

# ***SAFETY PROCEDURE***

## **SAFETY MANAGEMENT PROCEDURE FOR WORKPLACE HEALTH AND HYGIENE**

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# 1. APPROVAL

## Document Control

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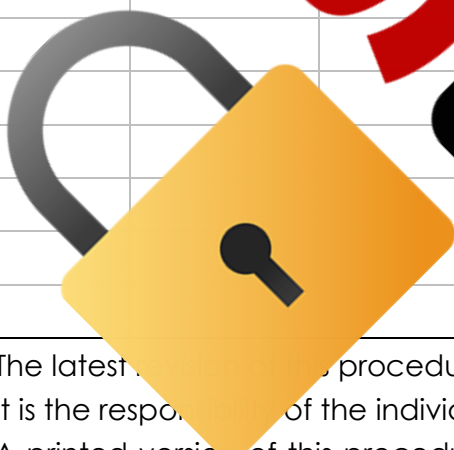
This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is maintained.

## Amendment Record

Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	To enable a systematic process to promote health, hygiene and cleanliness in the workplace.	All	Original

The latest version of this procedure is on **Insert Your Company**'s intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

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## 2. PURPOSE

The purpose of this procedure is to outline a process to:

- Enable all legal requirements and obligations to be met with regards to workplace health and hygiene hazards and risks.
- Identify and manage the hazards and risks with workplace health and hygiene.
- Establish requirements for protecting workers' health.
- Provide control measures, rules, processes and guidelines for all persons undertaking work on behalf of **Insert Your Company**.
- Promote health and wellbeing activities within **Insert Your Company**.

## 3. SCOPE

This procedure applies to all processes and work activities (employment contract) undertaken at a **Insert Your Company** workplace and/or any work undertaken at a location under the control of **Insert Your Company**.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Asymptomatic</b>	A person who is not showing or showing no symptoms.
<b>Communicable Diseases</b>	Infectious diseases that can be transferred from one person to another. This includes bacterial, viral, animal and insect borne and diarrhoeal diseases.
<b>Ergonomics</b>	The study of capabilities and limitations of workers in relation to the work system, machine or set task, in the physical, psychological and social environment in which they work, with a view to promoting the wellbeing, safety and productivity of those workers.
<b>Exposure</b>	To be subjected to a potential risk of infection through inhalation, ingestion, injection, skin contact or absorption.
<b>Hazard</b>	Any matter or event which has the potential to cause injury, illness or incident.
<b>Health Hazard</b>	A broad term to include hygiene hazards, ergonomic or a psychosocial hazard that may be harmful to health.
<b>Health Monitoring</b>	Monitoring (including biological monitoring and medical assessment) of a person to identify changes in the person's health status due to potential exposure to a workplace hazard (e.g. noise).
<b>Hygiene Hazard</b>	A chemical, physical, biological hazard that may be harmful to health.

