



Workplace Health and Safety Manual 2010

..... (Insert Name of Bakery)

DISCLAIMER: Whilst National Baking Industry Australia (NBIA) has taken every care in preparing this publication, the information in the manual is made available at the date of generation and is subject to change. NBIA including its directors, servants and agents will not accept any responsibility or liability to any person or corporation seeking to rely on any information, advice or opinion provided in this publication or otherwise given in any matter by the directors, servants or agents of National Baking Industry Association (NBIA) for any loss or damage of whatever nature suffered by any such person or corporation. No part of this publication may be reproduced in any manner without the written permission of NBIA. NBIA accepts no liability for any actions undertaken as a result of the information contained within this manual. This is a controlled document in its initial electronic form. Any changes to the document, unless replaced by NBIA, are not authorised by NBIA.

WORKPLACE HEALTH AND SAFETY MANUAL

TABLE OF CONTENTS	PAGE NO.
INTRODUCTION	
WORKPLACE HEALTH AND SAFETY – BACKGROUND.....	
WORKPLACE HEALTH AND SAFETY DEFINED	
LEGISLATIVE HISTORY	
LEGISLATION	
DEFINITIONS	
THE ROLE OF THE WORKPLACE HEALTH AND SAFETY OFFICER (WHSO).....	
WORKPLACE HEALTH & SAFETY REPRESENTATIVES AND COMMITTEES	
RISK MANAGEMENT	
COMPANY RESPONSIBILITIES	
THE RISK MANAGEMENT PROCESS.....	
INCIDENT AND INJURY REPORTING.....	
ACCIDENT INVESTIGATION	
REHABILITATION AND INJURY MANAGEMENT	
HAZARD IDENTIFICATION	
USING THE RISK ASSESSMENT FORM	
FIRST AID	
INCIDENT REPORTING QUEENSLAND	
ACCIDENT INVESTIGATION	
REHABILITATION AND EARLY INJURY MANAGEMENT	
REHABILITATION PROCEDURES	
FIRE AND EMERGENCY SAFETY MANAGEMENT PROGRAM.....	
FIRE SAFETY OFFICERS (OR WARDEN) ROLES AND RESPONSIBILITIES	
ELECTRICAL SAFETY	
PERSONAL PROTECTIVE EQUIPMENT.....	
CONTRACTOR SAFETY	
WORKPLACE BULLYING, VIOLENCE AND AGGRESSION	
FORMS.....	
PERSONAL PROTECTIVE EQUIPMENT REGISTER.....	
PLANT AND EQUIPMENT REGISTER.....	
PREVENTATIVE MAINTENANCE AND PLANT SERVICE REGISTER.....	
CONTRACTOR INDUCTION CONFIRMATION.....	

CONTRACTOR TRACKING REGISTER
HAZARD AND ASSOCIATED RISK REGISTER
HAZARDOUS SUBSTANCE REGISTER.....
HAZARDOUS SUBSTANCES RISK ASSESSMENT FORM.....
MANUAL HANDLING POLICY.....
SMOKE FREE WORKPLACE POLICY
SUN SAFETY POLICY
CHEMICAL SPILLS EMERGENCY PROCEDURE
ROBBERY OR ARMED HOLD UP EMERGENCY PROCEDURE
RISK ASSESSMENT PROCESS CHECKLIST
SAFE WORKING PROCEDURE