

STRATEGIC SAFETY PLAN

- **Safety Management System**
- **Common approach**
- **Guide / priority**
- **Basis for external auditing**
- **SafetyMAP**



Safety System Elements - 1

1. Building & Sustaining Commitment

Policies

Responsibility / Authority to Act

Review and Evaluation

Employee involvement and consultation

Issue / dispute resolution procedure

2. Documenting Strategy

Health & safety strategic planning

Safety management system manuals

Health and safety legislation and information

3. Contract Review & Design Control

4. Document Control

5. Purchasing & Control of Product



Safety System Elements - 2

6. Management of the Work Process

Systems of Work

Supervision

Induction

Workplace environment

*Maintenance, repair & alteration to
plant*

Emergency response

First aid / critical response

7. Monitoring Standards

Work environment monitoring

*Inspection, measuring of test
equipment*

Health surveillance

8. Reporting and Correcting Deficiencies

Hazard reporting

Incident reporting and investigation



Safety System Elements - 3

9. Managing Movement and Material

Transport, storage and disposal systems

Control of hazardous substances

Information and identification

10. Collecting and Using Data

Health and safety records

Health and safety data and reports

11. Auditing of Management Systems

Internal Auditing

12. Developing Skills and Competencies

Training strategy / needs analysis

Management / supervisor training

Employee training

Induction, visitor, contractor training





COIL STEELS GROUP SITE SAFETY PLAN STATUS - February 2004

LEGEND	Element completed	PRIORITY as at Jun03	LPP	Comments	PB	Comments	PS	Comments	PM	Comments	SCA	Comments	PLB	Comments
	Element started but not complete													
	No progress on element													
	Element not applicable to site													
Element 1 - BUILDING & SUSTAINING COMMITMENT														
1.1 Health & Safety Policy														
1.1.1	OH&S Policy	A	Green	Policy on display in office and warehouse	Green	Corporate / State	Green		Green	Framed & displayed	Green	Displayed as "Safety Policy" Old Logo Rec 31-05-02	Green	signed off and on the wall new as of JUL 03
1.1.2	Specialised Policies	A	Green	Drugs & alcohol, misconduct, and housekeeping policies in place	Green	Review as necessary	Green	smoking policy in place	Yellow	Some exist - others to follow	Green	Smoking and Alcohol policy in place	Green	SMOKING Crane/fork licences and fork lift belts
1.1.3	Policy Review	C	Yellow	Will be reviewed every twelve	Yellow				Yellow	No procedure	Yellow		Green	OH & S policy revised
1.2 Responsibility & Authority to act														
1.2.1	Responsibilities defined	A	Green	Element completed	Yellow		Yellow	Training currently being organized by Robert.	Green	Mngt. respons. defined	Green		Yellow	Bryce completed OHS and Manager responsibilities done but not visible to all staff
1.2.2	Specific Responsibilities identified	A	Green	Element completed	Yellow		Yellow	O.H.S members training to be completed	Green	Key responsibilities/personnel	Green	STAFF TRAINING REQUIRED	Yellow	
1.2.3	Management held accountable	A	Green	Element completed	Yellow		Green	meetings organized and actions followed through.	Green	In policy	Green		Yellow	working towards this.
1.2.4	OH&S advice from competent personnel	A	Green	Element completed	Green	AIG / DuPont / Crane Train / NRTA/ BHP	Green		Yellow	Minor training	Green	Staff Training Required. G Blunden has Senior first aid	Green	awaiting S Bryces Certificate
1.2.5	OH&S performance reported in annual report	C	Green	Element completed	Green		Green		Green	Monthly reports for group	Green		Green	
1.2.6	Management has overall responsibility for effectiveness of OH&S system	A	Green	On display in office, warehouse showing management	Green		Green		Green	In policy	Green		Green	as per this document Manage drives it
1.3 Review & Evaluation														
1.3.1	Management oversee review of OH&S system to ensure effectiveness	B	Green		Green		Green		Green	This document	Green		Green	close to green
1.3.2	Reviews are recorded and acted upon	C	Green		Yellow		Green		Green	This document	Green		Green	
1.4 Employee Involvement & Consultation														
1.4.1	Employee involvement and consultative arrangements are documented	B	Green	Signed safe working procedures as well as induction form	Green		Yellow		Green	Consultation documented-training req'd	Green	WEEKLY MEETINGS TO BE IMPLEMENTED	Green	written and verbal Meeting all documented and available to
1.4.2	Consultation takes place when there are changes to work environment	A	Green	OH&S meetings not yet documented	Green		Green	Weekly meetings with crew on all issues	Green	Consultation documented-training req'd	Green	STAFF TO BE ADVISED AT WEEKLY MEETING	Green	racks as an example and executive audit
1.4.3	OH&S committee involved in development of procedures and policies	A	Green	Committee formed to formulate safe working procedures	Yellow		Yellow	Consultation but not completed	Green	Led to required result	Yellow		Green	nail guns profiler steps etc
1.4.4	Consultative committee meets regularly, minutes are displayed	A	Green	Committee meets regularly, minutes displayed	Green	Safety Com.Minutes	Green		Green	OH&S meetings documented	Green	WEEKLY MEETINGS TO BE IMPLEMENTED	Green	Minutes made available.
1.4.5	Employees select their representatives	A	Green	Element completed	Green		Green		Green	Yes	Green		Blue	Manager has. We are not required by law to have one
1.4.6	OH&S training given to committee employees	A	Yellow	Commenced training, not yet	Green		Yellow	Being organized	Green	Du Pont GG / Rehab DF	Yellow	TO BE ACTIONED	Green	1 completed OHS officer course
1.4.7	Employees are aware of their representatives	A	Green		Green		Green		Green	Both verbal, OH&S min/induct	Yellow	TO BE DECIDED	Green	yes
1.5 Issue / Dispute Resolution														
1.5.1	Issue dispute resolution procedure exists	B	Green		Green	Policy / Procedure	Green		Green	General dispute procedure	Green	Created	Green	
1.5.2	Employees informed of dispute procedures	B	Green		Green	Induction Program	Green		Green	At induction	Green		Green	