

Workplace Health & Safety

WHS (OH&S) Packs

Contents:

- 1. For NSW & Q'ld 40 plus pages of the State Act**
- 2. WHS Procedures for Agents – 28 pages**
- 3. WHS Policy for Agents for staff and management to “sign off” on for compliance – 36 pages**
- 4. First Aid Kit**
- 5. Instructions Letter**

WHS PROCEDURES MANUAL

INDEX

- 1. Background to State/Territory WHS(OH&S) Act**
 - 1.1 Legal requirements of Legislation**
- 2. Employer responsibilities**
 - 2.1 For employees**
 - 2.2 For others**
 - 2.3 For Company directors, managers and supervisors
- 3. Duty of care**
 - 3.1 Other locations at which business is conducted
 - 3.1 Employees working late at night
- 4. Implications of the Act for Employers to create an WHS (OH&S) Policy**
- 5. Main areas to be addressed**
- 6. Ergonomic requirements**
 - 6.1 The individual's work area
 - 6.2 Repetitive Strain Injury (RSI)

6.3 Using rest/exercise periods appropriately

6.4 Hand exercises

6.5 Neck and shoulder exercises

6.6 Checklist

7. Handling cash

8. Fire regulations

9. Safety codes

10. Anti-Discrimination

11. Workplace harassment

11.1 Sexual Harassment

11.2 Bullying

11.3 Reporting of harassment or bullying

12. Robbery/armed hold up procedures

13. Smoking

14. Monitoring of staff utilisation of mandatory documentation

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