

## RECORDS MANAGEMENT SYSTEM

### Occupational Health & Safety - Human Resources Environmental – Quality – Business & Industry

**On 1<sup>st</sup> September 2003 important new workplace safety laws came into effect in NSW.**

These laws make sure that both workers and employers have a say in occupational health and safety in their workplace. Importantly, employers must now:

- Assess the possible harm of any workplace hazards
- Eliminate or control the risks with specific measures
- Consult with employees about OHS matters.

The advent of new OHS Legislation is one of the most prominent management issues facing today's business community. This CD based Records System can be a valuable tool to manage the various OH&S records, policies, logs & forms that may be required to be distributed to staff and contractors in the workplace. The system provides the information and tools necessary to set up and maintain most OH&S records and policies required by these new regulations.

The Records System consists of a Records Management Folder and CD ROM (Windows) and contains generic policies, templates and records for the maintenance of OH&S for the Business Professional. Many records pertaining to safety, consultation, employee inductions, reporting, risk assessments, safe work method statements and related OH&S management systems are contained on this one easy to use CD disk.

The forms can be printed on the business or company letterhead.

This CD is designed to run on a Pentium Class PC with Win95/98/ME/NT/2000/XP with either Internet Explorer or Netscape.



All Documents can be accessed by an intuitive menu selection.

The System can be installed onto the computer to allow letterhead and contact information to be entered at a central point and then saved automatically onto the business policies, templates, reports and registers. (Microsoft Word R required)

Some of the pre-formatted templates and forms in this system are:

**Policies:**

OH&S, Environmental, Maintenance, Rehabilitation, Safety Rules, Emergency & Evacuation, Organisational Responsibilities, Working from Home, Protection Equipment, Drugs & Alcohol, Training and Risk Management

**Consultation:**

Committees, Safety Meetings, Yearly Planner, Action Plans, Toolbox Talks

**Training:**

Induction Registers, Training Records, Job Descriptions, Protection Equipment, Induction Checklists

**Hazard Identification**

Safety Checklists, Guides, Contractor Management, Quality Control, Inspection Checklists, Manual Handling, Office Ergonomics

**Risk Assessments**

Work Method Statements, Hazardous Chemical Registers, Electrical Testing Logs, Risk Rating Registers

**Monitoring**

First Aid, Incident Reporting, Non-compliances, Audit Tools, Performance Tools

**Assistance:** Copies of Regulations, Codes of Practice, Hazard ID Tools, Industry Guides, MSD S and Fact sheets are also included

Business Documents <span style="float: right;">Back to Home Page</span>		
The 6 Steps for Implementing OHS Documentation in the Workplace		
Implementation Guides & Index PDF Documents for printing onto letterheads (fixed)	Setup	Implementation Guides & Index MS-Word Documents for printing, changing & saving
Policies & Statements	Section 1	Policies & Statements
Consultation	Section 2	Consultation
Employee Welfare	Section 3	Employee Welfare
Hazard ID & Checklists	Section 4	Hazard ID & Checklists
Risk Assess & Control	Section 5	Risk Assess & Control
Monitor & Review	Section 6	Monitor & Review