

Subject: Changes to Paynters WHSMS

1. Example notification of updates to procedures & processes.

Good Morning Staff,

Thank you for your continued support following the implementation of Paynters Work Health & Safety Management System.

We appreciate the feedback & are pleased to provide the following updates to the WHSMS following the recent review.

Should you have any questions on the below, please contact the HSEQ Team.

HSEQ Management Plans	Are required for all projects and the signed copy is to be present on site prior to works commencing. The Management Plan is to be reviewed and re-signed at intervals no greater than three months. Raise with your Project Manager if you do not have a signed and in date plan on your project. A minimum of 5 working days is required for review and approval of all plans.
Site Sign in Book	Will be documented using the hard copy site sign in book (BMS-FRM-008-002-03). Please note this form has been recently amended to make signing in easier. Please request new books from your regional office or access the updated form on Asite.
Environmental Log	Is to be completed using the Asite site diary 'Environmental Monitoring' section. The Environmental Log book is obsolete however will still be present in the 'all in one' register for initial emergency make safe works.
Weekly Inspections	Are to be completed using iAuditor only. No hard copy inspections will be accepted. If your site is not listed in iAuditor, please contact Hannah. Note- the inspection must be started and completed within the time frame e.g. week
Task Observations	Are to be completed using iAuditor only. No hard copy observations will be accepted. If your site is not listed in iAuditor, please contact Hannah. Note- the inspection must be started and completed within the time frame e.g. week
Project Managers Monthly Inspection	Are to be completed using iAuditor only. No hard copy inspections will be accepted. If your site is not listed in iAuditor, please contact Hannah. Note- the inspection must be started and completed within the time frame e.g. Month
Weekly Toolbox Talks	Are to be completed using iAuditor only (sign off page to be uploaded as picture to iAuditor). No hard copy toolbox talks will be accepted. If your site is not listed in iAuditor, please contact Hannah. Note- the inspection must be started and completed within the time frame e.g. week
Hazard Reporting	Are to be completed using the QR code/Microsoft forms. No hard copies or Asite entries will be accept/recorded.
Additional requirements for iAuditor inspections	All inspections completed in iAuditor will be validated by the HSEQ Team during the HSEQ Monthly Reporting period. Only inspections 'completed' in the calendar month will be accepted for that month's statistics. (E.g. if an inspection is conducted on April 29 th and completed on May 3 rd , this inspection will be included in the May statistics, not April.)
HSEQ Monthly Reports	Are to be completed using the QR code/Microsoft forms. No hard copies will be accept/recorded.

	Are to be submitted by the first Thursday of the following month. All inspections, toolbox talks and observations are validated for the calendar month only. (E.g. PM Monthly inspection for April is to be conducted in April only and not in the first few days of May prior to the report being due. Inspections are not to be back dated in iAuditor.) Moving forward there will no longer be a requirement to provide photo evidence of the inspections completed as the HSEQ Team will validate this data from iAuditor.
QR code CSQ	If workers are interested in training on site, please ensure the CSQ QR code is scanned, the form completed and submitted. The HSEQ team will contact the interested party once they receive this email. If there is enough interest to arrange a training session on site, please communicate through Hannah for assistance.
Site Signage	Sites are responsible for ordering their own site signage (only the laminates are provided by the office). Attached is the latest catalogue from Sitemax for your information.

2. Example of advising staff of new documents

DOCUMENT RELEASE

Please be advised the following document has been released into the BMS.

Name: **XXXXXX**

Revision: **XX**

Summary of changes (if a revision of an existing document): **XXXXXX**

This document can be access from Paynters Corporate Directory on ASITE.

Remove any previous version of this document from use if applicable.

Should you have any questions please feel free to contact me directly.

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HSEQ Administrator

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