



Workplace Health and Safety Management Systems



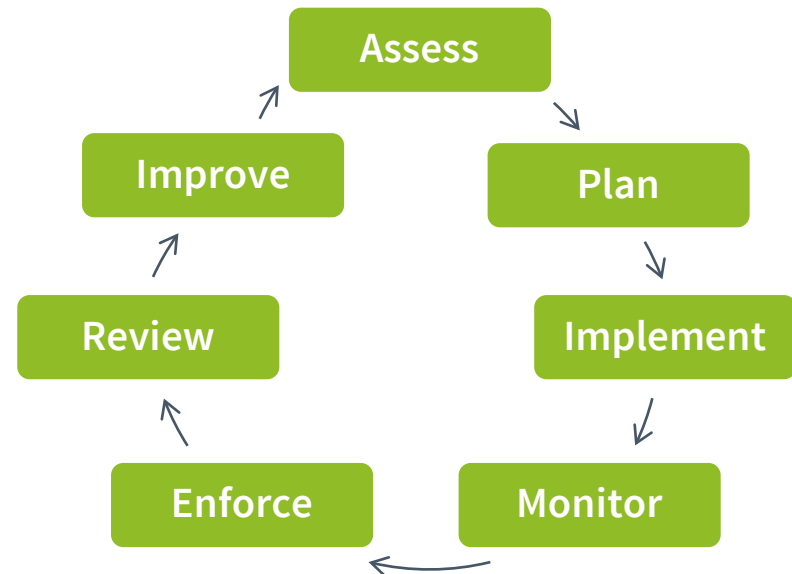
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WHS Management Systems

Over the past few years WHS management systems have replaced the more traditional WHS Manual in organisations of all shapes, size and industry type.

With this shift to a systems approach, it's worth taking a moment to understand what a WHS management system is, how it works and why there is no 'one-size fits all'.

This e-guide provides an overview of WHS management systems and how a good system can make WHS a **valued part** rather than an 'add-on' to business management.



WHS Management Systems

What are they, how they work and why there is no 'one size fits all'

1. What is a WHS Management System?
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1. What is a WHS Management System?

A WHS management system is a collective of policies, procedures, tools and templates that are used to manage health and safety at work.

A management system can be stand alone or integrated with other systems, such as quality and environment.

The system provides a structure around the way in which health and safety will be managed and is designed to meet legal obligations as well as business goals and targets for health and safety at work.

The documents within the system can sit within a simple directory structure, within a businesses intranet and can be externally hosted.

A WHS management system contains a documented set of plans, policies, procedures and tools to manage health and safety, meet legal obligations and make improvements in management.

The WHS management system is designed to help an organisation systematically manage health and safety at work.

2. Benefits of a WHS Management System

A good WHS management system will achieve a number of important outcomes for a business:

- ✓ Meet legal obligations for health and safety
- ✓ Create a workplace that is safe and healthy
- ✓ Enable safety leadership and informed decisions
- ✓ Safe behaviours and healthy choices
- ✓ WHS within business management and operational tasks
- ✓ Promote and secure the organisation's reputation
- ✓ Minimise incidents accidents and resultant lost time and productivity
- ✓ Evidence decisions made, actions taken and outcomes

3. How WHS Management Systems Work

A WHS management system contains elements or sections which address particular aspects of health and safety management.

Systems can be different in size and shape, however their purpose is the same in that they provide the framework and content for the way in which health and safety will be managed.

Documents in the WHS management system are used to work out:

- ✓ What needs to be managed, where, for what work and for which workers
- ✓ How health and safety will be managed, responsibilities, what actions will be taken, when and by whom
- ✓ Whether WHS management is working, that workers health is protected and if improvements in management is needed

Elements of the WHS management system relate to each other and with other business systems and processes, which makes a WHS management system both self-contained as well fitting with other parts of business management.

4. Contents of a WHS Management System

Main elements within the management system are based on:

- ✓ Legal obligations
- ✓ Codes of practice
- ✓ Standards for occupational health and safety.

Most elements will be common between organisations, with additional documents and processes where needed to manage the specific hazards and risks for the business.

MAIN ELEMENTS FOR WHS MANAGEMENT SYSTEM

- ✓ WHS Policy
- ✓ Legal and other requirements register
- ✓ WHS goals, strategy and action plan
- ✓ Resources for health and safety (personnel, equipment, PPE, facilities)
- ✓ Responsibilities laid down at all levels of the organisation
- ✓ Arrangements for consultation, representation and participation
- ✓ WHS hazard and risk register
- ✓ Policies, procedures and operational controls to manage hazards & risks
- ✓ Employee health and ill health management
- ✓ Training, information and supervision provided
- ✓ Emergency planning and response
- ✓ Incident reporting , management, investigation and remedial action
- ✓ Workers compensation, injury and ill health management
- ✓ Inspections , audits and monitoring to check controls are working
- ✓ Management reporting and review
- ✓ Document control and record keeping

5. Designed to Suit Business Needs

A WHS management system should be developed to suit the needs of the business, although some elements will be common to all systems.

The framework and specific contents of the system will depend on the size and structure of the organisation, the work undertaken, hazards and risks, locations for work and available resources.

A business must also decide whether the system will be integrated with other systems, such as quality or environment, and how it will fit with other business processes and systems.



6. Further Information

Kitney Occupational Health and Safety provide health, safety and wellness services. Our aim is to ensure that health, safety and wellness are well managed, workers protected, obligations met and businesses equipped with the right skills, knowledge and resources.

Kitney OHS's services include consultancy, coaching, work shops, training and resources. Our resources include WHS management systems, manuals, tool kits and individual policies and procedures.

For further information on Kitney Occupational Health and Safety please visit our website (www.kitney.com) or call us on **1300 KITNEY**.

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