



WORK/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM REVIEW PROCEDURE

1. PURPOSE

- 1.1 SDCD ('Sydney Drafting Concepts and Designs') promotes a safe workplace and places importance on regular evaluation of the business's current health and safety strategies in order to identify areas of Sydney Drafting Concepts and Designs's Work/Occupational Health & Safety Management System (WHSMS) successes and areas that require improvement.

2. COMMENCEMENT OF PROCEDURE

- 2.1 This procedure will commence from 22nd April 2024. It replaces all other work health & safety management system review procedures of Sydney Drafting Concepts and Designs (whether written or not).

3. APPLICATION OF PROCEDURE

- 3.1 This Procedure applies to employees, agents, contractors (including temporary contractors) and 'workers' as otherwise defined under relevant OHS/WHS legislation of Sydney Drafting Concepts and Designs, collectively referred to in this policy as 'workplace participants'.
- 3.2 This Procedure does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

4. GENERAL REVIEW

- 4.1 A general review of the WHSMS will include:
- a) An annual internal review;
 - b) A review of the current WHS/OHS Action Plan;
 - c) Regular workplace inspections;
 - d) Incident investigation reports and corrective action taken;
 - e) Incident statistics;
 - f) External Audits;
 - g) Inspection and testing processes; and
 - h) Feedback from workplace participants, including any concerns or complaints raised.

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5. RISK MANAGEMENT STRATEGIES

5.1 Review of Risk Management strategies will include:

- a) Review of incident/injury rates;
- b) Evaluation of incident report and investigation forms and action taken following an incident;
- c) Review of safe work procedures;
- d) Review of workplace inspections conducted and action taken;
- e) Feedback from workplace participants and their representatives;
- f) Review of supervision levels of workplace participants;
- g) Review of training, instruction and information given to workplace participants;
- h) Review of risk control measures, including but not limited to administrative and engineering risk control measures;
- i) Results from planned inspections and OHS/ WHS Audits; and
- j) Review of policies, procedures and programmes.

5.2 The WHS/OHS Policy will be reviewed annually to determine if the objectives and targets set in the policy have been met.

5.3 The WHS/OHS Consultation Policy Statement will be reviewed annually.

5.4 The Return to Work Program/Rehabilitation Policy and Procedure will be reviewed annually.

6. REVIEW OF WHS/OHS DOCUMENTATION

6.1 Review of all WHS/OHS documents will provide the opportunity for Sydney Drafting Concepts and Designs to assess the overall performance of the system and evaluate the need to adapt any of its component parts, from policy through to audit. Thus, the review will ensure that Sydney Drafting Concepts and Designs continues to comply with the relevant legislation.

6.2 All changes to all WHS/OHS documents will be recorded on the Amendments Register

Variations

Sydney Drafting Concepts and Designs reserves the right to vary, replace or terminate this procedure from time to time.

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