**QG Health & Safety Essentials Requirements**

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| No. | Section | Standard | Deliverables |
| 1 | Health & Safety Policy | A Health & Safety Policy shall be in place | * A Health & Safety policy is written and includes;   + Management commitment,   + Scope of system,   + Meeting external standards,   + Communication channels,   + Dated   + Signed * The policy has been reviewed in the last 12 months |
| 2 | Management Responsibilities | Management responsibilities shall be defined in writing | * Organisation ownership is defined, in writing and by section * Evidence is in place that individuals understand that they have section responsibility |
| 3 | Management Commitment | The top management of the organisation has publically stated their commitment to a safe working environment | * Management commitment is defined in writing * A resource plan is in place to assure compliance * Targets are set to improve health & safety |
| 4 | Health & Safety Objectives | The organisation has identified it’s Health & Safety objectives | * Objectives are documented * Objectives are measurable * Objectives are reviewed on an annual basis and recorded |
| 5 | Legal Requirements | The organisation has identified and implemented all Health & Safety legislation pertaining its sector. | * Health & Safety legislation has been recorded as it pertains to the organisation * A plan is in place to ensure Health & Safety legislation is adhered to. |
| 6 | Communication | The organisation understands the importance of communicating the information about health & safety issues at various levels and between various functions of the company. | * The organisation has a system in place to communicate health & safety issues internally * The organisation has a system in place to communicate health & safety issues externally |
| 7 | Hazard Identification & Risk Assessments | The organisation has implemented a system to identify, plan and deliver risk assessments consistent with their policy and objectives | * The organisation has a documented system in place that;   + Identifies hazards   + Identifies who may be harmed   + Evaluates the risks   + Documents findings   + Implements controls   + Regularly reviews and updates |
| 8 | Checking & Document Control | The organisation has implemented a systematic approach for measuring and monitoring its Health & Safety performance on a regular basis. | * The organisation has implemented a systematic approach for measuring and monitoring its Health & Safety performance. * The organisation has a system for calibration of Health & Safety measurement equipment if appropriate * A documented system is in place to report compliance with Health & Safety standards to the organisations management * A system is in place to identify non-conformance and to implement preventive and corrective actions * A system is in place for the identification, storage, protection, retrieval, retention and disposal of records. |
| 9 | Training, Competence and Awareness | The organisation has processes for assessing the Health & Safety training needs of their staff and implements them appropriately. | * A training process is in place to identify, implement and monitor Health & Safety training of all staff * Staff are appropriately trained to carry out their function |
| 10 | Management Review | The organisations management review the effectiveness of the Health & Safety Management System at least once a year. | * A documented system is in place to review the effectiveness of the H&SMS and reviewed by senior management annually |
| 11 | Audit & Assessments | An internal and/or third part audit is carried out at regular intervals. | * An audit process is in place that checks the system at least once per year. |