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| <p><u>DOCUMENT TITLE</u> HAZARD & RISK CONTROL <u>Policy and Procedure</u></p> | |
| <p>OH&S Document Number <u>-PP-</u></p> | <p>DATE COMPLIED: / / REVIEW DATE: / / <i>Authorised By:</i> <i>Compiled By: B&L Safety Solutions</i></p> |

POLICY:, policy & procedure is totally endorsed by management.
 The object of this policy & procedure is for the control and management of any hazard or risk that may exist or does exist within the workplace and encompasses all tasks or duties performed by our employees, including the operation of machinery and plant.
 This policy is to demonstrate managements commitment in consultation with all staff to ensure that our safety goal is obtainable. that goal being no injuries in the workplace for the 2006 year.
 That this policy shall be an integral part of our OHS audit of the OHS Management program/System for the provision of meeting the OHS commitment of

PROCEDURES: The following procedures shall be adhered to, to ensure that this policy is complied with by;

1. Managements commitment by reviewing annual resources to ensure that the conditions of the policy are met and shall include;
 - a) Competent staff with the appropriate skills to perform the process of controlling such hazards and risks, and ensure that OHS training is available for said staff;
 - b) A review of budget and resources allocation for the success of the hazard & risk management is to be reviewed in consultation with the OHS committee on an annual basis;
 - c) Accountability shall be designated to employees. and monthly reports on recommended controls of hazard & risk, including expenditure, shall be tabled at managements monthly review meetings which shall also include employee OHS committee evaluations and recommendations.
 - d) Monthly management personnel shall consist of all employees.
2. Designated employees shall also be accountable in ensuring that all hazards& risk identifications and evaluations are recorded in the correct priority system, reviewed and monitored and,
 - a) have the authority to address and implement controls of hazards or risks in the justified to highly justified zones, with a maximum costing of \$ for the control expenditure, which is to be justified at the management monthly meetings,
 - b) hazard or risk expenditures above the allocated amount shall immediately be bought to the attention of the manager.
 - c) show cause of any identified hazard or risk that exceeds its completion date, reasons of non-completion
3. Results of all hazard & risk evaluations including control results or issues that have been passed over shall be recorded and displayed for employees to have access to.
4. Supervisors shall encourage identification and control measures with employees of any hazard or risk prior to involving the OHS committee.
5. Supervisors are responsible in ensuring that all documents are completed as per their OHS responsibilities, such documents shall then be transferred to the Office manager and a copy supplied to the Factory manager and the notice board for employees access.
6. A copy of this policy is to be displayed where employees may have access, this is to be situated alongside documents stating the date of the next OHS committee meeting, in the event an employee has an issue to be raised for the attention of the OHS committee.

Managers Signature: _____ .

Date / /



