Develop and implement the health and safety policy

Overview

This Standard is for people with a role which involves:

- developing the health and safety policy of your organisation with respect to the statutory and organisational requirements;
- advocating the health and safety policy to all key stakeholders in your organisation;
- implementing the health and safety policy in your organisation; and
- working with key stakeholders in order to integrate health and safety into your organisation

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Define the statutory and practical health and safety requirements

You must be able to:

P1. assess the structure of your organisation in relation to health and safety matters

P2. access the existing health and safety systems and procedures of your organisation

P3. evaluate the relevant health and safety statutory and practical requirements relating to the input to your organisation of materials, equipment, goods, services and resources

P4. evaluate the relevant health and safety statutory and practical requirements relating to the processes of your organisation

P5. evaluate the relevant health and safety statutory and practical requirements relating to the output from your organisation of products and services

P6. evaluate the relevant health and safety statutory and practical requirements relating to the stakeholders who may be affected by the activities of your organisation

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You must be able to:

P7. identify if there are any deficiencies in the current health and safety policy of your organisation if already in place

P8. formulate changes to remedy the deficiencies in the health and safety policy of your organisation

P9. establish the resource constraints which may influence the health and safety policy of your organisation

P10. consult with key stakeholders and provide opportunities to review the proposed health and safety policy of your organisation

P11. establish a strategy for promoting a positive commitment to the health and safety policy among stakeholders

P12. advocate the adoption in your organisation of an improved health and safety policy

P13. define responsibilities of those involved in health and safety

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You must be able to:

P14. specify the health and safety policy implementation programme for your organisation

P15. provide support and assistance for the health and safety policy implementation process in your organisation

P16. take effective action should problems arise during the health and safety policy implementation process in your organisation

P17. make sure that there are adequate opportunities for feedback during the health and safety policy implementation process in your organisation, and respond appropriately to suggestions

P18. minimise disruption to the organisation's activities during the implementation process

P19. apply quality management requirements to all health and safety documentation

P20. develop systems to monitor effectiveness

P21. make sure health and safety policy documentation is consistent with the health and safety strategy

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Knowledge and understanding	**The nature and role of a health and safety policy within the organisation**
You need to know and understand:	K1.　your organisation's existing policies and procedures
	Principles and concepts
You need to know and understand:	K2.　the interaction of business functions within an organisation
	K3.　the structure of formal and informal organisational systems
	K4.　individual and group motivation
	External factors influencing the health and safety policy
You need to know and understand:	K5.　relevant statutory health and safety requirements including:

* emergency procedures
* first aid and medical service provision
* fire precautions
* major disasters
* ionising radiation incident
* environmental impact events; and
* the control of an emergency

K6.　industry best practice

Additional Information

Glossary

- **Control(s):** the means by which the risks identified are eliminated or reduced to acceptable levels.
- **Hazard:** a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work management)
- **Notice**: includes all types of enforceable statutory document which may be drafted and served on a duty holder, such as improvement, prohibition and deferred prohibition notices, notices of taking into possession or to leave undisturbed, notices under the Food and Environment Protection Act and the Control of Major Accident Hazards Regulations, as well as approvals and licences, and associated notices of withdrawal, amendment or extension
- **Personal presentation:** this includes personal hygiene, use of personal protective equipment, clothing and accessories suitable to the particular workplace
- **Procedures**: a series of steps, instructions and/or decisions, a task. This includes the documentation prepared by the employer about the procedures to be followed for health, safety and welfare matters. Instructions covering, for example:
    i. the use of safe working methods and equipment
    ii. the safe use of hazardous substances
    iii. smoking, eating, drinking and drugs
    iv. what to do in the event of an emergency
    v. personal presentation
- **Risk:** a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk depends on:
    i. the likelihood of that harm occurring;
    ii. the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
    iii. the population which might be affected by the hazard, i.e. the number of people who might be exposed.
- **Stakeholders**: is any person(s) or group with an interest in an organisation,

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which may include, employees (at any level), duty holders. employee representatives, contractors, customers, community

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