

1. Purpose

This procedure sets out the requirements to establish service standards for the development, authorisation and publication of workplace health and safety procedures for the City of Greater Dandenong.

2. Scope

This procedure applies to all persons involved in the development, authorisation and publication of workplace health and safety procedures for the CGD Occupational Health and Safety Management System.

3. Definitions

OHS Management System (OHSMS): That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the health and safety policy, and so managing the health and safety risks associated with the business of the organisation.

4. Responsibilities

For general OHS responsibilities refer to OHS Responsibility Procedure.

OHS Oversight Committee: is responsible for authorisation of OHS policies and procedures.

Health and Safety Consultant: is responsible for:

- Reviewing requests in relation to updating or new procedures in the OHSMS
- Drafting and updating OHS procedures in response to internal requests and external requirements

OHS Policy Sub-Committee: are responsible for

- Attending all scheduled OHS Policy Sub-Committee meetings and to arrange deputies if absence is unavoidable
- Providing comments and feedback in a timely manner
- Reaching agreement by consensus before documents are released for approval to the OHS Oversight Team

5. Procedure

5.1 Determining the Need for or Review of OHS Procedures

The following factors may be considered in relation to the need for or review of OHS procedures:

- Change in legislation
- Analysis of incident data
- Employee concerns/feedback
- Outcome of audit or inspection
- Risk assessment
- Consultation processes

Any employee or manager may initiate the need for or revision of OHS procedures. Where a person identifies a need for a new procedure or the revision of an existing procedure they should communicate this to the Team Leader Risk Management & OHS via email or their elected HSR

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The Health and Safety Consultant will review all requests and make a recommendation to the Team Leader Risk Management and OHS based on information gathered about the issue, risk assessment, prior incident experience, etc.

A draft may be presented to the Team Leader Risk Management and OHS for discussion. If it is decided that a new procedure or modification to an existing procedure is not warranted, the Team Leader Risk Management and OHS will then consider what alternative steps if any shall be taken to deal with the issue.

The Health and Safety Consultant will advise the originating employee or HSR of decisions taken and the reasons. When required, technical expertise will be obtained as appropriate from within or external to the organisation.

5.2 Authorisation of the Procedure

When a final draft has been agreed by the Sub-Committee, the draft will be distributed for comment and feedback for a period of not less than 14 days, prior to authorisation. Draft will be distributed to all relevant staff for comment and feedback. Any comments shall be forwarded to the Health and Safety Consultant by the specified date. The comments will be collated and reviewed, and a summary distributed to the Team Leader Risk Management and OHS with a recommendation from the Health and Safety Consultant as to any modifications to the final draft. Where changes are made to the final draft, the Sub-Committee will review the final draft for subsequent authorisation by the Oversight Committee.

When a procedure has been authorised, it will be included in the CGD OHS Management System and communicated to employees following OHS Consultation, Communication and Issue Resolution Procedure.

The CGD OHS Management System will be published on the CGD intranet. The electronic documents on the intranet will be the controlled document.

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

National self-insurer OHS management system audit tool (NAT), version 3

7. Related Documents

OHS Responsibility procedure

OHS Consultation, Communication and Issue Resolution Procedure

OHS Development, Authorisation & Publication Process Form

OHS Legislative Compliance Procedure

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8. Document History

Version Number	Date	Description of Change
0.2		First Draft
0.3	08/02/2018	Document accepted by OHS Sub-Committee
0.4	05/03/2018	14 Day Employee Consultation completed
1.0	15/03/2018	Approval by OHS Oversight Committee