Implement & monitor WHS policies & procedures

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Achieving Compliance

This booklet provides a step by step path to compliance by using MyHSEQ Management system. «Company_Name» can achieve compliance not only with AS4801 – Safety Management but also ISO9001 – Quality management and ISO14001- Environmental Management by purchasing and implementing additional modules. The process automates compliance to a high degree using simple prompts. However, «Company_Name» must be aware there is no opportunity to just "Buy an off the shelf package and achieve compliance". «Company_Name» must actively implement the system

Resourcing of Management System

There is more to implementing a Management System than just buying the system. Staff must be consulted and trained, records entered, goals and targets set, clients polled for comment, subcontractors assessed and general review of «Company_Name» business. The Company must allocate resources adequate to achieve this process. A record of the resources provided should be itemised in «Company_Name» accounting program and a record kept.

Implementation tasks and schedule

There is a number of tasks that need to be completed to ensure the successful implementation of the MyHSEQ Management System.

Task 1 - Management decision to achieve Compliance
Task 2 - Implementation schedule – This is managed in the MyHSEQ App.
Task 3 – Contractor Induction
Task 4 – Worker Induction
Task 5 – Review outcomes

Setting up MyHSEQ Management System

After purchasing an HSEQ management system you must review the content, edit it then accept it as your own!

Policy and Procedure Review

Policy

A policy review is to be completed: read the manuals, change anything as «Company_Name» prefer. It is not entirely necessary to adopt all of «Company_Name» Policies and Procedures in the manual as they may not apply in all situations or to «Company_Name» business. We have only included those policies that are relevant to «Company_Name» business. These policies should be reviewed every 12 months.

Procedures

We have written a default template here. We have only included the procedures that would usually apply to the size and nature of «Company_Name» business. Request to edit any policies or Procedures that do not reflect how «Company_Name» do business. Once reviewed the procedures form the basis for achieving compliance. The Action system then notifies the people to whom duties have been assigned and requires them to provide feedback by completing short forms on an electronic device or phone and provide evidence by way of a photo which is uploaded. If an action is not completed the system continues to notify the person and escalates the action to management for consideration

Emergency Contact List

Create an emergency contact list and post it noticeably at each phone in the business.

Work Health & Safety Management Plan

«Company_Name» is provided with a series of forms (for use on electronic devices) in the Forms for the following for:
- Work Health and Safety Management Plan (WHSMP)
- Safe Work Method Statements (SWMS)
- Demolition Management Plan (DMP)
- Asbestos Removal Control Plan (ARCP)

Risk Management

Inspections internal audits

«Company_Name» is provided with a series of Actions. The frequency of inspections is determined by default. An inspection of each type is required for each project. «Company_Name» are required to conduct these inspections as the system notifies «Company_Name», they are due. Upload the completed inspection the system will do the rest. The inspections available are

Procedures
- ISO 18001 / AS/NZS 4801 Safety management
- ISO:9001 Quality
- ISO:14001 Environmental
- Industrial relations
- AQTF Standards
- Building Fire & evacuation
- Financial management

Non-Conformances associated with Inspections

Any non-conformances will be automatically recorded and can be assigned to a responsible person, even a contractor.

Risk Assessment

Many tasks and the allocation of duties require Risk Assessment. There is a library of these documents in the Risk Management section of MyHSEQ Management System.

Safe Operating Procedures

Many tasks and the allocation of duties require a Safe Operating Procedure. There is a library of these documents in the Risk Management section of MyHSEQ Management System. Once training has been performed using the SOP have all workers sign the SOP

Hazard Register

All Identified hazards should be recorded in the "Hazard Register". Before a task is performed, where this hazard exists, a Permit to Work should be created and signed-off. Scan a copy of the signed documents and attach to the relevant Hazard register.

Permit to Work (Construction work)

«Company_Name» will be required to show evidence that «Company_Name» issue a "Permit to Work" where the hazardous tasks are performed. We suggest «Company_Name» use the nominated forms or use the Hazard register on-line: Complete the documents

Consultation

Meetings

The set-up wizard will ask «Company_Name» to nominate a date for each of the meetings. In the first instance please set up those meetings prefaced AS/NZS 4801. «Company_Name» may opt to shorten «Company_Name» implementation time by holding multiple meetings at the one session or «Company_Name» can work the meetings into «Company_Name» work schedule. The meeting dates that «Company_Name» set can be altered at a later time if necessary, to better suit «Company_Name» work diary.

Conduct meetings with Management, Staff and contractors (as appropriate) to discuss implementation of the Management System. Ensure all management and staff have input into how change will affect the business. Consider that some staff will not see a need for this change as "We have done it this way for years. Why change now?"

Compliance Meetings to be conducted (mandatory)

Topic	Attendees
Task 1 - Management decision to achieve Compliance	Management
Task 2 - Implementation schedule – This is managed in the MyHSEQ App.	Management
Task 3 – Contractor Induction	All Contractors
Task 4 – Worker Induction	All workers
Task 5 – Review outcomes	Management

Conduct «Company_Name» meetings and enter the details in minutes as the meeting is conducted. «Company_Name» may complete the minutes of the meeting by entering them in forms and have all attendees sign the form. The completed form is to be uploaded into the system by attaching to the meeting.

Task 1 - Management decision to achieve Compliance Meeting Items

Meeting Agenda

Our organisation is required by Law to comply with the new "National Harmonised Safety Legislation" There are many repercussions

- **Our organisation has duties**
- **Workers have duties**
- **Sub-contractors have duties**
- **We are required to document work processes**
- **Conduct a training needs analysis for each worker**
- **Conduct training for each worker and assess them when competent**
- **Provide Company, site and task inductions**
- **Provide Fire & evacuation training and drills**
- **Record accidents**
- **Investigate any reportable incidents / accidents**

The best way for us to manage the Compliance process is "Safe-T Plan". The on-line system mentors us to compliance by providing training, meeting outlines and pre-planned inspections. The entire process is mapped. To achieve compliance all systems must be operational

We are required to establish an implementation schedule for the following

- **Conduct meetings**
- **Provide training**
- **Set goals targets and objectives**
- **Nominate a manager to be responsible for the system**

Meetings / Inspections required	Action By
Conduct staff induction incl hazardous chemical	
Conduct Work procedure toolbox talks	
Conduct Staff induction meeting	
Conduct Contractor meeting	
Conduct Safety inspections – business premises	
Conduct Safety inspections - sites	
Conduct Safety inspections - vehicles	
Conduct Safety inspections - plant	
Conduct Safety inspections - equipment	
Conduct Amenities cleaning check	
Conduct training needs analysis	
Commence training	
Complete training	
Review meeting outcomes	

Review Company manual, SOP, Risk assessments, Procedures	
Review Objectives and targets	
Conduct management review	
Be audited	

Action once completed

Any actions arising from the meeting shall be recorded in "Actions" and dealt with.

Task 3 – Contractor Induction

Meeting Agenda

Print a copy of the Document "Doing Business with Contractors" for each Contractor.

Topic
This meeting has been called to inform you about legislation changes. I will give you an opportunity to comment and meeting minutes will be recorded and available upon request.
Our company is now required by Law to comply with the new National legislation designed to ensure your safety. We as your Principal Contractor have some duties to perform, but so also do you.

We must give you the opportunity for Consultation – to provide your input in to how we should work safely. This may take the form of toolbox talks or being a Safety representative. On site you will be given the opportunity to elect a Safety representative.

Consultation must be encouraged in the following situations:

- Creating a Safe Work Method Statement
- Conducting a Risk Assessment
- Making decisions that affect your safety

1) If you have any safety issues that you wish to raise

Notes:

2) All incidents, no matter how small will be reported to your supervisor. Where a Contractor does not return to work for more than 4 days an investigation will be carried out to determine what caused the accident. We will then amend our work procedures, provide training and consult with Contractors. Our goal is for you all to "GO HOME SAFE"

AGREE	
DISAGREE	

3) To assist us to have up to date records we will have a meeting to sign-off on our Booklet "Doing Business with Contractors. I will read its content to you.

AGREE	
DISAGREE	

4) If you provide plant you are required to provide the information requested in the form below. You are to provide evidence the equipment is "Fit for purpose, maintained, and registered where appropriate"

AGREE	
DISAGREE	

5) For any Plant that you operate you must provide proof of competency for each operator. Evidence will be required.

AGREE	
DISAGREE	

6) You will submit your Safe Work method Statement (SWMS) for review, it will be compared with the following verification sheet.	AGREE	
	DISAGREE	

Action once completed

Any actions arising from the meeting shall be recorded in "Actions" and dealt with.

Task 4 – Worker Induction

Meeting Agenda

Print Induction booklet for each worker

Discussion topics
Training needs: Do you think you need training in any area of your work? We have conducted a Training Needs Analysis to meet the new Legislative Safety requirements and the following courses are to be completed. **Notes:**
Staff induction. You have been or will be provided with training on our company. We also require you to commit to various Company rules and procedures. We will discuss those now by going through our induction booklet. **Provide copy of booklet to worker. Complete the details Booklet to be signed and scanned, add to worker individual file**
This meeting has been called to inform you about legislation changes. I will give you an opportunity to comment and meeting minutes will be recorded and available upon request. **Our company is now required by Law to comply with the new National legislation designed to ensure your safety. We as your employer have some duties to perform, but so too do you. If a worker does not do the following they risk prosecution by an inspector**

Wear your PPE	**Follow Safe work methods**
Obey an instruction by a supervisor	**Obey an instruction by an inspector**
Attend training	**Attend health surveillance**
Obey signage	**Attend tool box talks**
Penalty up to $400 on the spot	**Possible employment termination**

Another of our duties is to provide you with the opportunity for Consultation- provide your input in to how we should work safely. This may take the form of tool box talks or being a Safety representative
Consultation must be encouraged in the following situations: • **Creating a Safe Work Method Statement** • **Conducting a Risk Assessment** • **Making decisions that affect your safety**
Time for some input from you. I invite you to discuss the following. Meeting minutes will be taken and put on record
Do you the workers wish to elect a Safety Representative? If so, an election will be held and that person will attend training
Response Yes / No
Do You have any Safety Issues to raise?

Notes:

All incidents, no matter how small will be reported to your supervisor. Where a worker does not return to work for more than 4 days an investigation will be carried out to determine what caused the accident. We will then consult with our workers, amend our work procedures and provide training. Our goal is for you all to "GO HOME SAFE"

ACKNOWLEDGE & UNDERSTAND -

Our site rules are as follows
- **All first aid treatment is to be recorded**
- **All Team Members are to be aware of and comply with all WH&S Act & Regulations, and Codes of Practice relevant to their trade, their SWMS's and the requirements for this project, including Electrical Safety**
- **Report any WH&S problems that you see or have concerns about. Team Members breaking safety requirements will be warned and/or expelled from site depending on the frequency and seriousness of the breach. Horseplay, practical jokes, bullying, initiation offensive behaviour and the like will not be tolerated**
- **Persons affected by alcohol, drugs, or substances of abuse shall not be allowed or permitted onto the workplace. The consumption of alcohol, drugs or substances of abuse are is not permitted anywhere on or at the workplace. Persons who rely on prescription drugs shall notify their supervisor prior to commencement of work.**
- **PCBU are to supply the PPE and give instruction on its use to workers. All defective equipment shall be removed from site. All Team Members are to wear the appropriate personal protective equipment as required or as posted by signs**
- **Drinks should be contained in cans, tins, plastic containers, insulated drink containers or the like. Any glass or empty tin or can brought onto the workplace shall be disposed of responsibly immediately after use**
- **No smoking zones include lunchrooms and offices. Smoking on site may be permitted at a pre-determined area with written approval**
- **Use the toilets and amenities provided and keep them clean. Anybody found urinating or defecating on site, other than in the toilet provided, will be removed from the workplace immediately and banned from re-entry**
- **Team Members must not carry out tasks they are not familiar with or have not been trained for or are not licensed to perform**
- **Loud public broadcast radios, tape players, and like appliances are not permitted on site**
- **Perimeter scaffolding shall not be removed, dismantled or altered by anyone, unless authorised in writing**
- **All protruding nails, bolts, steel reinforcing bars or other dangerous protruding objects, including edges of metal, are to be removed, bent over or otherwise protected to an approved standard Removed nails and metal objects are to be placed in rubbish or recycling bins and not tossed on the floor/ground for someone else to clean up**
- **No one is permitted to dig excavations or trenches without obtaining written permission. Anything (e.g. star pickets, posts, shovels, picks, excavators, rippers,**

plant and the like) that can penetrate into the ground more than 300mm will require written permission

- **Access/egress must be installed to any excavation and any trench where a Team Member has to enter to do any task. All accessible trenches and excavations shall be shored, battered or benched before any Team Member may enter into them to do any task/work. A team member will remain outside the trench or excavation area in case of any emergency**
- **No dogs allowed on workplace unless restrained on a leash and left near the Site Office or front boundary**
- **All Team Members operating, or erecting plant or equipment must hold the relevant certificate, licence or have documented evidence of experience and operate in accordance with the appropriate safety procedures in place**
- **All plant, machinery, equipment, tools, are to be maintained in a serviceable condition, inspected before use and have all guards in place before being permitted on site. Team Members will check daily plant for safe operation before being used for any task. Compressed Air will not be used to clean clothing or blow on body**

Do you all understand these rules?
Response   YES / NO

To assist us to have up to date records please complete a Personal Details record and provide to your supervisor at your induction meeting

PROVIDED

What PPE have you been issued, Have you been trained in its use, and are you competent to use it? If so

PROVIDED

Workplace Bullying and Harassment

What is workplace harassment?

Workplace harassment is where a person is subjected to behaviour, other than sexual harassment, that:
- **is repeated, unwelcome and unsolicited**
- **the person considers to be offensive, intimidating, humiliating or threatening**
- **a reasonable person would consider to be offensive, humiliating, intimidating or threatening**

Workplace harassment can be committed by a person's employer, worker, co-worker or group of co-workers.

Workplace harassment covers a wide range of behaviour ranging from subtle intimidation to more obvious aggressive tactics, including:

- **abusing a person loudly, usually when others are present**
- **repeated threats of dismissal or other severe punishment for no reason**
- **constant ridicule and being put down**
- **leaving offensive messages on email or the telephone**
- **sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages and getting a person into trouble in other ways**

- **maliciously excluding and isolating a person from workplace activities**
- **persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters**
- **humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers**
- **spreading gossip or false, malicious rumours about a person with an intent to cause the person harm**

Management action may be considered as workplace harassment where it is used:

- **primarily to offend, intimidate, humiliate or threaten workers**
- **to create an environment where workplace harassment is more likely to occur**

What is NOT Workplace Harassment?
- **A single incident of harassing type behaviour.**
- **Reasonable management action taken in a reasonable way.**
  - **Acts of unlawful discrimination, vilification or sexual harassment.**

Bullying and Harassment is now a criminal offence and we as an employer must report it.

ACKNOWLEDGE & UNDERSTAND -

Topic – Hazardous Chemicals
A review of our business premises has found the following chemicals are in use. We are providing a Hazardous chemical register, a copy of the SDS for each chemical and a risk assessment.
We will discuss how you will use each of these chemicals. You will work with those chemicals using the agreed procedures and you will sign this form to acknowledge being given instruction. The chemicals we use are listed here on the register.
All workers will be instructed in the safe use of those Chemicals. Acknowledgement of the instruction is provided by signing of the attendance record above. Chemicals are recorded in the Chemical Register

ALL WORKERS ACKNOWLEDGE & UNDERSTAND – the following
Hazards of chemical use have been identified
Correct storage has been identified
Alternatives for use have been considered
PPE has been provided
Safe instructions for use have been identified

Emergency Planning
It is a requirement that we discuss our emergency management plan. A copy of the Plan is provided, it discusses the following: **What is Emergency Management?** Emergency Management is a range of measures to manage the risk from unplanned events. It involves the Plans, structures and arrangements which are established to bring together a comprehensive and coordinated way to deal with Emergency needs. Emergency managers then are those who carry out any task before, during or after an emergency event, and who contribute to creating or maintaining safety. **What is an Emergency?** An Emergency is an event, either actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. **What is a Disaster?** A disaster is a serious disruption which threatens or causes injury and / or damage to property and infrastructure. A disaster is beyond the day to day capacity and requires the mobilisation and organisation of resources other than those normally available   **What to do in case of emergency**   **Who has what duties**   **Emergency assembly point**   We must also give you "First Response Information" ACKNOWLEDGE & UNDERSTAND -

Select a group of Safe Operating Procedures and Risk Assessments from your Company Policy & Procedures Manual and print the documents ready for the discussion.

TOPIC – Safe Operating Procedures
Today we will review the Safe work procedures for tasks that you regularly undertake. There is a printed copy of the work procedures. Your supervisor will read each procedure and you will be given the opportunity to agree with or suggest alternatives to the procedure suggested. After discussing each procedure make any agreed changes by hand and all workers present will sign – off. List below the procedures discussed and attach to this meeting record
Work Procedure Amended
Risk Assessment Amended

Action once completed

This form to be scanned and filed in "Meeting"

Task 5 – Review outcomes

Meeting Agenda

Our organisation is required by Law to comply with the new "National Harmonised Safety Legislation" One of those requirements is to review meeting outcomes. Topics for review are:
Staff discussion about Harmonisation
Staff induction meeting
Hazardous chemical meeting
Safe work procedure meeting
Contractor meeting
Management review
Office safety inspection
Site safety inspection
Fire & evacuation drill
First aid kit checklist

Action once completed

This form to be scanned and filed in "Meeting" as an attachment

Any actions arising from the meeting shall be recorded in "Actions" and dealt with.

Feedback To and From Staff

Part of the implementation process is consultation with Staff, including obtaining feedback and considering that feedback. «Company_Name» must also give feedback to «Company_Name» Staff on how well they are achieving compliance. Remember the compliance process is also about making «Company_Name» business safer and more productive. Record the feedback as part of the meeting process (conducted in the Meetings identified above).

It is critical that «Company_Name» note the names of all attendees and AT THE END OF THE MEETING all attendees sign-off, not at the beginning. During the Audit interview the auditor will ask people at random when they signed-off. If «Company_Name» are not comfortable conducting meetings let our animated characters conduct the meetings for «Company_Name».

Contractor Inductions

All contractors shall receive an Induction prior to commencement. This training is available as an optional service through the "LEARNING MANAGEMENT" module in MyHSEQ Management System (pay per view service). «Company_Name» can nominate that the contractor pays for this service as they are legally required to be inducted, but this agreement must be reached with the contractor.

Contractor Information

Maintain a list of all contractors/suppliers. We suggest «Company_Name» request proof of «Company_Name» contractor's compliance with Legislation, otherwise «Company_Name» assume responsibility for their non-compliance as the PCBU. If the contractor does not have compliance, they should be referred to Achieve Best Practice to obtain certification, if it is considered appropriate or if «Company_Name» head contracts require certification of «Company_Name» contractors. Attach the certification and file/attach it to the contractors file.

The certification will also verify:
- ABN
- Licensing
- Insurance
- Safety systems
- Worker training/competencies

Contact all of «Company_Name» contractors or use information on file to complete the following:
- Contractor details
- Equipment and Mobile Plant

Refer to «Company_Name» "Procedures"

Training

Train site supervisors in system use

Site supervisors shall be trained in
- the basics of QA including discussions on system manual contents
- use of forms on tablets and hard copy
- completion and submission of forms to administration
- the importance of providing feedback
- attending and recording meeting outcomes
- the importance of documentation
- the importance of asking questions when unsure
- the importance of methodical performance of the task

Train Administration staff in system use

Administration staff shall be trained in
- the basics of QA including discussions on system manual contents
- ensuring completion and submission of forms to administration
- the importance of providing feedback
- attending and recording meeting outcomes
- the importance of documentation
- the importance of asking questions when unsure
- the importance of methodical performance of the task
- verifying documents submitted are complete and accurate

Action Plan

Services on site

Record all existing services and installed services to enable provision of "As constructed drawings" on completion.

Site diary

Record day to day activities on site daily and have information available live to Head office. This will provide documentation of site activities.

Inspection & test plans

Maintain quality reviews on site to ensure product quality meets the specification requirements. Determine the ITP documents required for each project based on the scope of works. Select the required set of documents and use the "Select and download a zip file of forms" function in the system. Issue the relevant forms to each contractor. The contractor will complete the document and submit to the site supervisor who will verify project status. This form will provide the basis for authorisation of payments and shall be attached to any invoice submitted for payment.

Contractor Management

Maintain a list of all Sub-contractors, request proof of sub-contractor compliance with Legislation. If the contractor does not have compliance they should be referred to "Achieve Best Practice" to obtain certification. Attach the certification and file / attach it to the sub-contractors file.

The certification will verify:
- ABN
- Licensing
- Insurance
- Safety Plan
- Worker training/competencies

Contact all of «Company_Name» Sub-contractors or use information on file to complete the following:
- Sub-contractor details
- Plant and Equipment

Refer to «Company_Name» "Procedures"

Audit

What is an Audit?

The MyHSEQ Management System is designed to assist «Company_Name» to comply with Legislative requirements. An Audit is an independent assessment by a person verifying that «Company_Name» are doing what the MyHSEQ Management System says «Company_Name» should be doing. The Audit process is about verifying that «Company_Name» are doing what is legally required of «Company_Name» by ensuring that «Company_Name» comply with the requirements of the Standard being certified.

How to Book an Audit

«Company_Name» must conduct an internal audit using the audit report. Upon completion of the internal audit a request will be sent to us. To confirm please also contact Admin@GetSafeTraining.edu.au. The Compliance Manager will assist «Company_Name» to confirm «Company_Name» audit.

Documents Required

The Auditor's requirements are identified in the "Audit Brief" at the end of this booklet.

What happens at an Audit?

The Auditor is obliged to verify that «Company_Name» meet all of the requirements of the Standard. The Auditor can review all the documents that «Company_Name» have scanned in Manual Records/Filing tab of Client Administration, enabling the audit to be conducted remotely.

This may involve meeting (Webinar) with some of «Company_Name» staff to confirm their understanding of the management system (as appropriate to their tasks within «Company_Name» organisation).

The audit will identify opportunities for improvements and corrective actions to strengthen «Company_Name» compliance.

The Auditor will have a "summary" meeting (Webinar) with «Company_Name» to discuss the findings, give «Company_Name» the opportunity to comment and provide agreeable timeframes should any rectification or remedial actions be needed.

Non-Conformance Requests

These are simply an Improvement Notice that gives «Company_Name» an opportunity to remedy the items within a specified timeframe depending on the severity of the non-conformance. «Company_Name» will be able to discuss, explain or satisfy the Auditor prior to their leaving the "summary" meeting.

It is recommended that «Company_Name» remedy these items/issues promptly as the responsibility for ongoing management rests with workplace management. If too much time elapses «Company_Name» may forget what «Company_Name» have discussed and agreed to do.

«Company_Name» prompt action will further demonstrate «Company_Name» compliance and commitment.

«Company_Name» will need to provide documentary evidence that rectification has been completed.

Usually Non-Conformances can be closed out (verified as having been completed) whilst the Auditor is still on site or without the Auditor having to return for a further visit and assessment. However, if the Auditor is required to visit «Company_Name» site again, this will be chargeable.

Be sure to file all information from the Auditor's Reports and/or Certificates. Scan a copy of the signed documents and file in Manual Records/Filing tab of Client Administration.

Certification

Once the Auditor is satisfied that all Non-Conformances are closed out (completed) then the Certification process is complete, and a certificate will be issued. Note some regulators also require "Third Party certification" by an independent Authority.

Appendix 1: MyHSEQ Management System - Implementation tasks schedule

Note: Each documented step shall be recorded, and that record uploaded to Fastfield App.

Task	Responsible person	Completion Date
Sign up for MyHSEQ	CEO	
Meet MyHSEQ Facilitator	IMS Manager	
Provide data to Achieve Best Practice	IMS Manager	
Read Policies and authorise	CEO	
Read procedures and authorise	IMS Manager	
Distribution of MyHSEQ Manuals	IMS Manager	
Train those assigned manuals in MyHSEQ System use.	IMS Manager	
Assign access to Fastfield for supervisors and administration managers	IMS Manager	
Confirm Implementations schedule and authorise	IMS Manager	
Conduct management meeting to plan implementation	IMS Manager	
Conduct meeting - Doing business with Contractors	IMS Manager	
Conduct meeting – Emergency Management	IMS Manager	
Conduct meeting – Harmonised safety legislation	IMS Manager	
Conduct meeting – Hazardous chemicals	IMS Manager	
Conduct meeting – Safe Operating Procedures	IMS Manager	
Assign Company induction to all staff	IMS Manager	
All staff to complete Company induction	IMS Manager	
Set up actions, inspections diary	IMS Manager	
Establish registers - Hazard	IMS Manager	
Establish registers – Plant & Equipment	IMS Manager	
Establish registers - Keys	IMS Manager	
Establish registers – Authorised signatories	IMS Manager	
Establish registers – Electrical equipment	IMS Manager	
Establish registers - Insurances	IMS Manager	
Establish registers - Licences	IMS Manager	

Task	Responsible person	Completion Date
Establish Staff matrix with Competencies held	IMS Manager	
Conduct a Training needs analysis	IMS Manager	
Plan future training	IMS Manager	
Quality Assurance (if selected)		
Action plan – Customer focus	IMS Manager	
Action plan - Purchasing	IMS Manager	
Action plan – Productions & service provision	IMS Manager	
Action plan – Building management	IMS Manager	
Action plan – Fire safety	IMS Manager	
Action plan – Industrial relations & HR	IMS Manager	
Action plan – Construction project quality	IMS Manager	
Action plan – Contractor management	IMS Manager	
Management meeting to confirm implementation of MyHSEQ	CEO	
Review by MyHSEQ Facilitator	IMS Manager	
Arrange Audit of MyHSEQ Implementation	IMS Manager	