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
- show you mean it
- 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
- develop safe thinking.

Review & Monitor

# OHS Quarterly Events Calender

**Authorised Supervisor Name:** **Jasmine Smith**   **Area:** **Room1 'Koalas'**

**Authorised Supervisor signature:** *Jasmine Smith*   **Date:** 10 / 01 / 2008   **Review Date:** 10 / 01 / 2009

| Date | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| January | | | | 🟦🟨 | | | 🟥 | | | | 🟦 | | | 🟥 | | | 🟧 | 🟦 | | | 🟥 | | | | 🟦 | | | 🟥 | | | |
| | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W |

**Instructions**

**Step 1.** Fill in names, dates and sign

**Step 2.** Add dates into template

**Step 3.** Use your procedure you have created to fill out key

**Step 4.** Colour code the Key

**Step 5.** Add procedures into calender.

**Key**

- 🟨 **Chemical Self Audit**
- 🟥 **Room Pathway Check**
- 🟦 **Storeroom Check**
- 🟧 **Staff Hat & Sunscreen**

**Review & Monitor**

# OHS Quarterly Events Calender

## January

| Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T |

## February

| Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T |

## March

| Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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## Key

☐ _____  ☐ _____  ☐ _____  ☐ _____

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Review & Monitor

# OHS Quarterly Events Calender

**Authorised Supervisor Name:** _____

**Authorised Supervisor signature:** _____

**Date:** / /     **Review Date:** / /

| Date | | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
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| April | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Date | | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
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| May | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Date | | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
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| June | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Key**

Review & Monitor

# OHS Quarterly Events Calender

Date: ____ / ____ / ____

Review Date: ____ / ____ / ____

Authorised Supervisor signature: _____

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| Date | July | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | August | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | September | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Review & Monitor

# OHS Quarterly Events Calender

**Authorised Supervisor Name:** _____

**Date:** / /     **Review Date:** / /

**Authorised Supervisor signature:** _____

## October

Date

| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
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## November

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## December

Date

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Review & Monitor

**Recording your OHS information.**

When creating your OHS information you need to decide:

- what to record

- where to physically keep your records

- how long you keep records for.

**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 into 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 the area of OHS concern

- scan the records and convert them into PDF's.

**Create a matrix to show where your records are kept.**

| Records | **Where is the record kept?** Scan the records and convert them into PDF's | Folders within the area of OHS concern | Filing cabinets | Folders in the office |
|---|---|---|---|---|
| Emergency Evacuations | | | | X |
| Chemical Self Audit | X | | | |
| Staff Compliance for chemicals | X | | | |

**How long you keep records for?** Emergency procedures and procedures such as a '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.

| Records | Where is the record kept? | | | | | |
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# REFERENCES

WHS Act 2011 (www.legislation.nsw.gov.au)

WHS Regulation 2011 (www.legislation.nsw.gov.au )

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

How to Manage Work Code of Practice 2011 (www.workcover.nsw.gov.au) Manual

Handling Code of Practice [NOHSC:2005(1990)] (www.safeworkaustralia.gov.au)

How to Manage Health and Safety Risk Code of Practice (www.workcover.nsw.gov.au)

Hazardous Manual tasks Code of Practice (www.workcover.nsw.gov.au)