

# **CONVOY**

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T R A N S P O R T

**CONVOY TRANSPORT PTY LTD**

**Occupational Health and Safety**



Amendmen Operational Planning and Control Issue #: 1 Revision #: 0  
t Record Policy

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Reviewed by: Jason Haywood Approved by: Jason Haywood  
Managing Director Managing Director

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## Operational Planning and Control Policy

### Purpose:

The purpose of this policy is to define, document and communicate the Operational Planning and Control policy and procedures for all elements of the Convoy Transport Pty Ltd OHSMS. This procedure applies to all activities across all operational areas of Convoy Transport Pty Ltd business.

### Scope:

This procedure applies to any business activity conducted by Convoy Transport Pty Ltd for which potential OHS impacts may occur. This may include but is not limited to:

- Fires, explosions;
- Effects of storms, floods, cyclones or other unexpected weather conditions;
- Chemical spillage or leakage;
- Toxic emissions;
- Accidents and illness;
- Ergonomic considerations.

### Policy:

Convoy Transport Pty Ltd intends to mitigate and control, where practicable, the OHS impacts associated with its operations. To achieve this outcome, operational control procedures will be developed for activities associated with significant OHS aspects including:

- Procedures and systems of work;
- Competency of workers;
- Preventive maintenance and inspection programmes;
- Specifications for the procurement of goods and services;
- Compliance with regulations and manufacturer's instructions for plant and equipment.



Amendment Record

Operational Planning and Control Procedure

Issue #: 1

Revision #: 0

Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

## Operational Planning and Control Procedure

### Responsibilities:

OHS Management Representative is responsible for:

- Overseeing and implementing the development of the Initial OHS risk assessment utilising the OHS Management Team;
- Identifying and engaging competent Internal and/or external assessors where necessary to identify the business practices and processes that may impact on the health and safety of others and determine the effect of that impact; and
- Provide guidance when necessary.

**Managers** are responsible for actively participating to ensure;

- The appropriate resources for the OHS risk assessments are available, including release of OHS Management Team members as required;
- All line personal for which they are responsible are informed that the OHS risk assessment is being undertaken; and
- Attending review meetings as required.

**Operational Staff** are responsible for:

- Providing all assistance required as determined by the OHS Management Team and/or OHS Management Representative.

In order to understand and manage actual and potential OHS impacts, Convoy Transport Pty Ltd will systematically identify business processes that will, or could, affect the health and safety of others. This allows objectives for OHS improvement and develops targets to be set and action plans to impacts and follow from our OHS policy commitments implemented.

1. Using input/output flow charts, (or other mapping approach) the risk assessment team identifies the operations that fall within the scope of the OHSMS. This will be conducted with assistance from nominated Workers working with that operation. These are recorded using the *Operations/Processes – Identification Form*;
2. The OHS management representative arranges for the OHS impacts of these operations to be identified by OHS assessors/OHS management team using the process mapping approach where practicable;

3. OHS aspects, and their potential impacts, are listed by operation in the *OHS Risk Assessment Form*;
4. If the OHS aspect involves use of a potentially harmful chemical, the chemical effects will be noted and listed in the *Hazardous Substance/Dangerous Goods Register*;
5. After identifying all OHS aspects, an assessment will be undertaken to determine if operational controls and documented procedures are in place for each aspect. *Operational Control Development Worksheet*;
6. Where there is need to put in place or modify existing operational controls and procedures, the OHS management representative will assign a member of the OHS management team to draft a safe operational control procedure. This procedure will be developed with input from workers working with the process;
7. Where practicable, OHS controls can be added to existing procedures. E.g. Health and Safety procedures or, other SWIs. In other cases, a new procedure will be developed;
8. Determine if personnel require training to implement and maintain the OHS controls. If training is required, it should be documented in the *Training Needs Register*;
9. Any new operational control procedures will be issued as a SWI and must list the required steps or measures to be undertaken. The SWI must also include applicable monitoring to be undertaken and a frequency for that monitoring;
10. When operational controls have been developed, and implemented they will be recorded on the *Operational Control Register*; and
11. The SWI should be posted at the site of the activity and listed in the *OHS Document Register*.

**Frequency:**

This procedure will be repeated:

- Whenever a new process is introduced;
- Whenever a new process, impact or effect is identified (that was not identified in any previous assessment); and
- Annually to review that any new OHS aspects are identified.

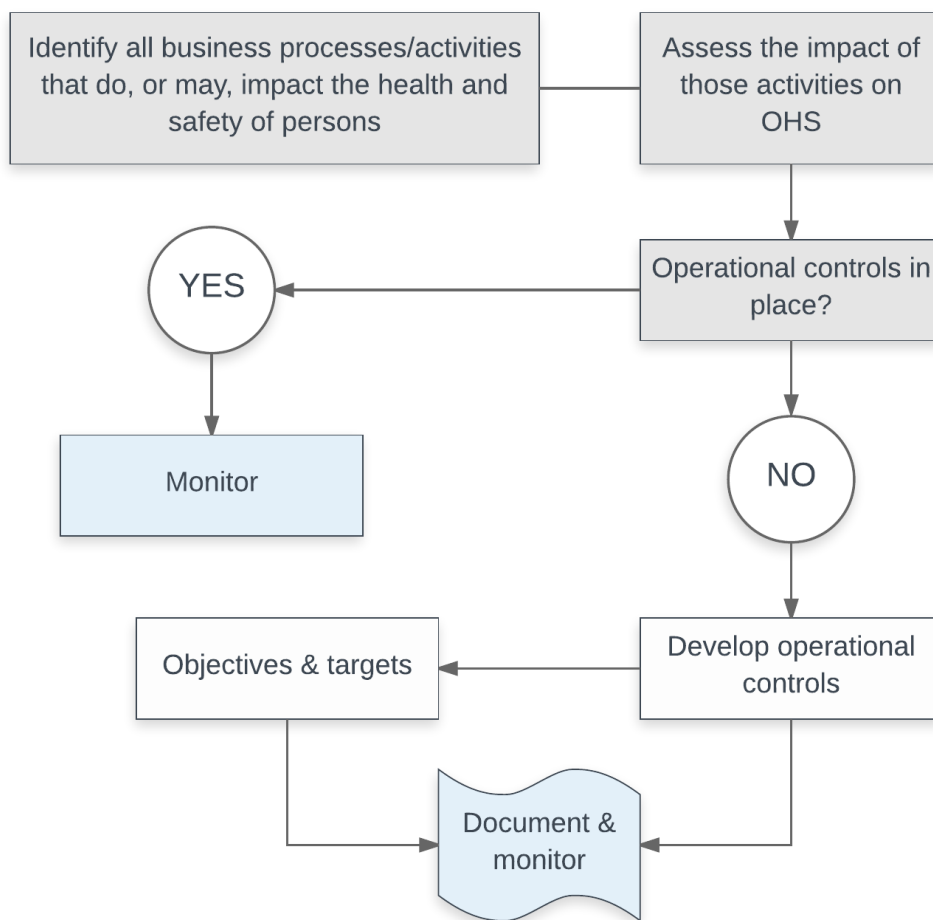


Figure 6. Operational Planning and Control Procedure Flow Chart

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300021	Operational Control Development Worksheet <i>(OHSMS Recording Forms)</i>
Document #: OHSF300022	Operational Control Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300031	OHS Risk Assessment Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300026	Operations/Processes – Identification <i>(OHSMS Recording Forms)</i>
Document #: OHSF300006	Hazardous Substance/Dangerous Goods Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300036	Training Needs Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300028	OHS Document Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300007	Standard Operating Procedure Template <i>(OHSMS Recording Forms)</i>

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