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ANNUAL REPORTS – OH&S Management

The annual report should:

- express a clear commitment by the organisation to OH&S;
- demonstrate that OH&S is embedded in general management systems;
- outline key OH&S objectives and/or specific strategies;
- record future OH&S targets;
- record the resources allocated to OH&S;
- address, where appropriate, specific OH&S issues;
- provide evidence of consultation with employees regarding OH&S;
- address, where appropriate, the OH&S management of contractors.

OH&S Performance

The annual report should:

- provide both negative and positive OH&S key performance indicators;
- where a fatality is recorded, the company's response and preventive actions should be detailed;
- compare the current year's OH&S performance with that of previous years and/or against industry benchmarks;
- record details of OH&S training;
- where appropriate, record the outcomes of any OH&S audits and follow-up actions;
- where appropriate, record any regulatory interventions, including prosecutions and subsequent actions taken by the organisation.
- record the results, where appropriate, of any internal audits and the follow-up by the corporation;
- record any OH&S awards or certificates the organisation has received;
- provide details, where appropriate, of the organisation's contribution to improving OH&S within its industry.

Continuous Improvement

The annual report should:

- provide details of any OH&S innovations;
- where appropriate, give examples of a problem-solving, consultative approach to creating solutions for identified OH&S issues;
- demonstrate that the organisation has kept abreast of OH&S best practice in its industry.

For further information: www.apmgraphics.com.au