

Safety Manuals & Systems

A comprehensive **Safety Manual** is essential for every organisation large or small, as it contains the policies and procedures which help demonstrate the organisation's compliance with legislative requirements and due diligence to satisfy their duty of care.

Safety Systems is a term used to describe the safety policies, procedures, rules and documentation for the safety program.

Safety System Gap Analysis

Safety Action can conduct a gap analysis of your existing safety systems and if desired upgrade deficient systems or develop new systems where gaps exist.

Safety Manuals

Safety Action conducts independent reviews of existing safety manuals, or can develop a totally new manual where none exist or the organisation desires a totally fresh approach.

Safety Manuals can have an index tailored to suit any organisation, but typically includes;

- Programme Structure & Control
- Employment Procedures
- Training and Induction
- Contractor and Visitor Controls
- Hazard ID and Risk Assessments
- Planned Audits & Inspections
- Occupational Health Control & Services
- Incident Investigation & Reporting
- Consultation, Meetings & Safety Promotion
- Emergency Preparedness
- Workers Compensation and Return to Work
- Document Control and Record Keeping
- Working Environment
- Fire Protection and Prevention
- Plant and Equipment Safety
- Personal Protective Equipment
- Licences, Certification & Registration
- Safe Systems of Work & Supervision
- Design and Purchasing
- Special Hazards

The Benefits of Safety Manuals & Systems

Safety Action has wide experience in reviewing safety manuals and extensive safety resources which can be incorporated into your safety manual if desired. Some of Safety Action's materials are unique, such as the OHS legislative checklists by state and Dangerous Goods checklists based on Australian Standards e.g. AS 1940 Flammable Liquids Code & AS 4332 Gas Cylinder Storage.

Why Use Safety Action?

Safety Action is widely regarded as one of the premier providers of workplace safety services in Australasia, and we have completed reviews and developed safety manuals for many companies including; Envirozel, GUD Holdings, Toyota Australia, and many more.

Safety Action Pty Ltd

Suite 114 @ 370 St Kilda Road, Melbourne VIC 3004
Tel: 03 9690 6311 Fax: 03 9690 6399

www.safetyaction.com.au

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