

WHS MODULE 02 – WHS MANAGEMENT SYSTEM



WHS Module 02 - WHS Management System

Purpose & Scope

This Document outlines the structure of TNSW's **Work Health and Safety Management System** (WHSMS). The WHSMS is designed to provide a systematic approach to the control of workplace risks to personnel in their day-to-day activities that are undertaken for, or on behalf, of TNSW. The overall aim of the WHSMS is to ensure TNSW complies with all relevant WHS legislation, and in order to minimise the incidence of workplace injuries or illness.

The WHSMS incorporates the five (5) guiding principles of **AS 4804 Occupational Health and Safety Management Systems** that are designed to continuously improve WHS performance:

1. Commitment and Policy;
2. Planning;
3. Implementation;
4. Measurement and Evaluation;
5. Review and Improvement.

Process

The structure of the WHSMS is depicted in the following flowchart:



WHS Policy

TNSW's **WHS Policy** outlines the commitment of the Organisation toward work health and safety, and its plan for delivering on this commitment. The Policy also describes the broad WHS responsibilities of the Chief Executive Officer, Directors, employees, contractors, visitors, and the WHS Committee.

WHS Modules

TNSW's WHSMS is comprised of **9 Modules** that are designed in general accordance with **AS/NZS 4804 Occupational Health and Safety Management Systems** (General guidelines on principles, systems and supporting techniques).

WHS Module 01 - WHS Responsibilities.

WHS Module 01 defines the areas of responsibility for all workers involved in the operation of TNSW's WHSMS. The necessary authority to enable personnel to meet their responsibilities is also defined.

WHS Module 02 - WHS Management System

The WHS Management System Module (this Module) provides an overview of the 9 WHS Modules.

WHS Module 03 - Document Control

WHS Module 03 sets the standard for WHSMS documentation. The Module defines the required format for the various system documents, including WHS modules, process controls, procedures, risk assessments, and other documented tools and forms.

WHS Module 04 - Purchasing

WHS Module 04 outlines the system for purchasing goods and services (including human resources such as contractors and labour hire). It is intended to ensure that goods and services meet predetermined WHS specifications and standards before they are admitted to the workplace and to ensure that contractors providing services or undertaking works meet the appropriate WHS compliance and performance requirements that are set by legislation and TNSW's systems.

WHS Module 05 – Risk Management

WHS risk management is the keystone to managing health and safety in the workplace.

WHS Module 05 provides instruction in the identification and reporting of hazards, assessing the risk, and applying the hierarchy of control to minimise any risk to the health and safety of workers and visitors within a TNSW workplace.

WHS Module 06 - Process Control

WHS Module 06 provides an introduction to the WHSMS suite of process control documents that describe specific functions, and provide information and processes for managing various work activities.

Process control documents are provided for those WHS related activities that apply across the whole Organisation and where requirements must be applied consistently. Examples of these process control documents include Consultation and Communication, First Aid, WHS Induction etc.

WHS Module 07 – Safety Inspections

WHS Module 07 outlines the system of WHS inspection and testing undertaken to ensure the working environment, equipment, and/or procedures used in the conduct of work, comply with the relevant standards, legislative requirements and/or specifications.

Conducting regular WHS inspections and tests provides a primary means for identifying safety hazards within the workplace in a proactive manner. Corrective actions identified during inspection and testing activities ensure that controls are established before a potential workplace accident occurs.

WHS Module 08 - Corrective Action

WHS Module 08 sets out the process for determining, implementing and closing out corrective actions.

“Corrective Action” is the collective term used to describe action taken:

After an incident or occurrence has taken place, to ensure that a repeat incident does not occur (corrective), and;

Where a hazard or non-conformance is identified via inspection, audit, or otherwise, to ensure that an incident does not result (preventative).

WHS Module 09 - Training

WHS Module 09 details the process for ensuring that workers are provided with the necessary training and supervision to enable them to undertake their work and other activities safely and competently.

WHS Module 09 identifies the methodology for identifying the Organisation’s individual training needs, training delivery, and assessment. The method for developing and assessing the competencies for individual roles is also described to ensure that WHS responsibilities and accountabilities are met.

Critical Workplace Areas

The three critical workplace areas that TNSW workers are involved in are:

- i) Office Activities – all work carried out in TNSW Office or at a home office
- ii) Officiating – on-site provision of technical officiating services at sanctioned events,
- iii) Coaching and Training

- conduct of triathlon coaching courses, and
- conduct of development program camps, and
- technical official training courses

WHS Risk Register

The WHS Risk Register is the Safety component of TNSW's Corporate Risk Register, which is a record of risks that have the potential to adversely affect TNSW's Vision, Mission and Core Values, as outlined in TNSW's Strategic Plan. Other components of the Corporate Risk Register are Commercial, Environmental, Operational etc.

Against each risk within the WHS Risk Register there are a number of preventative and corrective control measures, which provide the direction for reducing safety risks to tolerable levels. These control measures include WHS policies and procedures, Code of Behaviour, checklists, workplace inspection programs, competency assessments and training.