

Systems for occupational health and safety management



**ASSIGN
BUSTER**

Social occupational health and safety practice

Develop systems for occupational health and safety management practice

Unit standard 5615

Assessment task 1

Audit of health and safety system and records

Your audit must include the following steps:

1. determine any organizational requirements for the access to and documentation of workplace health and safety systems and records. You must follow the organizational requirements of your workplace or work placement.
2. Document details of the records and information stored in these health and safety systems. At a minimum your audit of systems and records must include:

Accident records, policies, standards, job description, procedures, training records, manuals, inventories, hazard registers, any other health and safety systems used in your workplace.

3. Establish and document your organizations standards for records and information for each of the health and safety systems. These standards may relate to industry specific or internal standards, codes of practice, legislation or regulations, conventions, new Zealand and overseas standards for areas such as health and safety at work, accident

compensation, management of resources, and conservation of the environment.

4. Establish and document the main legislative requirements for each of these systems.
5. Compare the records and information you documented on each of the systems with the organizational and legislative requirements you identified. Document the gaps identified.
6. Provide an explanation of the degree to which each system covered by the audit meets organizational standards and legislative requirements. (recording only whether or not requirements were met does not meet the requirements for the audit

Document	Audit	Organization's standards	Legislative requirements	Comparison of organizational and legislative Requirements
Accident records	Accident and near misses are recorded in the	Blank forms are available from the health and safety officer,	All organization must keep a register of all	Mostly met organization require the accident and near misses will be

accident organization accidents recorded on
 or al that occur an accident
 incident requirement in the report form,
 register. is for forms workplace. but there is
 Accident to be There can few things
 form hold completed be a variety missing in
 details and checked of incidents the form like
 such as: by the health that occur details of the
 date, and safety at Auckland accident and
 time, officer, city the further
 place that ministry actions for
 the that require solution.
 accident we keep a
 or record of
 incident what has
 happen, occurred to
 who was ensure the
 involved, safety of all
 how the people
 accident involved
 takes
 place,
 what
 injuries
 were

sustained.

Standard It is a file A type of Regulations Met
 s that standards 1985 & Fire Organization
 written the try to make safety & standards
 requireme sure the evacuation provide a
 nts, safety of of building good and
 specificatio products regulations safe work
 ns and and 2006-the environment
 guidelines services health and for staff. It
 for staff. can help disability including
 employees services noise
 work safe. standards control, fire
 Might set evacuation,
 describe as requirement smoke free
 what staff for and
 need to do employees comfortable
 in safe way. have safe
 It provide a disabilities.- environment
 good work ACOP for . Legislative
 environmen the requirement
 t without manageme specific
 risk of nt of noise industry
 injury, in the standards in
 illness or workplace the industry,
 death for for example:

the
employees:

Safe place
of work

Safe system of work
the health and disability services standards.

Safe plant and machinery

Competent staff

Policy and procedures	Policy: guidelines that require certain behaviour or actions. Procedure: sequence of	There are procedures to guide the staff how to perform services in the workplace and be safe to avoid injury or accident to	-fire safety and evacuation of Buildings Regulations 2006. Health and safety in employmen	Mostly met The organization requirement is make sure there is correct policy and procedures to help staff perform in
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activities staff or t act 1992 the work and
 or steps to customers. Health and provide the
 be safety in safe work
 followed. employmen place. But
 t there are
 regulations few things
 1995. missing in
 the fire
 Human legislative
 rights act requirement
 1993 is to have
 Smoke-free procedures
 environmen and policies
 t act 1990 in place to
 The ensure the
 employers safety of
 must employees.
 provide
 safety work
 place for
 employees
 the
 organization
 s must have
 procedures

and policies
to ensure
the safety
of
employees.

Manuals are	This have	Health and	Met
written	manual	safety act	Manuals are
guides that	books to	1992	available for
usually cover	guide the	Safe,	staff to check
the specific	staff how	health and	and it have
processes	to use	welfare at	different
related to an	equipment	work	policies and
aspect of	and	regulations	procedures
health and	perform	2007,	related to
safety , a	correct in	identificatio	health and
folder that	the work.	n of	safety guides
contains a		hazards.	that cover the
number of		Employer	specific
different		required to	processes
policies and		investigate	related to an
procedures		and	aspect of
related to		determine	health and
health and		significant	safety.
safety		hazard, -	

hazardous
 substances
 and new
 organisms
 act 1992

Hazard registers	Hazard register is a tool to record all hazard/potential hazards identified in workplace. It is normal to record whether the hazard has been eliminated, particularly isolated, or to our minimized.	All homes be risk assessed to identify the hazards and risks to the staff, clients and visitors. The organization will identify, assess, and manages the actual and potential hazards, particularly workplace and over	Hazardous substance regulation 2001 Injury prevention rehabilitation and compensation act 2001.	Not met. Organizational standards is that the hazard register should be up to date and reviewed by the health and safety officer, but founded that the register was outdated and no details or further action for hazards.
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Legislative workplaces should make sure that there are effective methods in place for identifying hazards that may affect employees at work . They must also identify ways to assess these hazards.

authority or influence.

Job descriptions	It includes the responsibilities for health and safety, the specific health and	All employee job description are clearly outlined and had a section on health and	Health and safety act 1992 Job description that contain health and safety	Met The organization job description include the employee's responsibilities in health
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and safety system and health and safety expectation s of the employee. Legislative require job descriptions must contain health and safety responsibilities and expectation s in the contract.

safety. The reequipme nts is for health and safety responsibility es. ties to be included in all employee job description

responsibili ties and expectation s that are clearly described in their contract.

Trainin g records requireme nts to keep records of traning. There is legal requireme nts to keep records of traning. All employees should be adequately trained to complete The Occupational health and safety awareness training provides a basic understanding of theOccupational Met All the staff are well

Health and Safety Act(OHSA), and does not replace any sector specific, hazard specific, or competency specific training.

The Occupational Health and Safety Awareness and Training regulation traine their work Health and Safety Awareness and according to Training regulation traine the health requires health and d and safety in safety awareness here. employment training for every act. worker and supervisor underOntario’s Occupational Health and Safety Act(OHSA). The regulation came into force July 1, 2014.

Inventori The es

There are many

- Work Met involving

Type of inventories hazardous The health here, they substances(inventorie and are first aid example: s here are safety kits, and requiring an all met items fire inventory of the kept as extinguish all requireme inventor er, hazardous nt of the y will emergency substances legislation vary by damn, fall used, . type of risk, cell handled, or business phone stored in the s. tracle workplace be prepared and maintained/i ntroducing requirement s for establishing health monitoring (to be paid for by the business) and storage

of
monitoring
results);

Assessment task 2

Develop a plan for improvements to occupational health and safety systems

In this task you are required to use the results of your workplace health and safety audit to determine an order of priority for the improvement of systems. Once you have established the order of priority, you are to develop and document a plan covering all systems that have not met requirements.

Your plan must include:

1. Identification and prioritisation of systems not meeting organizational standards. Prioritisation must be completed based on:

The degree of compliance with relevant legislation and standards

Assessment of the significance of hazards

Cost-benefit analysis

2. Proposed strategies and corrective actions for each of the non-complaint systems in line with the organizational culture of your workplace. When considering the type of corrective action needed you must take into account.

Size and location of the workplace

Financial viability of the organization

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Existing management systems

Commitment to ISO or other quality management

Your plan, including your proposed strategies and corrective actions, must be approved by your workplace supervisor or manager.

Health and safety system	Degree of compliance/conformity	Assessment of hazard/risk	Cost-benefit analyze
Accident records	Mostly compliance with health and safety legislation. But no further actions for the hazard management to solve the problem.	High risk as the further actions have not been done, so the accident might happen again.	The cost of training and re-design the form is low. The benefit for safety and met legislation is high.
standards	The document for safety storage&disposal of work	Risk of harm for staff and residents, no evidence to	The cost of making standard is low, but the

	must be followed	cover yourself.	benefit is high.
		High risk	
Policy and procedures	No procedure to infection control	Many clients suffer from diarrhea so if there is no infection control procedures for the staff member to follow, it will be cause cross infection and potential hazards in the workplace.	The cost of developing policy and procedure is low. The benefits for met legislative requirements are high. The benefits to minimizing the risk is high.
manuals	There are some pages missing for how to follow the infection control steps.	Medium risk	The cost of developing a policy and procedures is low. But it have large benefit for the residents

and staff
members to
protect
themselves.

The work place require training records, haven't completed training records in last six month.

Compliant in organizational requirements, employees have had the appropriate training for their roles in the organization.

The cost of training staff is low, but the benefit for the whole organization is high.

A hazard register was in place, but there were no records to show what had been done to eliminate, isolate, or

The risk of injury is high if hazards are not being eliminated, isolated and minimized.

The cost of compliance will vary according to hazards. There is a significant potential cost through in potential injury, there is a legal obligation to do everything

minimise each identified hazards. practicable to provide a safe workplace for employees - so hazard must be managed.

	Health and safety	Not	
	were included in	compliance.	
	standard employee	High fix to	The cost of
	contracts. However,	employer to	fix the job
Job	organizational	employee	description
descripti	requirements for	contract. Not	is low but
on	health and safety	base on the	the benefit
	responsibilities to be	health and	is high.
	included in all	safety, just	
	employee job	focus on the	
	description contracts.	job.	

Strategy: to develop health and safety responsibility section in staff's job description and contract.

Correct actions:

- review staff's job description and contract,
- find template in accordance with legislative requirements,
- Confirm with legal advisor

-Complete health and safety responsibilities section into staff's job description contract.

- develop a plan to address staffing numbers

-ensure all staff can manage stress well

-health and safety records on organization might be need to keep.

Health and safety act 1992

Duties relating to health and safety in employment, duties of employers in relation to hazards management.

How to identify the hazard:

a, every employer should ensure that there are in place effective methods for manage the hazard.

b, systematically identifying existing hazards to employee's at work.

c, systematically identifying if possible before, and otherwise us, they arise new hazards to employees at work.

d, regularly assessing each hazards identified, and determine whether or not it is a significant hazards.

Strategies for the problem:

develop policies and procedures, health and safety responsibilities in the job description, how we develop things to do infection control, health and safety section in the fixed contract.

Promote health wellbeing in workplace, how we do that

Educate staff how to handle challenge behaviour

Ensure all identified hazard in organization avoided.

Evacuation: natural disaster, training records, document, fires, educate staff fire procedures, ensure staff all trained in fire day.

The company is small size that consists full time staffs and around 20 contracts. Due to the company is facing tough financial time and the feature of their service delivery, the strategy and corrective actions are considered as necessary and economic.

Cultural difference is taken into account, because most of staff are from overseas and have English as a second language. An introduction training may be held if needed. It aims to ensure all staffs receive correct and adequate information about health and safety responsibility. In addition, if the English is difficult for some overseas staff to understand, a translation copy could be given, furthermore, a training record is highly recommended as an evidence should the organization's actions which follow the legislative requirements.

Reference list:

<https://assignbuster.com/systems-for-occupational-health-and-safety-management/>

Health and safety in employment act 1992, retrieved from [www. http://www. legislation. govt. nz/act/public/1992/0096/latest/whole. html](http://www.legislation.govt.nz/act/public/1992/0096/latest/whole.html)

Health and safety awareness training for workers, retrieved from [http://www. labour. gov. on. ca/english/hs/training/](http://www.labour.gov.on.ca/english/hs/training/)