Supporting: MSAOHS200A Work safely

# Section 1 Assignment: Safety policies and procedures

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| **Name** |  | **Date** |  |

Depending on your level of authority in the organisation, your responsibilities for following or implementing safety policies and procedures will vary. This assignment is designed to be a review of the role you play in the company's WHS system.

To help you answer the questions, you may wish to refer to your Job Description or the company's WHS Policies and Procedures Manual. You may also find it useful to look up the WorkCover website in your state or territory for more information on particular topics, such as the Codes of Practice that relate to your work.

Answer the following questions:

1. What is your job title?

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1. What are your 'duty of care' obligations under the WHS Act?

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1. Are there any codes of practice that apply to your work? If so, what are they?

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1. Describe your input into 'workplace consultation'. For example, are you a member of the safety committee; do you lead or participate in toolbox meetings; do you undertake safety inspections or risk assessments?

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1. a) List the safe operating procedures (SOPs) or safe work method statements that are most relevant to your day-to-day work. If you use many SOPs, list the three most important ones

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b) Where are these documents kept?

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1. How are these procedures made known to employees? For example, do workers sign off against each SOP they are required to follow; are they assessed against it before they are allowed to work unsupervised?

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