SAFETY MAKERS
INTELLIGENT WORKPLACE SAFETY SOLUTIONS

STORAGE FACILITY WHS TOOLKIT CONTENTS

WHS MANUAL **Policies & Procedures**

Consultation section:
Consultation, Cooperation & Coordination Policy
Consultation, Cooperation & Coordination Procedure
WHS Issue Resolution Policy
WHS Issue Resolution Procedure
WHS Issue Resolution Procedure – Flow Chart

Risk Management section:
Contractor Management Policy
Contractor Management Procedure
Emergency Management Policy
Environmental Policy
Environmental Procedure
First Aid Policy
First Aid Procedure
Legislative Change Policy
Legislative Change Procedure
Objectives & Targets Policy
Objectives & Targets Procedure
Plant & Equipment Policy
Plant & Equipment Procedure
Purchasing Policy
Purchasing Procedure
Risk Management Policy
Risk Management Procedure
Roles & Responsibilities Policy
Work, Health and Safety Policy
Work, Health and Safety Procedure

WHS Reporting section:
Incident and Hazard Reporting Policy
Incident and Hazard Reporting Procedure
Incident Response Procedure – Flow Chart
Notifiable Incident Procedure – Flow Chart
WHS Compliance Auditing Procedure – Internal

Hazardous Work section:
Electrical Safety Policy
Electrical Safety Procedure
Falls Prevention Policy
Falls Prevention Procedure
Hazardous Chemicals/ Dangerous Goods Policy
Hazardous Chemicals/ Dangerous Goods Procedure
Hazardous Manual Tasks Policy
Hazardous Manual Tasks Procedure
Personal Protective Equipment Policy
Personal Protective Equipment Procedure
Working Alone Policy
Working Alone Procedure

Worker Health and Welfare section:
Anti-Discrimination & EEO Policy
Anti-Discrimination & EEO Procedure
Anti-Discrimination & EEO Procedure – Flow Chart
Drug & Alcohol Policy
Drug & Alcohol Procedure
Smoke Free Workplace Policy
Workplace Bullying Policy
Workplace Bulling Procedure
Workplace Bulling Procedure - Flow Chart

WHS Training section:
Training and Competency Policy
Training and Competency Procedure

Abbreviations, Approvals & Sign offs

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STORAGE FACILITY WHS TOOLKIT CONTENTS

Tools & Forms **Set of 20 Documents**

Chemical Risk Assessment Form
Electrical Equipment Register
Electrical Test & Tag Record
Hazard Report Form
Hazardous Chemical / DG Register
Hazardous Manual Tasks Risk Assessment Form
Incident Register
Incident Report Form
Key – Hazardous Chemicals / DG Register
Plant & Equipment Register
Purchasing Record
Record of WHS Meeting
Remote Isolated Worker Plan
Risk Assessment Form
Risk Register
Safe Work Procedure Template
Vehicle Maintenance/ Repair Record
WHS Document Register
WHS Induction Register
Worker Training Record

This WHS Management System has been developed in alignment with the key elements of :

✓The Harmonised WHS legislation package*
(QLD , NSW, ACT, SA, TAS, NT)
✓ Standard AS/NZ 4801:2001
✓ Standard AS/NZ 4804:2001
✓Standard OHSAS 18001:2007
✓Standard ISO 9001:2015

* VIC & WA OHS legislation compliant versions available upon order.

Emergency Management **Set of 6 Documents**

Building Evacuation Plan
Emergency Management Plan
Fire Emergency Procedure
Fire Fighting Equipment Maintenance Log
First Aid Medical Record
Site Evacuation Plan

Checklists **Set of 3 Documents**

Falls Protection Checklist
Induction Checklist
Vehicle Inspection Checklist

Audit Document **x1 Document**

Safety Inspection Checklist

Safe Work Procedures **Set of x8 Documents**

Cash Handling – Banking
Cleaning - general
Handling Difficult Customers
Hazardous Manual Tasks – Storage Facility
Robbery & Violence
Forklift – LPG
Forklift – Diesel/Petrol
Loading & Unloading Trucks

Optional inclusions:

RETURN TO WORK PROGRAM

Note: Additional Safe Work Procedures can be purchased for your business at a very reasonable cost. Enquiries welcome.

Enquiries to: Safety Makers *"intelligent workplace safety solutions"*
Info line: 0448 27 32 32 Email: info@safetymakers.com.au Webpage: www.safetymakers.com.au