Seymour Consultants

STRATA COMPLIANCE REPORT SPECIALISTS

WORK HEALTH AND SAFETY COMPLIANCE

COMPLIANCE

The introduction of the Work Health and Safety Act of 2011 attempts to establish a range of duties to ensure compliance. The duties and obligations apply to persons conducting a business or undertaking (PCBU) or as a worker. Regardless of whether you, your workplace or the Body Corporate you manage, are considered a PCBU, there is a responsibility to manage exposure to risk.

Here is a simple checklist.......

DUE DILIGENCE

- Keep up to date on health and safety matters
- Understand the operations in running a body corporate and the hazards and risks
- associated
- Take an interest in the resources, processes and systems in place to manage hazards and risks
- Ensure that persons responsible for managing exposure to risk apply processes and systems

DUTY OF CARE

- Duty of care to exercise reasonable instruction, policies or procedures
- Duty of care to ensure the health and safety of any persons accessing Body Corporate common property.

STANDARDS

- Use relevant codes of practice, building codes and Australian standards as a benchmark to manage exposure to risk.

HOW TO ORDER?

Call us today on 07 5573 4011
Email us on: info@seymourconsultants.com.au
Order directly from our
website at www.seymourconsultants.com.au

When making the decision to take proactive steps to manage exposure to risk, Seymour Consultants recommend considering the following:

Annual Safety Compliance audits (Highly recommended)

- Reduces exposure to risks resulting in less chance of the Body Corporate facing litigation
- A safety audit is an unofficial insurance policy confirming the Body Corporate has taken proactive measures to manage exposure to risk
- The Body Corporate which complies with relevant Acts and Legislation may be covered in the event of an accident/incident.
- Maintain an up to date level of knowledge regarding the Legislation ensuring you are familiar with new Standards as they are introduced
- Assurance that the common property has been risk assessed
- Consultation with a WH&S Inspector to discuss any concerns relating to the health and safety of the common property.

Work Health and Safety Compliance tools and templates

Experience has shown us that there is always resistance to change, particularly when new Laws and Regulations are introduced. As a value added service, Seymour Consultants offers **FREE** Electronic Generic templates and procedures to assist bodies corporate and managers to manage exposure to risk. Therefore, the introduction of a few templates into bodies' corporate existing processes and systems may help to strengthen the existing health and safety practices. The following templates and tools are available from our offices to be sent electronically:

- WORK HEALTH AND SAFETY POLICY
- POLICY STATEMENT
- CODE OF CONDUCT
- EMERGENCY PLANNING PROCEDURES
- INDUCTION POLICY
- INDUCTION RECORDING FORM

- INDUCTION PROCEDURE FOR EMPLOYEES AND CONTRACTORS
- INCIDENT REPORT FORM
- VISITOR REGISTER
- MSDS REGISTER TEMPLATE
- PLANT AND EQUIPMENT CHECKLIST
  JOB SAFETY ANALYSIS TEMPLATE