

Section:	The Staging Company
Issue: 1	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PLAN
Date:	

SAFETY MANAGEMENT PLAN
The Staging Company
176 Cowper Street, Footscray
A.C.N. 054 984 315

**OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT
MANAGEMENT PLAN**

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SAFETY POLICY

The Staging Company is committed to ensuring a safe and healthy work environment is provided and maintained for all personnel. Safety shall be given equal priority with all other business objectives.

The Staging Company management accepts responsibility for the effective implementation of this policy and will provide systems, training, supervision and visible support to ensure a safe work environment.

Supervisors shall be responsible for their safety performance and must accept that all injuries are preventable and continually aspire towards this.

All employees have the responsibility to perform their duties in a manner which ensures their own safety or through their actions, does not put at risk the health, safety and welfare of others.

To achieve this The Staging Company will :-

1. Provide employees with appropriate work methods, work areas, premises and plant that are safe and meet all regulative authority standards, thereby reducing the risk of injuries, accidents and damage.
2. Give due consideration to issues of health and safety in all stages of planning, design and construction to incorporate systems to eliminate or control hazards.
3. Ensure all personnel are competent and suitably skilled to undertake the duties for which they are employed in a productive and safe manner.
4. Continue to develop a continuous programme of education and training to enhance skills and increase safety awareness.
5. Promptly and completely investigate, correct and report all accidents, incidents and hazardous situation or conditions.
6. Ensure specific client health and safety requirements are acknowledged and implemented
7. Ensure all management levels and the work force understand and accept their health and safety responsibilities and are held accountable for those matters within their control.
8. Collectively support and participate in the promotion of pro-active safety management systems involving all personnel and strive for continual improvement through audit and evaluation programs.
9. Only engage competent sub-contractors, which can demonstrate safety management systems, which compliment our own high standards.
10. To provide appropriate emergency response systems, equipment and appropriate first aid facilities and training.

Signed:

Managing Directors,

Carl Woods

Rushton Woods

David Woods

Date: 1/10/03

Section: 1	The Staging Company A.C.N. 054 984 315
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Date:	Introduction

1.0 INTRODUCTION

1.1 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PLAN

This Occupational Health and Safety Management Plan has been developed to identify and detail the key areas affecting health and safety for all s and to document the key safety management systems that shall be implemented and maintained throughout the life to achieve the objectives established in the Corporate Safety Policy. The Staging Company's Corporate Safety Policy is provided on the preceding page. Copies of which shall be prominently displayed at the offices and lunchrooms.

This plan incorporates the following programs and activities;

1. Identification, assessment and control of all workplace hazards and risks;
2. Active involvement in health and safety issues by managers, supervisors and employees
3. Setting of health and safety performance standards for managers, supervisors and employees
4. Providing information and training for people at all levels so they can effectively meet their responsibilities
5. Implementing achievable company goals and objectives for health and safety.

In addition, all work performed on the site shall be in accordance with clients specific site policies and/or procedures.

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1.2 SAFETY MANAGEMENT SYSTEM

The Staging Company Safety Management System recognises both Corporate and occupational health and safety requirements, including interface between the two areas. The system aims to provide practical guidance on achieving the Corporate Safety Policy and stated objectives. Copies of The Staging Company procedures shall be maintained at the other work sites.

1.2.1 Safety Management System Manual

The Safety Management System Manual presents the elements that make up the Corporate Safety Management System, together with references to the relevant documentation detailing the individual elements. These details are provided in the Corporate Safety Procedures, including any relevant forms or checklists.

1.2.2 Occupational Health & Safety Management Plans

Occupational Health & Safety Management Plans are developed with specific references back to Corporate Procedures. The plan's identify and detail the key areas affecting the health and safety for the specific and document the safety management system the will be implemented to effectively satisfy the Corporate, client and legislative requirements.

1.2.3 Safety Procedures

Safety Procedures provide specific details for the management of identified health and safety issues at the level, including any relevant forms or checklists.

1.2.4 Job Safety Analysis

Job Safety Analysis is used to assist in the identification and control of workplace hazards and risks. These analysis may also make reference to any relevant Procedures or Forms.

1.2.5 Inspection and Test Plans

Inspection and Test Plans are documents generated through the Quality Assurance System and are linked to the Safety Management System. These document detail the inspection and test activities required on a and may be used to identify high risk work activities that may require approvals, Job Safety Analysis, authorisation from government authorities, etc.

1.2.6 Subcontractors

Subcontractors who perform work on the worksite will be required to participate in the relevant sections of the worksite occupational health and safety management plan and may also be required to submit safety procedures, safety forms/checklists and job safety analysis detail for some specific activities.

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2.0 INTRODUCTION

Each individuals involvement in working at the site has responsibilities and obligations. These responsibilities include, but are not limited to the general statements set below.

2.1 MANAGER

The manager is responsible for safety on the and includes;

- Reviewing and authorising the Occupational Health & Safety Management Plan
- Authorising Safety Procedures
- Assigning safety responsibility to all personnel
- Ensuring acceptability and accountability of all personnel for effective implementation of the health and safety plan
- Ensuring all personnel are suitably trained, and posses the necessary skills to undertake their designated responsibilities
- Leading by example and promoting safety at every opportunity
- Continual monitoring of safety performance to ensure compatibility with corporate safety policy and effectiveness
- Communication of safety performance
- Providing sufficient funds, materials and equipment to ensure objectives are achievable
- Participate in serious accident/incident investigation
- Participate in safety meetings and programs
- Review all accident reports, meeting minutes and inspection records
- Provide appropriate safety training to all personnel
- Assessing and awarding subcontracts which are capable of complying with the requirements and objectives of the corporate safety policy
- Reporting of all accidents and incidents to appropriate authority or client representative.

2.2 SUPERVISORS

The Supervisor is responsible for;

- Implementing the occupational health and safety management plan
- Planning to complete all work safely
- Promoting safety awareness at all times
- Identifying training requirements and needs
- Leading by example
- Ensuring all personnel are suitably skilled to perform their tasks
- Ensuring safe plant and equipment is provided and maintained
- Insist on safe working practices at all times
- Issuance of required PPE and enforcement on its use
- Promoting hazard identification and reporting
- Assisting in the identification and preparation of the safety procedures
- Conducting safety inspections and initiating rectification
- Participating in accident/incident investigation
- Conduction of daily work team briefings, safety meetings and programs
- Supervising subcontractor compliance to occupational health and safety management plan
- Providing assistance to rehabilitation initiatives

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2.3 FIRST AID ATTENDANT

The first aid attendant is responsible for:

- Providing initial first aid assistance when required
- Escorting or directing persons to clients health centre for any injury sustained by personnel when working for clients with that facility
- Accurately recording and reporting all injury treatment
- Reporting all accidents/incidents to management immediately
- Initiating accident reports where necessary
- Participating in rehabilitation programs
- Processing a sound knowledge of the Occupational Health and Safety Management Plan
- Promote accident prevention to personnel

2.4 EMPLOYEES

Employees are responsible for:

- Performing all duties in a manner which will ensure their own and others safety and well-being
- Complying with the duty of care assigned under OH&S legislation
- Observing all of The Staging Companys and clients safety rules and regulations
- Being alert at all times to potential hazards
- Participate in the identification and elimination of hazards
- Immediately report any injury, incident, hazard or equipment defect
- Possess a sound knowledge of the Occupational Health and Safety Management Plan
- Participate in safety meeting and programs
- Participate in Job safety analysis
- Participate in daily workteam briefings
- Lead by example
- Participate in rehabilitation programs

2.5 SUBCONTRACTORS

Subcontractors shall participate in all relevant elements of the Occupational Health & Safety Management Plan and comply in full with any clients safety systems and procedures. Subcontractor personnel will adopt the same responsibilities noted above for The Staging Company personnel but will, in addition, report to the Staging Company Manager, Supervisor for all matters relevant to safety.

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Date:	Communication

3.0 COMMUNICATION

3.1 SAFETY INDUCTION

At the commencement of employment, the manager, or a nominated representative shall develop a suitable safety induction. The safety induction outline shall be formally documented. A nominated person(s) shall be responsible for ensuring all personnel including contractors complete the Staging Company safety induction prior to commencing tasks at any site.

It is essential that all full time staff or those that would be likely to visit the site regularly attend the clients general safety induction (if applicable) prior to commencing work at the site.

Where client site induction are required, no person shall commence working on that site until they have successfully completed both the clients and The Staging Company induction.

A record of all persons, including subcontractors attending the safety induction training shall be recorded on the safety induction register Form OHS - 001 by the trainer and retained on record at the site office. It is required by The Staging Company Ltd that subcontractors also sign the subcontractors agreement Form OHS - 002.

3.2 MANAGEMENT MEETING

Safety issues shall be the first item discussed in all meetings. Safety issues may include statistics; review of any accident and incidents; identification of training needs; short comings of the safety management system etc.

3.3 WORK TEAM BRIEFINGS

Work team briefing shall be conducted by each Supervisor and the employees he/she is accountable for at the commencement whenever a new activity is commenced. The briefing will be used to emphasise safety awareness when allocating tasks for the day and to discuss with employees safety requirements for a particular activity. Team briefing will be recorded in the Supervisor's daily diary.

3.4 SAFETY NOTICE BOARD

A safety notice board shall be prominently displayed at the worksite. All matters relevant to health, safety or environment shall be displayed on the board.

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4.0. HAZARD MANAGEMENT

4.1 UNSTRUCTURED HAZARD IDENTIFICATION

Personnel are encouraged at all times to identify and control hazards on a “see and fix” basis where it is within their ability to do so. Hazards that are identified, but outside a person ability to immediately rectify, should be made safe with barricades, warning signs, danger tags, etc. and reported immediately to the Supervisor.

Identified hazard will be recorded on a “Hazard Notification”, Form OHS - 004, where rectification can not be completed immediately or where the same hazard is continually being identified.

4.2 STRUCTURED HAZARD IDENTIFICATION

Structured hazard identification shall be conducted on a monthly basis. The purpose of the structured identification is to identify any matters which may have been overlooked through the normal daily safety management process.

All personnel shall make themselves available for participation in the hazard inspection activity. The inspection shall be undertaken by two personnel on each occasion.

The hazard inspection shall be recorded on the “Hazard Inspection Checklist”, Form OHS – 0.

At the conclusion of the hazard inspection process the participants shall meet with the manager and supervisor to review findings, assign personnel responsible for corrective actions and agree on action completion dates.

The Manager or Supervisor shall monitor and sign off completed action items.

4.3 HAZARD CONTROL METHODS

Methods used to control identified hazards will consider the hierarchy of control

The preferential order of action is:-

- | | | |
|---|----------------|---|
| * | 1st Preference | Elimination the Hazard |
| * | 2nd Preference | Substitution for a lesser risk |
| * | 3rd Preference | Isolation of hazardous plant or process and personnel |
| * | 4th Preference | Engineering Controls |
| * | 5th Preference | Administrative Controls |
| * | 6th Preference | Personal Protective Equipment |

The Staging Company will not use administrative or Personal Protective Equipment as control strategies without first considering elimination or substitution methods of controlling identified hazards.

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4.4 JOB SAFETY ANALYSIS

Job Safety Analysis (JSA) is an activity designed to ensure that any potential hazards and risks are identified and suitable systems are in place to mitigate and protect personnel from the hazard prior to undertaking a particular activity or task.

Job safety analysis shall be completed for all activities that:

Are identified as having a high potential to cause serious injury and/or equipment and material damage.

Where the process or operation deviates from standard practice.

There are four steps in the JSA activity

1. Break the process into basic steps
2. Identify all hazards for each step
3. Identify systems and checks to eliminate or control each hazard
4. Define responsibilities for implementation of hazard control

The Supervisor responsible for the planned work activity shall complete a JSA work sheet, Form . OHS - 006 The supervisor shall liaise with the personnel required to perform the work, and any other person that may be affected during the process of completing the task.

Additional input and support from client contact representatives or external occupational, health, safety and environment consultants may be sought for involvement when carrying out job safety analysis on the .

The JSA work sheet shall be distributed as follows:

Original: Manager
Copy One: Available at the work location

Further guidance can be obtained from the The Staging Company Procedure, OHSP 002 "Job Safety Analysis".

4.5 CHEMICAL HAZARDS

A register (Form OHS - 007) of all chemicals and dangerous substances shall be maintain on all sites. The register shall indicate the quantity and classification of the goods stored. Material Safety Data Sheets (MSDS) must be available for each chemical or substance.

The person responsible for controlling the goods must be nominated and all appropriate HAZCHEM signs displayed.

All persons required to handle or are exposed to chemicals in the workplace must be given instruction and training in the safety use and handling of those chemicals as described on the MSDS, records of training must be maintained.

Storage and handling of chemicals used on the site shall be in accordance with the requirements of current regulative bodies and documented on the relevant MSDS.

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5.0 SYSTEMS AND CONTROLS

5.1 SAFETY PROCEDURES

Safety procedures shall be generated to ensure specific health and safety issues are suitably controlled and managed. The safety procedures shall be short simple statements.

In addition to procedures, all work performed on the work sites shall be in accordance with the clients safety systems and procedures.

The manager shall authorise each safety procedure prior to issue. Safety procedures will be subject to normal document control procedures.

A current register of relevant safety procedures will be maintained on the work site.

Subcontractors may be required to submit safety procedures for particular work they propose to undertake on the work site. Subcontractors should be informed of the following: *“Management acceptance and/or approval of a subcontractor safety procedure shall not in any way remove or limit the subcontractors responsibility to provide and maintain a working environment that is safe and with risk to the health or well-being of employees and other persons.”*

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5.2 ALCOHOL AND ILLICIT DRUGS

The possession, consumption or distribution of alcohol and/or illicit drug on any site whilst in the direct or indirect employment of The Staging Company is strictly prohibited. Personnel found to be under the influence of alcohol or illicit drugs while working on the shall be removed from the site.

5.4 PERSONAL PROTECTIVE EQUIPMENT

5.4.1 Occupational Footwear

Approved safety footwear with socks shall be worn at all times by all personnel at work sites. Any person found not to be wearing approved footwear will be removed from the site.

5.4.2 Eye Protection

Approved eye protection to AS 1337, appropriate to the task being performed shall be worn as required by personnel.

5.4.3 Hearing Protection

Approved hearing protection to AS 1270, must be worn in area personnel is exposed to noise levels greater than 85dB(A).

5.4.4 Hand Protection

Hand protection must be worn when the employee is exposed to chemical contaminants or when handling materials and equipment that has or may have been exposed to chemical contamination.

5.4.5 Additional Equipment

Additional personal protective equipment may be required to be worn by personnel undertaking tasks with additional hazards. Equipment may include; goggles or face shields. The equipment requirements for a particular task shall be determined by the relevant supervisor in consultation with the Management.

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5.5 FIRE PREVENTION AND PROTECTION

Suitable fire extinguishers shall be located and maintained in the workshop or wherever there is the potential for fire. All plant operating on clients s will be fitted with an appropriate type of portable fire extinguisher. Personnel shall be provided with instruction and training on the use of fire extinguishers

Any requirements for “Hot Work” (welding, gas cutting, etc) shall be in accordance to the requirements regarding fire restrictions or total fire ban days.

5.6 USE OF PLANT AND EQUIPMENT

Personnel who are required to operate plant and/or equipment on the shall be adequately trained and possess the necessary skills to ensure the safe operation of the same.

Where plant or equipment in use on the requires a certificated operator, the operator shall provide to the Management a copy of a current certificate of competency prior to operation of the plant or equipment. Copies of all relevant certificates of competency shall be maintained on file on Form OHSP - 003.

Plant and equipment shall be regularly inspected and maintained. Records must be maintained and available for perusal. Further guidance is available from the The Staging Company Form OHS -008, “Plant Maintenance Program”.

5.7 SAFETY DISPUTES PROCEDURE

Effective resolution of safety issues is achieved:-

- * at the lowest Management level; and by
- * Promptly implementing the agreed action.

The procedure is as follows:

1. Present the issue to immediate supervisor.
2. Discussion of issue in relation to
 - A whether the hazard or risk can be isolated.
 - B The number and location of employees affected by it
 - C Are Temporary measures possible or desirable
 - D Whether environmental monitoring is required
 - E The time to correct the hazard
 - f) Who is responsible
3. Details of the issue are to be recorded in writing with information on solutions are to be agreed by all parties.
4. Where the safety issue is still not satisfactorily resolved, the parties shall advise the Management whom shall convene a meeting to discuss the issue.
5. Where resolution of the issue cannot be achieved, the relevant WorkCover Authority should beconsulted.

5.8 SECURITY

The Staging Company agree to abide by any clients requirements regarding security.

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5.9 SAFETY RECORDS

Safety records shall be maintained in an appropriate manner at The Staging Company office.

The file index shall contain the following Safety related files as applicable

File:

General Safety	Safety Correspondence
Induction records	Structured Hazard Identification work sheets
Job safety Analysis	Material Safety Data Sheets
Safety Procedures	Safety Training records
Plant register	

It is the responsibility of the management to maintain the above files

Section: 6	The Staging Company A.C.N. 054 984 315
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Date:	Emergency & Injury Management

6.0 EMERGENCY AND INJURY MANAGEMENT

6.1 EMERGENCY RESPONSE

Emergency instructions and phone numbers shall be prominently displayed at all sites

6.2 FIRST AID SERVICES

. There will always be a first aid officer during normal work operations. First Aid Facility shall be provided on the site with 2 fully equipped first aid boxes located upstairs and downstairs. All injuries shall be treated at upstairs facility and recorded in the First Aid Register. A Primary First Aider shall be nominated for the and shall be responsible for the management of the facility. Back up first aiders shall be provided in the workplace. First aid shall be discussed at the safety induction.

6.3 MEDICAL SERVICES

Where medical services are required, dependant on the nature of the injury the employees own Doctor is to be seen.

6.4 REHABILITATION

An effective system of rehabilitation shall be actively promoted and supported. A management representative will be the Rehabilitation Coordinator. All injured persons shall be encouraged to participate in suitable rehabilitation programs. Rehabilitation shall be discussed at the Safety Induction.

Further guidance is provided the by The Staging Company Procedure OHSP - 006, "Rehabilitation".

6.5 ACCIDENT / INCIDENT INVESTIGATION & REPORTING

All accidents and incidents shall be reported and investigated in accordance with The Staging Company Procedure, "Accident/Incident Investigation and Reporting".

These following forms shall be completed

Form OHS - 009	Personal Injury
Form OHS - 010	Accident/Incident Report
Form OHS - 011	Register of Injuries

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Date:	Sub Contractor Management

7.0 SAFETY TRAINING

7.1 SAFETY TRAINING

Safety training shall be scheduled where deficiencies in skills and knowledge are identified through activities such as job safety analysis, hazard identification and control and accident analysis. Safety training may also be identified through the various Safety Procedures that may be developed. Completed safety training shall be recorded. Some suggested general topics may include;

- Use specific tools and equipment
- Job Safety Analysis
- Working at Heights
- Safe lifting methods
- Hazard identification
- Use and care of personal protective equipment
- Use of portable fire extinguishers
- Resuscitation and basic life preserving first-aid
- Understanding MSDS's
- Occupational health and safety legislation
- Work practices

8.0 SUBCONTRACTOR MANAGEMENT

8.1 SUBCONTRACTOR DEFINITION

Subcontractor refers to an Organisation who, through a contractual arrangement with The Staging Company , performs work on the site.

8.2 RESPONSIBILITY

The Staging Company has a responsibility to ensure subcontractors perform their work in a manner which is safe and without risk to their own employees or other persons.

8.3 PRE-AWARD CONTROLS

Prior to the award of a Subcontractor, a safety evaluation shall be completed to identify subcontractors who can demonstrate safety management systems which will complement the goals and objectives.

An Invitation to Tender shall include a requirement for the following information to be submitted;

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A brief description of the Organisation's Occupational Health and Safety Management System.

The Organisation's safety performance (including- statistics) for the last three (3) years.

Recent safety training programs provided to management and employees.

The submitted information shall be verified by a Management representative and reviewed by the Manager prior to any award being made.

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Date:	<i>Performance monitoring</i>

9.0 PERFORMANCE MONITORING

9.1 SAFETY AUDITS

An internal audit schedule shall be set for the Occupational Health and Safety Plan. This schedule shall determine the elements of the Plan to be audited and their frequency.

A three monthly audit would be recommended. This would be completed by a supervisor and employee. Action plan is to be developed and discussed with management.

The purpose of the audit is to systematically and independently examine and verify whether safety activities and related results comply with arrangements made in the Plan and whether these arrangements are being implemented effectively and are suitable to achieve the set objectives. The audit shall also review and make recommendations regarding the effectiveness of planned activities.

Further guidance can be obtained from the "Safety Map" Auditing Safety Systems

9.2 SAFETY STATISTICS

Safety statistics shall be gathered on a monthly basis. Subcontractors shall provide details regarding their monthly statistics to The Staging Company collation. Further guidance can be obtained from the The Staging Company Procedure. OHSP - 007. "Recording & Reporting Accident Statistics". Statistic reports shall be compiled by the Manager in the first week of the following month.

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APPENDIX A

OHS FORMS & PROCEDURES

