
SafetyMap Gap Analysis

Organization:

Audit Type: Safety Map Gap Analysis

Audit Date:

Auditor:

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SAFETY ACTION PLAN

HAZARD REDUCTION

ISSUE	RECOMMENDED ACTION	RESPONSIBLE PERSON	PRIORITY	TARGET DATE	REVIEW DATE

TRAINING & SUPERVISION

ISSUE	RECOMMENDED ACTION	RESPONSIBLE PERSON	PRIORITY	TARGET DATE	REVIEW DATE

DOCUMENTATION & RECORDS

ISSUE	RECOMMENDED ACTION	RESPONSIBLE PERSON	PRIORITY	TARGET DATE	REVIEW DATE

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Element 1: Health and safety policy

Criteria	Things I will be looking for
<p>1.1.1 <i>There is a documented health and safety policy, authorized by the organization's top management that:</i></p> <ul style="list-style-type: none"> <i>a) requires compliance with health and safety legislation;</i> <i>b) is appropriate to the nature and scale of the organization's health and safety risks;</i> <i>c) states overall health and safety objectives; and</i> <i>d) demonstrates a commitment to the continued improvement of health and safety performance.</i> 	<ul style="list-style-type: none"> - A safety policy displayed prominently which addresses all the elements of this criterion
Briefly describe how you comply with this requirement	

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Element 2: Planning	
Criteria	Things I will be looking for
<p>2.1.1 <i>The organization identifies and monitors the content of all health and safety legislation, standards, codes of practice, agreements and guidelines relevant to its operation.</i></p>	<ul style="list-style-type: none"> - Evidence that you stay up to date with changes in relevant legislation, etc. - Relevant legislation includes <ul style="list-style-type: none"> o <i>Occupational Health and Safety Act 2004</i> o <i>Dangerous Goods Act 1985</i> o <i>Dangerous Goods (Storage and Handling) Regulations 2000</i> o <i>OH&S Regulations 2007</i> - Relevant Australian Standards <ul style="list-style-type: none"> o AS 2727-1997 Chainsaws - Guide to safe working practices o the various standards related to personal protective equipment, emergency procedures
Briefly describe how you comply with this requirement	

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Criteria	Things I will be looking for
2.1.2 <i>The organization's procedures, work instructions and work practices reflect the requirements of current health and safety legislation, standards, codes of practice, agreements and guidelines.</i>	Documented work instructions that clearly cross reference relevant legislation and reflect its requirements.
2.1.3 <i>All personnel in the organization are advised of, and have ready access to, current health and safety legislation, standards, codes of practice, agreements and guidelines.</i>	A physical library or evidence that the responsible person onsite has the knowledge how to obtain relevant information from the internet.
2.1.4 <i>The organization and/or individual satisfies legal requirements to undertake specific activities, perform work or operate equipment including any:</i> a) <i>licence;</i> b) <i>certificate of competency;</i> c) <i>notification;</i> d) <i>registration; and/or</i> e) <i>approval.</i>	Evidence that the following plant is registered: <ul style="list-style-type: none"> - boilers and pressure vessels of hazard level A,B or C in AS3920 - Tower Cranes - Mobile cranes with a safe working load >10 t Evidence that forklift drivers hold the appropriate licences
2.1.5 <i>Changes to health and safety legislation, standards, codes of practice, agreements and guidelines generate a review of existing procedures.</i>	Evidence that procedures are reviewed following changes in legislation – like the new <i>OH&S Act</i>
Briefly describe how you comply with these requirements	

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2.2 Objectives and Targets	
Criteria	Things I will be looking for
<p>2.2.1 <i>Health and safety objectives and targets consistent with the organization's health and safety policy are documented, are appropriate to the organization's activities and consider:</i></p> <ul style="list-style-type: none"> a) <i>legal requirements;</i> b) <i>standards and codes;</i> c) <i>health and safety hazards and risks;</i> d) <i>available technology;</i> e) <i>agreements and guidelines;</i> f) <i>operational requirements;</i> and g) <i>the view of interested parties.</i> 	<p>A written list of health and safety objectives that have quantified targets and specified target dates.</p> <p>Examples may be:</p> <ul style="list-style-type: none"> - Ensure all employees have a hearing test by December 2005. - Manager to review all reported incidents within 24 hours. <p>Your hazard assessments and safety audits will probably generate a "to do" list. It is important that you prioritise these lists so that you get the greatest value in risk reduction for the time and money spent on addressing the problem.</p>
Briefly describe how you comply with this requirement	
2.3 Health and Safety Management Plans	
Criteria	Things I will be looking for
<p>2.3.1 <i>There is a health and safety management plan that defines the means by which the organization will achieve its objectives and targets and meet its legal requirements. The plan:</i></p> <ul style="list-style-type: none"> a) <i>applies to all activities undertaken or proposed to be undertaken by the organization;</i> b) <i>is based on an analysis of information relevant to the nature of the organization's activities, processes, products or services;</i> c) <i>aims to eliminate or reduce workplace illness and injury;</i> d) <i>defines the organization's priorities;</i> e) <i>sets timeframes;</i> f) <i>allocates responsibility for achieving objectives and targets to relevant functional levels; and</i> g) <i>states how the plan will be monitored.</i> 	<p>That someone is responsible for achieving each target, the resources required for achieving the target are identified and provided.</p> <p>Resources may include time, extra people or money.</p> <p>I may be necessary to make a different person responsible for doing things in the log yard compared with the dry mill.</p> <p>Most safety jobs should be allocated to operational staff not the safety person, eg it should be the person in charge of the green line who is responsible for ensuring that it is guarded properly and that all the guards are used and work effectively.</p>
Briefly describe how you comply with this requirement	

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Criteria	Things I will be looking for
<p>2.3.2 <i>The organization documents its methodology to reduce health and safety risks through hazard identification, risk assessments and development of risk control measures in accordance with the 'hierarchy of controls' an legal requirements</i></p>	<p>A standard documented procedure for systematically identifying hazards , working out how serious they are, recording them and deciding how they should be managed.</p>
<p>Briefly describe how you comply with this requirement</p>	
Criteria	Things I will be looking for
<p>2.3.3 <i>The organization monitors it progress towards meeting the objectives and targets set in the health and safety plan and takes corrective actions to ensure progress is maintained.</i></p>	<p>If you have had a safety plan for a while then I will expect to see evidence that it has changed and that some of the things on the “to do” list have been done.</p>
<p>Briefly describe how you comply with this requirement</p>	

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3.3 Structure and Responsibility – Training and competency	
Criteria	Things I will be looking for
3.3.2. <i>The organization has established and implemented procedures for the identification of health and safety training needs for all personnel (including any prescribed by legislation).</i>	A list of jobs or tasks in the plant and the National Competency Standard(s) that a person who is doing this job without supervision should achieve.
Briefly describe how you comply with this requirement	
3.3.3. <i>The organization has an induction program for all personnel including management, which is based on their likely risk exposure, and provides relevant instruction in the organization's health and safety policy and procedures.</i>	Evidence that all personnel have had the safety policy and relevant procedures explained to them and that they understand the key issues. Relevant procedures would include how to report a hazard, how to operate emergency stop switches, what PPE to wear, etc. I might ask anyone about these issues and other matters identified in any safety documentation.
Briefly describe how you comply with this requirement	
3.3.5. <i>The organization trains employees to perform their work safely, and verifies their understanding of that training.</i>	Evidence of formal assessment following any training. I will need to see certificates or Statements of Attainment.
Briefly describe how you comply with this requirement	
3.3.6. <i>Training is delivered by persons with appropriate knowledge, skills and experience.</i>	Evidence that in house trainers have workplace trainer qualification. Evidence that Statements of Attainment are issued by reputable institutions.
Briefly describe how you comply with this requirement	
3.3.9. <i>Management has received training in health and safety management principles and practices appropriate to their role and responsibilities within the organization, and the relevant health and safety legislation.</i>	Copies of certificates or statements of attainment indicating that managers have received formal training explaining the relevant health and safety legislation
Briefly describe how you comply with this requirement	
3.3.10. <i>Those representing the employer and the employees on health and safety matters, including representatives on consultative committee(s), receive appropriate training to enable them to undertake their duties effectively.</i>	Copies of certificates indicating that OH&S Representatives have received formal training about their role and responsibilities.
Briefly describe how you comply with this requirement	

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3.4 Consultation, communication and reporting – Consultation	
Criteria	Things I will be looking for
3.4.1. <i>There are documented procedures agreed to by employees, for employee involvement and consultation on health and safety matters, including a procedure for dealing with health and safety issues, and resolving disputes if they arise.</i>	A single written procedure that clearly describes how an employee can raise an OH&S issue, who is responsible for dealing with it, what employees do while the issue is resolved and how a decision about its resolution is reached. An acknowledgement from an employee representative indicating their agreement to the procedure.
Briefly describe how you comply with this requirement	
3.4.2. <i>The organization, in consultation with employees, has determined the number of employee representatives required to effectively represent all employee work groups.</i>	Documented terms of reference of the OH&S Committee that describes how its membership is determined. An acknowledgement from an employee representative indicating their agreement to the procedure.
Briefly describe how you comply with this requirement	
3.4.3. <i>The consultative arrangements allow the employees to select those who will represent them on health and safety matters.</i>	The terms of reference document describes how representatives are chosen and removed.
Briefly describe how you comply with this requirement	
3.4.4. <i>Details of the consultative arrangements including the names of their employee and employer representatives are communicated to employees.</i>	Names of OH&S representatives are posted on prominent noticeboards, maybe in the lunch room.
Briefly describe how you comply with this requirement	
3.4.5. <i>Employees or their representatives are involved in the development, implementation and review of procedures for the identification of hazards and the assessment and control of risks.</i>	That workers using equipment are part of the team who undertake any relevant hazard assessments
Briefly describe how you comply with this requirement	
3.4.6. <i>Employees or their representatives are consulted regarding proposed changes to the work environment, processes or practices and purchasing decisions that could affect their health and safety.</i>	The person who is likely to use a new piece of equipment is involved in the purchasing decision. OH&S committee minutes would show consultation before changes are made.
Briefly describe how you comply with this requirement	
3.4.7. <i>Health and safety consultative committees meet regularly and minutes of meeting are available to all employees.</i>	Minutes of OH&S Committee meetings
Briefly describe how you comply with this requirement	

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3.5 Consultation, communication and reporting – Communication	
Criteria	Things I will be looking for
3.5.1. <i>The organizations health and safety policy and other relevant information on health and safety are communicated to all employees, and consider language and standards of literacy.</i>	Induction manual written in appropriate language
3.5.2. <i>The organization regularly communicates to employees the progress towards the resolution of health and safety disputes.</i>	Minutes of OH&S Committee meetings / Toolbox meetings
Briefly describe how you comply with these requirements	
3.6 Consultation, communication and reporting – Reporting	
3.6.1. <i>Health and safety hazards and systems failures are reported and recorded.</i>	Documented hazard or near miss reports
3.6.2. <i>Workplace injuries, illnesses, incidents and dangerous occurrences are reported and recorded.</i>	Document incident and injury reports Incident Register
3.6.3. <i>Where there is a legislative requirement, injuries, illnesses, incidents and dangerous occurrences are notified to the appropriate authorities.</i>	Evidence that reportable injuries and dangerous occurrences are reported to WorkSafe investigators as well as the insurer responsible for compensation.
Briefly describe how you comply with these requirements	
3.7 Documentation	
3.7.1. <i>The organization's health and safety policy, plans and procedures are documented in a planned and organized manner.</i>	A safety manual with all the relevant policies and procedures
Briefly describe how you comply with this requirement	
3.8 Document and data control	
3.8.2. <i>Documents and data critical to health and safety shall be clearly identifiable, duly authorized prior to issue, kept legible and include their issue status.</i>	Document control information on each important document
3.8.3. <i>The organization provides personnel with ready access to relevant health and safety documents and data and advises them of its availability.</i>	Safety manuals available throughout the site, eg as a minimum in the main office and each lunch room.
Briefly describe how you comply with these requirements	

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Criteria	Things I will be looking for
<p>3.9.2. <i>The hazard identification, risk assessment and risk control process is undertaken by personnel competent in the use of the organization's methodology.</i></p>	<p>Evidence that people doing hazard assessment have been trained how to do them.</p>
<p>Briefly describe how you comply with this requirement</p>	
<p>3.9.3. <i>The organization documents all identified hazards, risk assessments and risk control plans.</i></p>	<p>Documented hazard assessments</p>
<p>Briefly describe how you comply with this requirement</p>	
<p>3.9.4. <i>Risks of hazards are assessed having regard to the likelihood and consequences of injury, illness or incident occurring, based upon the:</i></p> <ul style="list-style-type: none"> <i>a) evaluation of available information;</i> <i>b) records of incidents, illness and disease; and</i> <i>c) the potential for emergency situations.</i> 	<p>Each hazard identified has had its risk quantified.</p>
<p>Briefly describe how you comply with this requirement</p>	

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4. Measurement and evaluation	
4.1 Monitoring and measurement – General	
Criteria	Things I will be looking for
4.1.1. <i>There is a documented health and safety inspection program that: a) defines the intervals for inspections that are based on identified risk; b) incorporates a reporting and corrective action process; and c) uses workplace specific checklist(s).</i>	A program for undertaking inspections of the workplace and examples of the checklists that are used during such inspections.
4.1.2. <i>The inspection program includes checks that monitor: a) conformance to the organization's safe working procedures; b) compliance with relevant health and safety legislation; and c) the effectiveness of control measures.</i>	Checklists that identify key features of safe working procedures. Checklists that identify key legislative requirements – eg tagging of electrical equipment, fire extinguishers, current MSDS's, hearing protection is worn. Follow up checks if changes have been made after a work place injury.
4.1.3. <i>Inspections seek input and involvement from the personnel who are required to undertake the task being inspected.</i>	A worker from the area being inspected are part of the inspection team
4.1.4. <i>Engineering controls, including safety devices, are regularly inspected and tested to ensure their integrity.</i>	Guards are checked to see that they are secured and in place Noise assessments are undertaken in accordance with the regulations.
4.1.5. <i>Monitoring of the workplace environment (general and personal) is conducted where appropriate and records of the results are maintained.</i>	Noise assessments are undertaken in accordance with the regulations.
4.1.6. <i>Inspection, measuring and test equipment related to health and safety is appropriately identified, calibrated, maintained and stored.</i>	Noise assessments are undertaken using properly calibrated equipment.
4.2 Monitoring and measurement – Specific	
4.2.1. <i>Where specified by legislation, the health of employees exposed to specific hazards is monitored, recorded, reported and action is taken to address any adverse effects.</i>	Audiometric testing is undertaken in accordance with the regulations. Blood tests are undertaken in accordance with regulations to monitor exposure to pesticides.
Briefly describe how you comply with these requirements	

Further Information:

The comments in this list are based on STEM Services Pty Ltd experience with implementing safety management systems. If you require further assistance to improve the way you manage your Occupational Health and Safety obligations then we would love to hear from you.

Our contact details are as follows:

STEM Services Pty Ltd
275 Hulls Road
NERRENA

Office phone: 03 5664 9392

Owen's Mobile: 0429 434 590
Email: owen@stemserv.com.au

Graeme's Mobile: 0428 355 591
Email: owen@stemserv.com.au

David's Mobile: 0407 512 464
Email: david@stemserv.com.au