

# ASSESSMENT AND CONTROL OF WORKPLACE HAZARDS

**Background.** An occupational and environmental assessment of Australian Scholarships Group Friendly Society Limited (ASG) will be conducted to ascertain the effectiveness of the organisation's OHS policies and safety procedures. The assessment is one two visits conducted throughout the year. Australian Scholarships Group Friendly Society Limited, which is a not for profit organisation that provides opportunities for students to obtain an education based on quality, excellence and the foundation for the future. The organisation's main headquarters is located in Oakleigh, a south eastern suburb of outer Melbourne. Its main building which houses the offices, call centre and boardroom is located at the intersection of Hanover & Burlington Streets. The secondary site containing the warehouse and storage components is located on Oxford Street. The organisation employs 115 employees of which a number are casual and part time staff.

**Aims and Objectives.** Senior management has made a commitment to embrace a safety culture that will enhance productivity and bring about a healthier and happier workplace environment. These aims go hand in hand with the Employee Assisted Programs and the organizations long term renewal strategies. The assessment will have two objectives to meet. The first objective will be the findings followed by the second, being the recommendations. As an incentive for further visits an assessment of the organisations emergency procedures will also be conducted without any additional costs incurred to the organisation.

**Conduct.** The occupational and environmental assessment of Australian Scholarships Group Friendly Society Limited will be conducted during the normal working hours to assess and observe staff under normal working conditions. The assessment will be conducted over six hours on the same day. An occupational and environmental workplace inspection template shall form the basis of the assessment which may be modified to meet with the aims of management. The visit will involve the following:

- a. Initial contact via telephone and followed up by a letter; (Date, time, location, expectations);
- b. Identification of appropriate assessment templates, (Office & Warehouse Templates, Emergency Procedures);
- c. Legislation; (Including Work Safe updates);
- d. Personal Protective Equipment and Signage - (Yellow jackets, hard hats, emergency signage); and
- e. Recording equipment, (Cameras, Sound and light devices).

**Reports.** A brief preliminary report will be provided by email to the Human Resources Manager highlighting any major hazards if any. A final report detailing the observations, recommendations, administrative controls and other measures provided will be provided within two weeks of the workplace assessment.

**Peter Adamis**