

OHS Monitoring, Measurement & Regulatory Approvals Procedure

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SCOPE

- 1.1. This procedure applies to all occupational health and safety monitoring, measurement and registration undertaken at Ecoplant Australia & Seeddown Professional Planting.

2. PURPOSE

This procedure sets out the requirements for OHS monitoring, measurement and registration that must be followed at Australian campuses of Ecoplant & Seeddown.

The procedure encompasses the following:

- buildings and structures;
- plant, machinery and equipment (including specialized emergency equipment);
- hazardous substances and dangerous goods (including, carcinogens, poisons, ionising radiation, asbestos);
- biological substances;
- hazardous processes (e.g. working at heights, confined spaces, electrical safety);
- health surveillance (e.g. immunisation programs, audiometric testing, health and wellbeing programs, exposure assessments);
- review of preventive actions (e.g. OHS plans, system review); and
- review of corrective actions (e.g. arising from incidents, inspections, audits, OHS progress reports, feedback from consultative processes).

3. DEFINITIONS

Audits: Internal audits, certification and surveillance audits are conducted by trained OHS professionals to determine the effectiveness of implementation of the overarching OHS safety management system. Audits may be designed to examine processes from start to finish or focus on reviewing management of specific hazards.

OHS monitoring: A systematic process of observing, tracking, and recording activities and data for the purpose of measuring health and safety performance.

Workplace inspections: Workplace inspections are planned, systematic audits of physical aspects of the workplace that identify OHS hazards and non-compliances with Ecoplant & Seeddown policies, procedures and practices and legal requirements

4. REQUIREMENTS FOR MONITORING, MEASUREMENT & REGULATORY APPROVAL

The monitoring, measurement and regulatory approval on requirements at Ecoplant & Seeddown are determined via regular:

4.1. Review of OHS legislative compliance

Monitoring and review of OHS legislative compliance occurs via:

- Review of the Ecoplant & Seeddown OHS risk and legal compliance register; and
- Submission of compliance reports to the Risk and Compliance Unit

4.2. Ecoplant & Seeddown OHS Committee meetings

Regular meetings of the MUOHSC are held to monitor and review the Ecoplant & Seeddown OHS Management System, including:

- OHS performance indicators;
- OHS policy documentation;
- OH&S planning documentation;
- OHS risk and legal compliance register;
- Interventions by the Regulator;
- Results of legal compliance audits;
- Management Systems reviews;
- Reports received from the local OHS committees.

4.3. Self-audits

Annual reviews.

5. OHS MONITORING, MEASUREMENT & REGULATORY APPROVALS SUMMARY

All monitoring, measurement and regulatory approval activities shall be conducted by qualified and competent persons.

6. RESPONSIBILITY FOR IMPLEMENTATION

A comprehensive list of OHS responsibilities is provided in the document Casual Employment Induction and WH&S Handbook.

7. REVIEW

7.1. Annual