



Auckland Transport

HS01-01 Health and Safety Management System Overview and Document Control

(uncontrolled when printing)

December 2016



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1 Background and Purpose

This procedure provides the context, structure and overview of the Health and Safety Management System (HSMS).

The purpose of the HSMS overview is to:

- Set-out the health and safety (H&S) Framework for Auckland Transport (AT) and document how H&S is managed within the organisation.
- Inform on the hierarchy of documentation to be used and define the document types.
- Determine and document the numbering system used within the HSMS.
- Define the document control process.

The above ensures AT has a system that is robust, meets its organisational needs, and supports the goal of a business-wide zero harm culture.

2 Scope

This document applies to all of the AT HSMS.

3 Procedure

3.1 Document Hierarchy

The HSMS will have a document structure aligned to the following hierarchy.

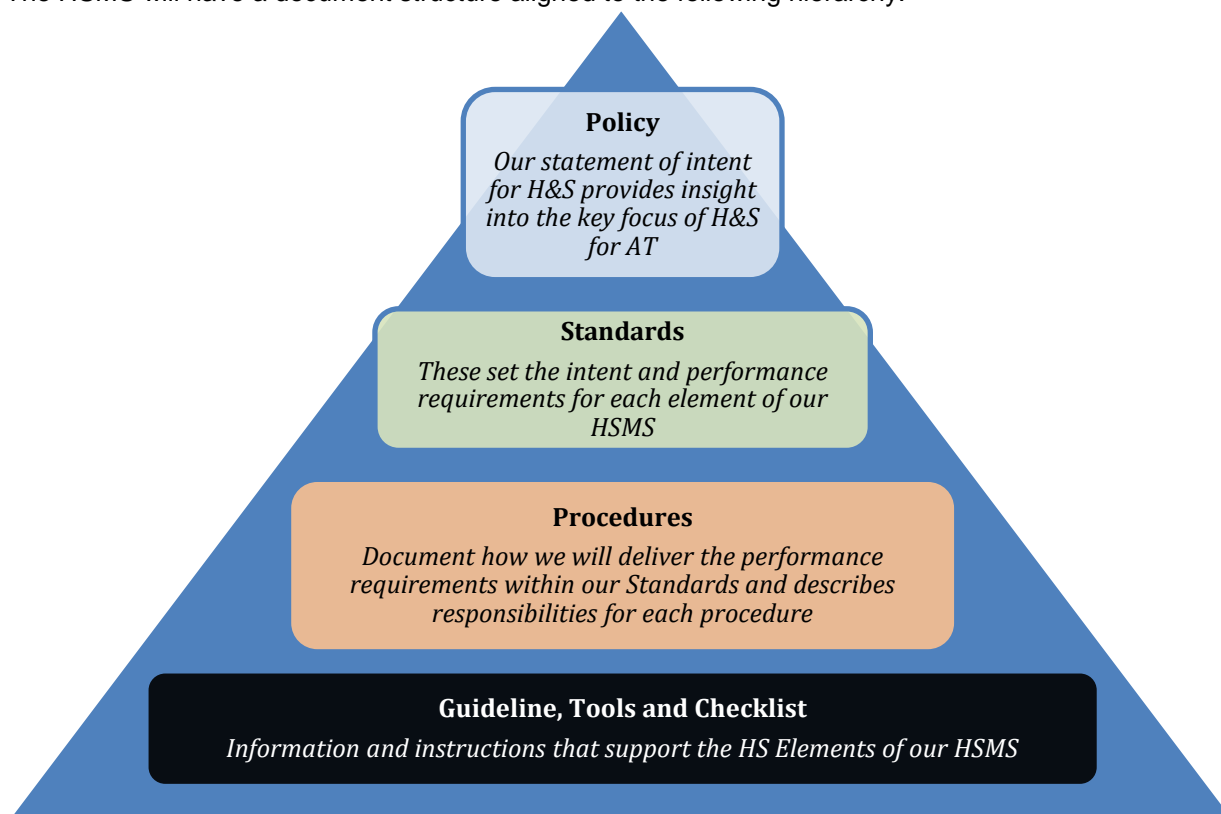


Figure 1. HSMS Hierarchy

There will only be one policy for H&S and this will be developed in consultation with our workers and their representatives. The H&S Policy will be approved and agreed by both the AT Board and ELT. The chief executive will sign the Policy.



3.2 AT Standards and Procedures List

The table below lays out the standards and procedures that make up the AT HSMS. The list of guidelines and tools is not conclusive as many more documents may exist. However, these are indicative of documents that exist to support the Standards and Group Procedures.

Policy	Standards	Group Procedures	Guidelines and Tools
Policy		Overview and Document Control	Full procedure list Definitions
	Planning	Planning	Divisional Plan Template
	Risk and Hazard Management	Risk and Hazard Management	Critical Risk and Bowties
	Compliance		Legislation Register Annual Compliance Check
	Leadership and Engagement	Leadership, Engagement and Worker Participation	
	Safe Work Standards	Lone Worker Safe Driving Fit for Work PPE Permit to Work/JSA	PPE
	Competency and Training	Competency and Training	
	Safety in Design	Safety in Design	
	Supplier Management	Supplier Management	Supplier Management Processes
	Change Management	Change Management	
	Emergency Preparedness	Emergency Preparedness	Pandemic Plan
	Drug and Alcohol	Drug and Alcohol	Drug and Alcohol Tools
	Incident Management	Incident Management	Notification Tables Report Template
	Health and Wellbeing	Injury and Illness Management	
	Audit and Assessment	Audit and Assessment	Audit and Self-Assessment Tool
	Performance Measuring and Reporting and Review	Performance Measuring and Reporting	Monthly Reporting Process

Table 1. AT HSMS Standards and Procedures

3.3 Numbering System

The HSMS has a discrete system for numbering the standards, procedures and any group-level guidelines or tools. Each document will be uniquely identified by its own number. The table below demonstrates how this system operates. A full table of documents and numbers will sit as an accompanying tool to this procedure.



Document	Nomenclature	Document	Nomenclature	Document	Nomenclature
Standard	HS01	Procedure	HS01-01	Guideline/Tools etc	HS01-01-01

The document number for the H&S Policy will be HS01 (there is no standard for this document). The document number for the Overview and Document Control Procedure will be HS01-01. The document number for the full table of procedures will be HS01-01-01 and the document number for Definitions will be HS01-01-02.

3.4 Document Control

The H&S Procedures within the HSMS will be controlled documents which require formal development, review and approval. This will be completed as follows:

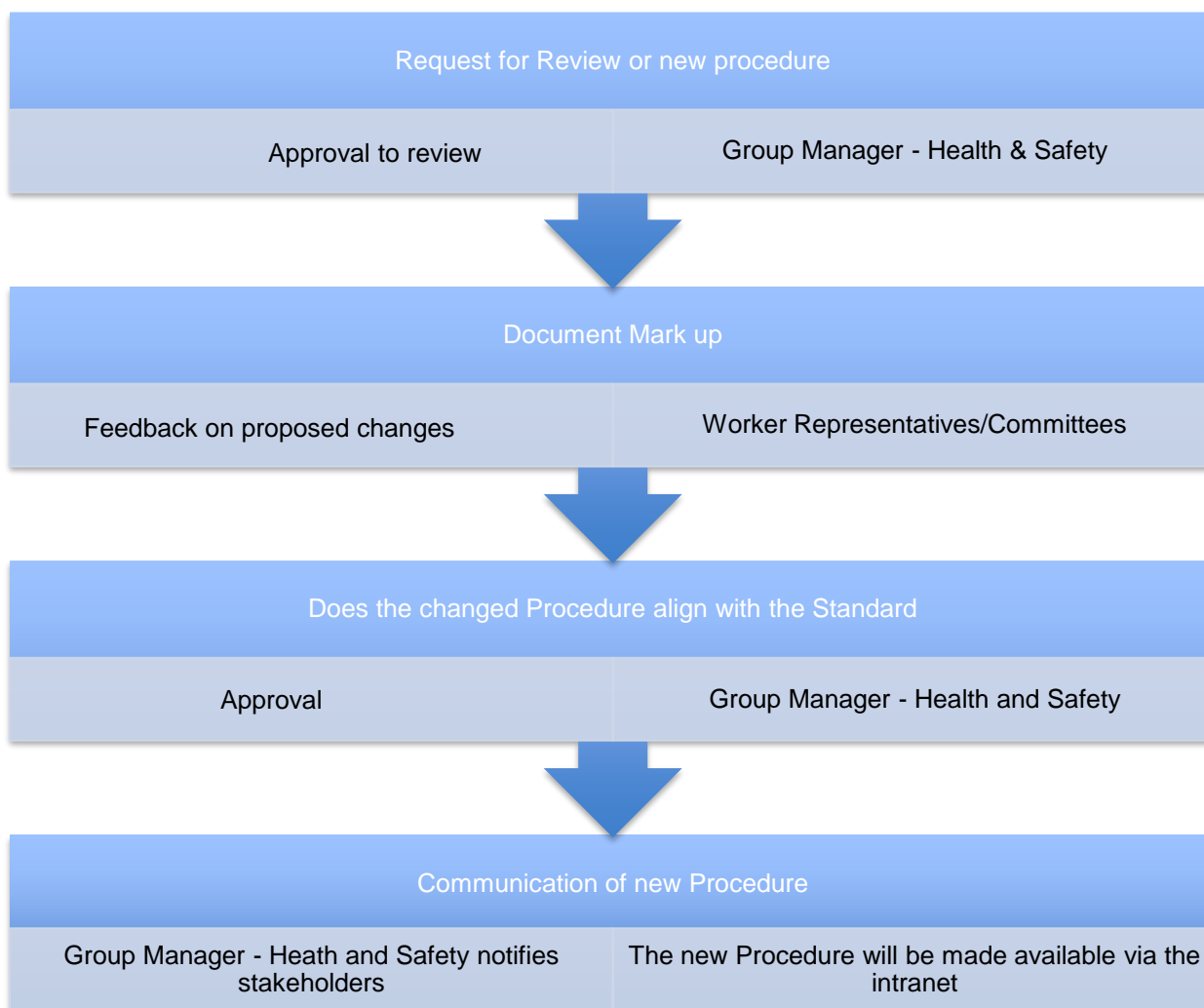


Figure 2. Request for review or New Procedure

This process clearly calls out the need to consult with worker representatives as part of the development or review of procedures. This is a key principle in AT worker participation in H&S and ensuring it occurs is a key responsibility for the Group Manager – Health and Safety.



The table below will appear on all controlled documents and provides information used to determine the currency of the document along with specific information relating to version control, owner and approver.

Document Number	HS01-01
Document Owner	Group Manager – Health and Safety
Document Approver	Chief People Officer
Original Issue Date	July 2016 (version one)
Date Issued	December 2018
Review Date	December 2018

Table 1. Document Control

3.5 Approval Level

The Document Owner must be different from the Document Approver for Standard and Procedure documents. The Document Owner and Document Approver may be the same person for the Guidelines, Tools and Checklist documents.

Document Type	Approval Required By
Policy	AT Board and ELT
Standard	Chief People Officer
Procedure	Chief People Officer
Guideline, Tool or Checklist	Group Manager – Health and Safety

Table 2. Approval Levels

3.6 Document Review Periods

AT will review its HSMS documents every two years. The review will occur prior to the completion of the month shown in the review date box.

Reviews may also be undertaken at any time should the following occur:

- A change to the AT structure, business model or general undertaking necessitates a review.
- A significant event occurs that determines a change to procedure is necessary.
- Legislation or regulation change occurs necessitating review and change to the AT Procedures.
- At the request of the Board, CE or Chief People Officer.
- Where an Audit or Self-Assurance process has determined a change is required and this change is agreed by the Chief People Officer



4 Responsibilities

Chief Executive

- Ensures AT maintains an HSMS system that is able to provide assurance to the Board that the system is robust, used and delivers the intent of the AT H&S Policy.
- Ensures the ELT have H&S objectives within their objectives each year.
- Signs and approves the H&S Policy.

Chief People Officer

- Approves the H&S Standards and ensures the H&S team structure and resourcing level supports the HSMS, its implementation and on-going management.

Executive Leadership

- Are accountable for ensuring that appropriately documented processes specified in this procedure are in place across their area of responsibility.
- Be aware of the HSMS and encourage its use.

Group Manager – Health and Safety

- Ensure that AT’s HSMS standards includes minimum requirements, and procedures are updated as necessary to ensure HSMS support management in meeting their responsibilities.
- Owns HSMS including Standards and Procedures, approves Procedures and ensures they meet the intent of the standards.
- Approves Guidelines Tools and Checklists within the HSMS.
- Conducts governance programs to assess compliance with legislative, external and organisational requirements.

Managers

- Implement and comply with the policy, standards and procedures of AT.

Workers

- Comply with the H&S Policy, Standards and Procedures of AT.

5 Other Information

H&S Definitions (HS01-01-01)

Full table of Procedures (HS01-01-02)

6 Document Control

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