

ASSESSMENT 4 – PROJECT REPORT

You are to develop a set of detailed OHS / WHS policies and procedures that:

- Includes an OHS / WHS policy statement
- At a minimum provides Policies and Procedures for:
 - Work Cover
 - Manual Handling
 - Emergency Procedures
 - Fire Safety
 - OHS / WHS Representative functions
 - Smoking policy
 - Sexual Harassment
 - Risk management
- Allows for inductions
- Details dissemination and implementation
- Includes processes for hazard identification
- Allows for identification of occupational injury and disease

You should consider a company type of your own choice for this task. However, as a minimum, the company you are aligning this task to must:

- Employ now (or in the future) at least 25 employees
- Employ both male and female staff
- Produce a product or provide a service

The level to which this task must be completed is as per the attached HR Document.

<p>Student Declaration: I declare that the work submitted is my own, and has not been copied or plagiarised from any person or source.</p>	<p>Signature: _____</p> <p>Date: ____/____/____</p>
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Result: Satisfactory (S) / Not Satisfactory (NS)

<p>Assessor's Feedback:</p> 	
<p>Assessor: I declare that I have conducted a fair, valid, reliable and flexible assessment with this student, and I have provided appropriate feedback.</p>	<p>Signature: _____</p> <p>Name: _____</p> <p>Date: ____/____/____</p>