

SUGGESTED REPORT FORMAT

You are to develop a report (in the following structure) which evaluates existing measures/initiatives/programs and their suitability for the workplace:

1.0 INTRODUCTION

- Outline the background of your company, its role and purpose
- Briefly outline the legislative measure/initiative and non-statutory health promotion program to be examined
- Outline the general differences between a legislative measure/initiative and non-statutory health promotion program

2.0 OBJECTIVES OF MEASURES/INITIATIVES/PROGRAMS**2.1 LEGISLATIVE MEASURE/INITIATIVE**

- Identify WHS issues the legislative measure/initiative addresses and determine effectiveness, considering costs and benefits
- Describe the requirements of the legislative measure/initiative

2.2 NON-STATUTORY HEALTH PROMOTION PROGRAM

- Identify WHS issues the non-statutory health promotion program addresses and determine effectiveness, considering costs and benefits
- Describe the requirements of the non-statutory health promotion program

3.0 IMPLEMENTATION OF MEASURES/INITIATIVES/PROGRAMS**3.1 LEGISLATIVE MEASURE/INITIATIVE**

- Describe the requirements for implementing the legislative measure/initiative into the workplace
 - Coordinating resource requirements
 - Timetabling and timelines
 - Consulting and communicating with others
 - Encouraging participation of workplace members

3.2 NON-STATUTORY HEALTH PROMOTION PROGRAM

- Describe the requirements for implementing the non-statutory health promotion program
 - Coordinating resource requirements
 - Timetabling and timelines
 - Consulting and communicating with others
 - Encouraging participation of workplace members

4.0 ENSURING COMPLIANCE OF MEASURES/INITIATIVES

- Outline WHS duties under the legislation
- Outline other legislative requirements (e.g. privacy)
- Review/evaluate how the legislative measure/initiative meets these requirements
- Identify how proposed improvements could be implemented

5.0 CONCLUSION

- Explain the importance of WHS to your company
- Explain how implementing legislative measure/initiatives contribute towards maintaining WHS in the workplace.

TIPS:

- Use the report template (below) and elaborate on the points above.
- Write in simple English. Remember that people from a range of backgrounds and abilities would be reading this document, such as workers, health and safety committees, health and safety representatives, managers, supervisors, and PCBUs or their officers.
- Be sure to refer specifically to the legislation using section numbers, so that the reader could refer to the legislation for more information if they wanted to.

1.0 INTRODUCTION

McIlwain Civil Engineering is a family owned and operated business which was first established in 1961. McIlwain has grown from humble beginnings as a small haulage and plant hire business to a well-known and widely respected contractor. Our mission is to achieve excellence in the safe and innovative delivery of projects which ranger from Urban, Transport, Building, Utilities, Industrial and Energy, all underpinned by our core values and family culture.

Pre-employment medical assessments are required by all employees prior to their commencement with McIlwain Civil Engineering. This assessment is to be completed by an experienced, registered health care professional.

The measures are directly from the legislation, whereas the initiatives are the non-statutory measures which are more focused on the risk present on site.

2.0 OBJECTIVES OF MEASURES/INITIATIVES/PROGRAMS

2.1 LEGISLATIVE MEASURE/INITIATIVE

The pre-employment medical assessment ensures that all employees are fit for work and identifies any trends and / or changes in general health. This also identifies any need for further screening before an employee is deemed fit to commence work on site. McIlwain covers the cost of these assessments.

2.2 NON-STATUTORY HEALTH PROMOTION PROGRAM

The above is a legislative requirement, which must be followed and initiatives are ways that a company can ensure that the legislative requirements are being met.

3.0 IMPLEMENTATION OF MEASURES/INITIATIVES/PROGRAMS

3.1 LEGISLATIVE MEASURE/INITIATIVE

Coordinating resource requirements: resource management tool

Timetabling and timelines: project program

Consulting and communicating with others: electronic and verbal communication methods (toolbox talks, weekly meetings etc.)

Encouraging participation of workplace members: two-way communication between management and workers to be encouraged

3.2 NON-STATUTORY HEALTH PROMOTION PROGRAM

Coordinating resource requirements: Discounted gym memberships are offered

Timetabling and timelines: Timeshare – encourage exercise – this may include 30 mins at home and allow time for 30 mins at work

Consulting and communicating with others: Sharing information in regards to health and wellbeing (recipe ideas, exercises, stretching, employee assistance program, mates in construction) via posters, emails, word and mouth (toolbox's)

Encouraging participation of workplace members: By mentioning at pre-starts and toolbox's and encouraging everyone to be involved – getting management to touch on this at monthly all staff meetings is a good approach to show that they are encouraging involvement from their, across all job titles.

4.0 ENSURING COMPLIANCE OF MEASURES/INITIATIVES

Sections 47-79 of the WHS Act 2011 Qld. Outlines that PCBU's have a duty to consult with workers on personal matters relating to health and safety, identifying and evaluating factors that impact their health and safety at work.

Reviews which include; evaluating bloods testing measures, respiratory figures - numbers are to be considered. These are to be provided within reasonable timeframes, as soon as practicably possible and when dealing with this information, the Privacy Act also needs to be taken into consideration.

Ensuring that the AS / NS Standards line up with the measures / initiatives and identifying any trends – these need to be compared to the benchmarks identified in the AS / NZ Standard's.

5.0 CONCLUSION

Workplace Health and Safety is a vital aspect within McIlwain Civil Engineering, the health and safety of employees, subcontractors the community ensures that the projects can be completed effectively and productively, having met all requirements and sending workers home safely.