

OHS

Your contribution to, and support, of our health and safety programs is essential if we are to be successful in preventing injuries and developing a work environment that is satisfying, efficient and safe for all. Employees will be introduced to the health and safety program at induction. It is an Employee's responsibility to contribute to our health and safety program in the following ways:

- Alert the Manager of their department or Business Support to any hazards or unsafe conditions that may be present in their work area.
- Should an Employee encounter an accident whilst carry-out duties the Employee's Manager (or in their absence another Manager in the team) must complete a Work Related Incident Form and contact Human Resources immediately

Employer

The employer has statutory duties to provide a healthy and safe workplace, and to address all reasonable requests brought to its attention by the employee.

Employee

The employee has duties to work in a safe manner, reporting all unsafe conditions or practices.

Workplace safety

You must exercise reasonable care and diligence in the performance of your duties and comply with all reasonable instructions to protect your own health and safety and the health and safety of others. You must report work-related injuries, or injuries which will affect your capacity to work, as soon as practicable.

You must not consume or possess any substance (illegal or legal) that is likely to impair your ability to carry out your duties at any time at your place of work, or on or in any property (including vehicles) owned or used by LSV.

Policies, Procedures and Contacts

The following section provides the relevant OH & S information to your employment and the organisation. Further information can be provided by your supervisor, HSR and/or Management representative.

Document No: OHS-001-PP	Issue Date: October 2010
Document Title: LSV OH&S Document List	

Document	Type	Title	Issue Date	Revision
OHS-001-LT	List	List of LSV Headquarters OH&S Policies	August 2010	2.0
OHS-002-PL	Policy & Procedure	LSV OH&S Structure	August 2010	2.0
OHS-003-PL	Plan	LSV Headquarters Emergency Action Plan	August 2010	4.0
OHS-004-PP	Policy & Procedures	Driving and Mobile Phone Usage	August 2010	2.0
OHS-005-PP	Policy & Procedures	Driving (Vehicle Operation) and Fatigue	August 2010	2.0
OHS-006-PP	Policy & Procedures	Bullying and Workplace Violence	August 2010	2.0
OHS-007-PP	Policy & Procedures	Weather Protection	August 2010	2.0
OHS-008-PP	Policy & Procedures	Manual Handling	August 2010	2.0
OHS-009-PP	Policy & Procedures	Drugs and Alcohol	August 2010	2.0
OHS-010-PP	Policy & Procedures	Electrical Equipment	August 2010	2.0
OHS-011-PP	Policy & Procedures	First Aid	August 2010	2.0
OHS-012-PP	Policy & Procedures	Hazard Identification and Reporting	August 2010	2.0
OHS-013-PP	Policy & Procedures	Injury Reporting Process	August 2010	2.0
OHS-014-PP	Policy & Procedures	Lighting and Glare	August 2010	2.0
OHS-015-PP	Policy & Procedures	Smoking	August 2010	2.0
OHS-016-PP	Policy & Procedures	Transmissible Diseases	August 2010	2.0
OHS-017-PP	Policy & Procedures	Storage and Use of Dangerous Goods and Hazardous Substances.	August 2010	2.0
OHS-018-PP	Policy & Procedures	Return to Work Policy	August 2010	2.0

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OHS-019-PP	Policy & Procedures	Staff Induction Procedures	August 2010	2.0
OHS-020-PP	Policy & Procedures	Office Layout / Workstation Set Up	August 2010	2.0
OHS-021-PP	Policy & Procedures	Health & Safety Representative Duties & Powers	August 2010	2.0
OHS-022-PP	Policy & Procedures	Residential Stays	August 2010	2.0
OHS-023-PP	Policy & Procedures	Course Participants, Visitors & Contractors	August 2010	2.0
OHS-024-PP	Policy & Procedures	Issue Resolution Policy	August 2010	2.0
OHS-025-PP	Policy & Procedures	Dispatch / Delivery / Stores	August 2010	2.0
OHS-026-PP	Policy & Procedures	Provisional Improvement Notices	August 2010	2.0
OHS-027-FM	Form	Manual Handling Risk Assessment Form	August 2010	2.0
OHS-028-PP	Form	Manual Handling Risk Control Form	August 2010	2.0
OHS-029-FM	Form	Manual Handling Risk Handling ID Form	August 2010	2.0
OHS-030-FM	Form	First Aid Form	August 2010	2.0
OHS-031-FM	Form	Incident Report Form	August 2010	2.0
OHS-032-FM	Form	OHS Contact List	August 2010	2.0
OHS-033-FM	Form	Emergency Contact List	August 2010	2.0
OHS-034-FM	Form	Induction Form	August 2010	2.0
OHS-035-FM	Policy & Procedures	Sun Protection Policy	August 2010	2.0
OHS-036-FM	Policy & Procedures	Smoke Free Work Environment	August 2010	2.0
OHS-037-FM	Policy & Procedures	Sharps Disposal - Discarded Syringes and Waste on Beache	August 2010	3.0
OHS-038-FM	Policy & Procedures	Child Protection Policy	August 2010	2.0
OHS-005-PP	Policy & Procedures	Driving (Vehicle Operation) and Fatigue	August 2010	2.0
OHS-006-PP	Policy & Procedures	Bullying and Workplace Violence	August 2010	2.0
OHS-009-PP	Policy & Procedures	Drugs and Alcohol	August 2010	2.0
OHS-013-PP	Policy & Procedures	Injury Reporting Process	August 2010	2.0

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