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Doc Reference:	DoMN-WHSMS Form 3.3a
Version Number:	3.2

DoMN Work Health and Safety Management System—Policies , Procedures and Forms

Document Number	Document Title	Date of Issue	Current version number	Date of Last Issue/ Review	Next Scheduled Review Date	Confidentiality	Review Period
1.1	**Work Health and Safety Policy**	Mar-13	1.3	Sep-15	Sep-16	No	*1 Year*
2.1	**Safety Planning Procedure**	Oct-12	1.2	Mar-15	Mar-17	No	2 Year
2.1a	*Strategic Safety Plan Template*	Mar-13	1.2	Feb-15	Mar-16	No	1 Year
2.1a	*Strategic Safety Plan 1-5 Years (Signed)*	Mar-13	1.2	Sep-15	Sep-16	No	1 Year
2.1b	*Annual Safety Improvement Management Plan Template*	Mar-13	1.2	Sep-15	Sep-16	No	1 Year
2.2	**Legal and Regulatory Requirements**	Nov-12	2.2	Feb-15	Feb-17	No	2 Year
2.2a	*DoMN Legal Register*	Nov-12	3.2	Feb-15	Feb-17	No	2 Year
2.3	**Risk Profile**	Nov-12	2.3	Sep-15	Sep-16	No	*1 Year*
3.1	**Structure and Responsibility**	Nov-12	1.2	Nov-14	Nov-16	No	2 Year
3.1a	*Safety Responsibility and Accountability Table (signed)*	Mar-13	1.1	Sep-15	Sep-16	No	1 Year

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3.1b	*WHS Training Requirements*	*Mar-14*	*1.1*	*Sep-15*	*Sep-17*	*No*	*2 Year*
3.2	**Consultation, Representation and Participation**	**Apr-13**	**3.1**	**Nov-14**	**Nov-16**	**No**	**2 Year**
3.2a	*Work Health and Safety Committee Meeting Minutes Template*	*Nov-12*	*2.3*	*Nov-14*	*Nov-16*	*No*	*2 Year*
3.2b	*Health and Safety Committee Member Election Form*	*Nov-12*	*2.2*	*Nov-14*	*Nov-16*	*No*	*2 Year*
3.2c	*Health and Safety Representative (HSR) Election Form*	*Apr-13*	*1.2*	*Nov-14*	*Nov-16*	*No*	*2 Year*
3.2d	*Call for Election Template*	*Apr-13*	*1.2*	*Nov-14*	*Nov-16*	*No*	*2 Year*
3.3	**Document Control and Records Management**	**Nov-12**	**2.2**	**Sep-15**	**Sep-17**	**No**	**2 Year**
3.3a	*Document Control Register*	*Nov-12*	*3.2*	*Sep-15*	*Sep-17*	*No*	*1 Year*
3.3b	*Records Control Register*	*Nov-13*	*3.1*	*Sep-15*	*Sep-17*	*No*	*2 Year*
3.3c	*DoMN Procedure Template*	*Nov-12*	*1.2*	*Sep-15*	*Sep-17*	*No*	*2 Year*

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3.3d	*DoMN Procedure Template Landscape*	*Nov-12*	*1.2*	*Sep-15*	*Sep-17*	*No*	*2 Year*
3.3e	*Request for WHSMS Document Change*	*Nov-12*	*1.1*	*Sep-15*	*Sep-17*	*No*	*2 Year*
3.4	**Risk Management**	**Nov-12**	**3.2**	**Jun-15**	**Jun-17**	**No**	**2 Year**
3.4a	*Hazard Report Form*	*Nov-12*	*2.4*	*Jun-15*	*Jun-17*	*No*	*2 Year*
3.4b	*Risk Assessment Form*	*Nov-12*	*2.3*	*Jun-15*	*Jun-17*	*No*	*2 Year*
3.4c	*Risk Register*	*Nov-12*	*2.2*	*Jun-15*	*Jun-17*	*No*	*2 Year*
3.4d	*Safe Work Procedure Template*	*Nov-12*	*3.3*	*May-15*	*May-17*	*No*	*2 Year*
3.4e	*Safe Work Instruction Template*	*Nov-12*	*3.3*	*May-15*	*May-17*	*No*	*2 Year*
3.4f	*Event Management Checklist*	*Jul-13*	*2.1*	*Sep-15*	*Sep-17*	*No*	*2 Year*
3.5	**Workstation and Office Ergonomics**	**Nov-12**	**2.2**	**Oct-15**	**Oct-17**	**No**	**2 Year**

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DoMN Work Health and Safety Management System—Policies , Procedures and Forms

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3.5a	*Pause Break Exercises*	*Mar-13*	*1.1*	*Oct-15*	*Oct-17*	*No*	*2 Year*
3.5b	*Workstation Self-Assessment Checklist*	*Nov-12*	*2.1*	*Oct-15*	*Oct-17*	*No*	*2 Year*
3.6	**Noise Management**	**Nov-12**	**1.1**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.7	**Hazardous Manual Tasks**	**Nov-12**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.8	**Confined Spaces**	**Nov-12**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.8a	*Confined Space Entry Permit*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.8b	*Guide to Determining Confined Spaces*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.8c	*Confined Space Register*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.9	**Falls Management**	**Nov-12**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.9a	*Work at Heights Permit*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*

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DoMN Work Health and Safety Management System—Policies , Procedures and Forms

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3.10	**High Risk Work**	**Nov-12**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.10a	High Risk Work Licensing Matrix	Nov-12	1.2	Nov-15	Nov-17	No	2 Year
3.11	**Emergency and First Aid**	**Nov-12**	**2.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.11a	Emergency Plan Template	Apr-13	1.2	Nov-15	Nov-17	No	2 Year
3.11b	Emergency Response and Debrief	Apr-13	1.2	Nov-15	Nov-17	No	2 Year
3.11c	EPC-EPO Meeting minutes Template	Apr-13	1.2	Nov-15	Nov-17	No	2 Year
3.11d	Bomb Threat	Apr-13	1.2	Nov-15	Nov-17	No	2 Year
3.11e	Personal Emergency Evacuation Plan (PEEP)	May-13	1.2	Nov-15	Nov-17	No	2 Year
3.11f	First Aid Kit Checklist	Jun-13	1.2	Nov-15	Nov-17	No	2 Year
3.11g	First Aid Kit Meeting Minutes Template	Jun-13	1.2	Nov-15	Nov-17	No	2 Year

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DoMN Work Health and Safety Management System—Policies , Procedures and Forms

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3.11h	*Duress Alarm Check*	*Jun-13*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.11i	*Call for emergency Wardens Template*	*Apr-13*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.12	**Electrical Safety**	**Nov-12**	**2.1**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.12a	*Test and Tag Register Template*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.13	**Plant and Equipment**	**Nov-13**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.13a	*Plant and Equipment Hazard Identification Checklist*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.13b	*Plant and Equipment Register*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.13c	*Plant Operator and Licence Register*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.14	**Construction, Demolition and Excavation Works**	**Jan-13**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.15	**Hazardous Chemicals**	**Jan-13**	**1.2**	**Oct-15**	**Oct-17**	**No**	**2 Year**

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DoMN Work Health and Safety Management System—Policies , Procedures and Forms

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3.15a	*Hazardous Chemicals Register Template*	*Jan-13*	*1.2*	*Oct-15*	*Oct-17*	*No*	*2 Year*
3.16	**Asbestos Management**	**Nov-12**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.16a	*Asbestos Register*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.16b	*Asbestos Removal Permit to Work*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.16c	*Asbestos Management Plan Template*	*Nov-12*	*3.5*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.17	**Contractor Management**	**Nov-12**	**2.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.17a	*Initial Risk Assessment and Contract Classification Form*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.17b	*Major Contractor WHS Questionnaire*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.17c	*Minor Contractor WHS Questionnaire*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.17d	*Project Safety Plan Checklist*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*

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DoMN Work Health and Safety Management System—Policies , Procedures and Forms

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3.17e	Contractor WHS Inspection Checklist	Nov-12	1.2	Nov-15	Nov-17	No	2 Year
3.17f	Contractor Non-Conformance Report	Nov-12	1.2	Nov-15	Nov-17	No	2 Year
3.18	**Training and Competency**	**Nov-12**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.18a	WHS Training Matrix	Feb-13	1.2	Nov-15	Nov-17	No	2 Year
3.18b	WHS Training Record	Feb-13	1.2	Nov-15	Nov-17	No	2 Year
3.18c	WHS Training Register	Feb-13	1.2	Nov-15	Nov-17	No	2 Year
3.18d	WHS Training Acknowledgement	Feb-13	1.2	Nov-15	Nov-17	No	2 Year
3.18e	WHS Training Requirements- Refresher	Mar-14	1.3	Nov-15	Nov-17	No	2 Year
3.18f	WHS Training Evaluation	Mar-14	1.3	Nov-15	Nov-17	No	2 Year
3.19	**Smoking, Drugs and Alcohol Policy**	**Nov-12**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**

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DoMN Work Health and Safety Management System—Policies , Procedures and Forms

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3.20	**Fatigue Management Policy**	**Nov-12**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.20a	*Fatigue Management Checklist*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.21	**Remote or Isolated Work Policy**	**Jun-13**	**2.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.21a	Remote or Isolated Work and Communication Checklist	Feb-13	1.2	Nov-15	Nov-17	No	2 Year
3.22	**Violent and Aggressive Behaviour Policy**	**Nov-12**	**2.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.22a	*Violent and Aggressive Behaviour Hazard Checklist*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.23	**General Office Safety Policy**	**Nov-12**	**2.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.23a	*Office Hazard Checklist*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.23b	*Sign In/Out Register*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.24	**Working from Home**	**Jul-13**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**

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DoMN Work Health and Safety Management System—Policies , Procedures and Forms

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3.24a	*Home Based Workplace Inspection Checklist*	*Nov-12*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.25	**Cash Handling**	**Feb-13**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**
3.25a	*Cash Handling and Transport Checklist*	*Nov-15*	*1.1*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.26	**Injury Management and Return to Work**	**Feb-13**	**1.2**	Nov-15	Nov-17	**No**	**2 Year**
3.26a	*Return to Work Plan*	*Feb-13*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.27	**Purchasing**	**Feb-13**	**1.2**	**Mar-13**	**Jun-14**	**No**	**2 Year**
3.27a	*Pre-purchase Checklist*	*Nov-12*	*1.2*	*Mar-13*	*Jun-14*	*No*	*2 Year*
3.28	**Volunteer Management**	**Jun-13**	**1.2**	**Mar-13**	**Jun-14**	**No**	**2 Year**
3.28b	*WHS Volunteer Information*	*May-14*	*1.3*	*Nov-15*	*Nov-17*	*No*	*2 Year*
3.29	**Harassment and Bullying**	**Jan-13**	**1.2**	**Nov-15**	**Nov-17**	**No**	**2 Year**

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3.30	WHS Issue Resolution	Jun-13	1.2	Nov-15	Nov-17	No	2 Year
3.31	Infection Control	Jun-13	1.2	Nov-15	Nov-17	No	2 Year
3.32	Stress Management	Jul-13	1.2	Nov-15	Nov-17	No	2 Year
3.33	Hazardous Materials Management	Jan-13	1.2	Nov-15	Nov-17	No	2 Year
3.33a	*Hazardous Materials Removal Permit to Work*	*May-15*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
4.1	Inspection and Monitoring	Nov-12	2.2	Nov-15	Nov-17	No	2 Year
4.1a	*Workplace Inspection Checklist*	*Apr-13*	*3.5*	*Nov-15*	*Nov-17*	*No*	*2 Year*
4.2	Health Monitoring	Feb-13	1.2	Nov-15	Nov-17	No	2 Year
4.3	Incident Reporting and Investigation	Nov-12	2.4	Nov-15	Nov-17	No	2 Year
4.3a	*Incident Report Form*	*Nov-12*	*2.7*	*Nov-15*	*Nov-17*	*No*	*2 Year*

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4.3b	*Incident Investigation Report*	*Nov-12*	*2.3*	*Nov-15*	*Nov-17*	*No*	*2 Year*
4.3c	*Incident Reporting Process*	*Nov-12*	*1.4*	*Nov-15*	*Nov-17*	*No*	*2 Year*
4.4	**Corrective and Preventative Action**	**Feb-13**	**1.3**	**Nov-15**	**Nov-17**	**No**	**2 Year**
4.4a	*Corrective Action Report*	*Feb-13*	*1.4*	*Nov-15*	*Nov-17*	*No*	*2 Year*
4.4b	*Corrective Action Register*	*Feb-13*	*1.2*	*Nov-15*	*Nov-17*	*No*	*2 Year*
4.5	**WHS Auditing**	**Feb-13**	**1.3**	**Nov-15**	**Nov-17**	**No**	**2 Year**
4.5a	*WHS Auditing Self-Assessment Tool*	*Feb-13*	*1.3*	*Nov-15*	*Nov-17*	*No*	*2 Year*
5.1	**Safety Performance and Management Review**	**Feb-13**	**1.3**	**Nov-15**	**Nov-17**	**No**	**2 Year**