

s Risk Control Register

Previous Update
Updated

10-Mar-09
31-Mar-09

Ref	Date	Hazard/Issue	Agreed Control Measure/s	Resp. Person	Status	Comments	Source of Hazard/Issue	Completion Date
1	2/3/09	Fire extinguishers require service	renew service agreement	George Leach/Martin Lynch	Completed	Reminder will now be generated	No reminder was generated	
2	2/3/09	First aid training for Staff	Booked staff into a course	George Leach	Pending	Reminder will now be generated	No reminder was generated	
3	3/3/09	Contractors not wearing Hi Vis Clothing (Werribee Site)	Spoke to offenders and agreed on company policy	Rod Armatige	Achieved compliance on the day	ensure compliance	Supervisor moving through multiple sites	
4	3/3/09	First aid kit expired sock	Check stock for validation	George Leach	Completed	Auditing program	No Auditing Program	
5	4/3/09	Expired Testing and Tagging at Werribee Site	Retest all leads and tools	Rod Armatige	Completed	Site Safety walks	No Site Safety Walks	
6	5/3/09	Not using proper RCD board at Clayton	Removed illegal equipment from site	George Leach	Completed	Site Safety walks	No Site Safety Walks	
7	10/3/09	Speeding on site at Clayton	Reinducted offenders	George Leach	Completed	Site Safety walks	No Site Safety Walks	
8	10/3/09	Toilets required cleaning	Cleaned toilets	Robert Ferraro	Completed	Site Safety walks	No Site Safety Walks	
9	10/3/09	Unsecured temp Fence at Clayton	Check and resecure	Robert Ferraro	Completed	Site Safety walks	No Site Safety Walks	
10	10/3/09	RCD requires testing on p/pole at Clayton	Retest all electrical Equipment	Robert Ferraro	Completed	Site Safety walks	No Site Safety Walks	
11	31/3/09	Complete OHS Policy & Mgt Plan documentation and implement	George to introduce manual to relevant site managers	George Leach	Ongoing	Plan for manual to be uploaded onto intranet.	Internal Audit - AS 4801 Item 4.1	
12	31/3/09	Are personnel (including contractors) familiar with their defined OHS management responsibilities and accountabilities	1. To be included in Site Managers job descriptions. 2. Trade Safety Pack to be rolled out, OHS&E Group Manager to instruct Mgrs. 3. Supervisors in their defined OHS management responsibilities and accountabilities	George Leach			Internal Audit - AS 4801 Item 4.4.1.2-3	
13	31/3/09	Are OHS training records retained	Include requirement in OHS Manager's Responsibilities	Group Services Manager	Completed	see section 3.10 of manual.	Internal Audit - AS 4801 Item 4.4.2-5	
14	31/3/09	Are there procedures in place to ensure employer/employee involvement and consultation take place on OHS issues?	1. Insert new para at end of 6.18 "A meeting agenda shall be prepared prior to each meeting. This is to be distributed no later than 1 week before the meeting date. A proforma for the meeting agenda is contained in form F010-1" 2. Amend 6.27 to include Reference to Form No 010-1.	George Leach	Completed		Internal Audit - AS 4801 Item 4.4.3.1-1	
15	31/3/09	Does the procedure ensure information regarding arrangements are available to interested parties?	Insert at Para 1 6.18 "Information shall be conveyed to all management and employees via their respective representatives. Copies of the minutes shall also be posted on workplace noticeboards"	George Leach	Completed		Internal Audit - AS 4801 Item 4.4.3.1-2	
16	31/3/09	Employee Consultation	1. In 6.23 Workplace Health and Safety Representatives (HSRs). Include the following addition to the 1 st para. "Employee HSR nomination and election forms, Forms OHS 052 & 053 respectively, are available for use in the formal election of the HSRs. The nomination form shall be posted on all OHS noticeboards for at least 2 weeks prior to the election. Should the employees choose a different election process then JG King Projects will accept the outcome." 2. Insert as new para 2 in 6.23. "Staff are to be informed of the OHS committee structure as part of their induction process and by posting of election results on all OHS noticeboards. Any changes will also be amended in the induction material and by posting notification on all OHS noticeboards"	George Leach	Completed		Internal Audit - AS 4801 Item 4.4.3.1-3	
17	31/3/09	Are there procedures for communicating issues related to OHS aspects and the OHSMS?	1. Ensure file of toolbox meetings is kept. 2. Records of Toolbox meetings are to be kept on file by the site supervisor". 3. Ensure OHS Committee minutes are displayed on Office Noticeboard.	George Leach			Internal Audit - AS 4801 Item 4.4.3.2-1	
18	31/3/09	Documentation: Does it provide direction to related documentation	Recommend hyperlinking contents pages and applicable references	Kerry Penna	Consultant engaged to conduct hyperlinking.		Internal Audit - AS 4801 Item 4.4.4-2	
19	31/3/09	Are there established procedures for controlling documents and data required by this standard?	Document control procedure to be established	George Leach	Completed		Internal Audit - AS 4801 Item 4.4.5-1	
20	31/3/09	Hazard ID, Risk Assessment & Control	1. Need to roll out OHS Policy & Mgt Plan and SWMSs to users. 2. Recommend inclusion of Hazard Reporting Procedure into the OHS Policy & Mgt Plan Document as per provided file as evidence of procedure.	George Leach		Item 2 is complete.	Internal Audit - AS 4801 Item 4.4.6.1	
21	31/3/09	Does the identification process consider the fabrication, installation, commissioning, handling and disposal (of materials, plant and equipment)?	Prepare site decommissioning process checklist or SWMS	George Leach	Completed		Internal Audit - AS 4801 Item 4.4.6.2-2	
22	31/3/09	Are all risks associated with each identified hazard assessed?	Record risk level on prepared SWMS	George Leach			Internal Audit - AS 4801 Item 4.4.6.3-1	
23	31/3/09	Have hazards and assessed risks been controlled through a hierarchy of control based on reasonably practicable?	Consider including statement to this effect on all SWMSs prepared	George Leach			Internal Audit - AS 4801 Item 4.4.6.4	
24	31/3/09	Has there been a documented evaluation of the effectiveness of the process (hazard ID, risk assessment and control of risks) and modified as necessary?	1. Review of control measures to be inserted in 7.11. 2. Include as part of SWMSs audit process.	George Leach		Item 1 is complete.	Internal Audit - AS 4801 Item 4.4.6.5	
25	31/3/09	Are there procedures to respond to emergencies and to minimise OHS risks from such situations?	1. Need to allocate fire wardens and their responsibilities for main Office if not already done so. 2. First aid supply form needs to be referenced in OHS P&MP. 3. Emergency equipment for fleet vehicles.	George Leach	Completed		Internal Audit - AS 4801 Item 4.4.7-2	
26	31/3/09	Are emergency response procedures periodically tested and reviewed?	1. Recommend practice drills be undertaken on work sites and main office followed by debrief meetings. 2. Insert reference to Debrief Form No. 041-1.1. at 16.6.	George Leach & Paul Dexter	Completed		Internal Audit - AS 4801 Item 4.4.7-3	
27	31/3/09	Do documented procedures detail the process to monitor and measure on a regular basis, the key activities of operational aspects that could cause injury or illness?	Insert Workplace monitoring procedure in PART 22.	Paul Dexter	Completed		Internal Audit - AS 4801 Item 4.5.1.1-1	
28	31/3/09	Is equipment used for monitoring and measurement of OHS risks identified, calibrated, maintained and stored as necessary?	OHS Group Manager to assess the need for a register with calibration date, next calibration due date & storage location.	George Leach			Internal Audit - AS 4801 Item 4.5.1.1-2	

