



“DON'T FIND SAFETY BY ACCIDENT”

All Australian workplaces are subject to specific laws designed to **secure** the health, safety and welfare of workers and other persons at work and protect them from associated hazards and risks.

The MTA (NT) Work Health & Safety Management Program encapsulates the legislative duties, rights and obligations of individuals and parties as follows;

- **Legislative Framework**

Provides an underpinning knowledge **essential** for identifying, understanding and ensuring compliance with enforceable work health and safety (WHS) duties and obligations.

- **Consultation & Participation**

A cornerstone of all Australian WHS laws is the **requirement** for **Person Conducting a Business or Undertaking** to consult workers and employees on health and safety matters and enable them to contribute to decision-making affecting their work health and safety.

- **Risk Management**

Effective Risk Management is **essential** in securing the health and safety of all people at work, as is the primary duty of all Persons Conducting a Business or Undertaking and employers.

- **Incident Response**

Being able to effectively respond to workplace incidents and assist with incident investigations is **critical** to the WHS management process.

- **Emergency**

In a legislative environment where a primary duty is to eliminate or minimise risks to others, it is **imperative** that compliance with emergency management plans and procedures is assured.

- **WHS Management System**

A systematic approach to the management of WHS is considered **critical** to the protection of workers and other people from workplace injury and illness.

Primary benefits to be derived from the implementation of a WHSMS include but not limited to;

- **Create safer work environments and the development of a positive safety culture.**
- **Demonstrate compliance with legal obligations in an effective manner (i.e. 'due diligence')**
- **Reduce injury- and illness-related costs through pre-emptive or preventative action.**
- **Enhance the organisation's reputation.**

MTA (NT) can assist in your business, in conjunction with support from the Department of Business, in developing, implementing and maintaining a W.H.S.M.S. Please contact Rodger Sewell, MTA Project Officer, in the first instance to attain specific information and to register an expression of interest, to participate in the next MTA (NT) Work Health & Safety Management Program.

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MTA (NT) WHS MANAGEMENT SYSTEM PROGRAMME

DAY ONE – Overview of Work Health and Safety topics.

1. Legislative Framework.
2. Consultation & Participation.
3. Risk Management (Inspections & Assessment)
4. Incident Response / Emergency Planning.
5. WHS Management System (AS4804:2001)
6. Policies & Procedures.
7. Hazardous Work

DAY TWO – Topics 1 & 2 - Legislative Framework / Consultation & Participation.

Overview of topic and initiate the compilation of the following plans and templates.

- WHS Management Plans
- Departmental WHS Legislative Compliance Guidelines.
- Departmental WHS Consultation Process Proposal.
- Communication Plan.

DAY THREE – Risk Management (Onsite training)

Overview of topic and initiate the compilation of the following plan / templates.

- WHS Risk Management Plan.

Undertake an onsite risk assessment and initiate compilation of the following templates.

- Hazard Analysis Worksheet
- Risk Register Template.
- WHS Risk Assessment and Risk Control Action Plan.
- Risk Control Form.

DAY FOUR – Incident Response / Emergency Planning.

Policies & Procedures / Hazardous Work / General

Overview of topic and initiate the compilation of the following plan / templates

- WHS Incident Response / Emergency Management Plans
- WHS Policies & Procedures / Hazardous Work Management Plan.

DAY FIVE – Work Health & Safety Management System.

Overview of topic and initiate the compilation of the following plan / templates

- WHS Management Plans.
- WHS Performance Monitoring and Measurement Plan.
- Policy Analysis.