

# ***SAFETY PROCEDURE***

## **SAFETY MANAGEMENT PROCEDURE FOR ISSUE RESOLUTION**

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## 2. PURPOSE

The purpose of this procedure is to ensure that there is a process whereby **Insert Your Company** personnel may raise health and safety issues in compliance with the relevant legislative requirements.

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## 3. SCOPE

This procedure applies to the process by which health and safety issues are to be reported and resolved in the workplace.

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## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Consultation</b>	Is the fostering, coordination and development of partnerships between government, employers and workers to ensure workplace health and safety.
<b>Reasonable Excuse</b>	Does not include a lack of experience.
<b>Worker</b>	An individual who is a contractor, sub-contractor, an employee of a company, a subcontractor, an employee of a labor hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

## 5. ROLES AND RESPONSIBILITIES

### **Managers** are responsible for:

- Ensuring this procedure is implemented and adhered to.
- Ensuring the agreed process is communicated, understood and complied with.
- Communicating the action taken or not taken to all involved parties.
- Ensuring the agreed process is displayed prominently at the workplace.

### **Managers** are responsible for:

- Ensuring issues raised are acted upon in a timely manner in accordance with the agreed process and risk level.

### **Workers** are responsible for:

- Following the agreed process in the reporting of workplace health and safety issues in the workplace.
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