

### Master List – OHS&E Documentation & Information Distribution

INFORMATION	PROVIDER	RECEIVER	MEANS OF DISTRIBUTION	UPDATE REQUENCY
OHS Manual	Top Management	Site Managers	All departments	Yearly or when changes made
OHS Policy	Top Management	Site Managers	All noticeboards	Yearly or when changes made
Consultative Mechanisms -	Top Management	Site Managers	All noticeboards	Yearly or when changes made
Issue Resolution Process	Top Management	Site Managers	All noticeboards	Yearly or when changes made
First aiders list	Top Management	Site Managers	All noticeboards	Yearly or when changes made
Fire warden list	Top Management	Site Managers	All noticeboards	Yearly or when changes made
Evacuation Plan	OHS&E Manager	Head Office & Site Managers	Posted on walls.	Yearly or when changes made
Workplace changes affecting health & safety	Top Management	Head Office & Site Managers	All noticeboards & Toolbox meetings	As needed
Health & Safety Committee minutes	Chair Health & Safety committee	Head Office & Site Managers & OHS&E Mgt Review Committee	Committee members & all noticeboards	Quarterly or according to schedule
Designated Work Groups	OHS&E Manager	Head Office & Site Managers	All noticeboards	Yearly or when changes made
MSDS	OHS Manager & Contractors	Head Office & Site Managers	Noticeboards, toolbox meetings	On going for new chemicals and if > 5 Yrs old.
Health & safety training	OHS&E Manager	Head Office & Site Managers	All noticeboards	On going
Health & safety Procedures	OHS&E Manager	Head Office & Site Managers	All noticeboards & Toolbox meetings	On going
Hazard Alerts	OHS&E Manager	Head Office & Site Managers	All noticeboards	On going
Safety Bulletins	OHS&E Manager	Head Office & Site Managers	All noticeboards	On going
Other				