



Australian Contaminated Land Consultants Association (Victoria) Inc.
OHS Sub-Committee

Policy on Publishing OHS Information

The OHS Sub-committee generates or becomes aware of several types of information that it considers would be useful to make available to Member companies.

The primary means of disseminating the information is via the ACLCA Victoria web site.

The Sub-committee provides qualified information, but not advice.

Health & Safety Alerts are ACLCA badged general information on managing specific aspects of health and safety. Each Alert is to include the following disclaimer:

Disclaimer - This alert is provided to raise awareness of an important safety issue. It does not replace the need for member companies to review and manage their specific risks.

The OHS Sub-committee has written several of these Alerts, and they have been posted onto the OHS section of the web site.

The process involved in generating a Health and Safety Alert is:

1. Discuss the issue at an OHS Sub-committee meeting.
2. If the meeting agrees the issue is of sufficient importance, a sub-committee member will be nominated to prepare a draft Alert.
3. The Sub-committee will review the draft Alert.
4. When the sub-committee agrees that content of the Draft Alert is appropriate it will be forwarded to the ACLCA Executive Committee for endorsement for inclusion on the web site.
5. The ACLCA Executive Officer will then format the Alert complete with ACLCA logo, Disclaimer and date and post the Alert to the web site.

The Health & Safety Alert will be publicly accessible – without the need for member account and password.

Hazard Alerts are reports of accidents or near accidents.

They are generally generated by member companies or their clients as a part of an incident or hazard investigation process. They are written to inform readers and raise awareness of risk activities, and the lessons that have been learnt.

The Sub-committee has considered if these Hazard Alerts should stay badged with the originator's letterhead, or be rebadged onto ACLCA letterhead if a company requests anonymity. The current policy is that the Hazard Alerts be posted to the ACLCA web site exactly as received, including any pre-existing or originator logos.



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Hazard Alerts will not be edited in any way or have the ACLCA logo added.

The process involved in posting a Hazard Alert is:

1. A Hazard Alert is provided to or identified by a member of the ACLCA OHS Sub-committee.
2. If the member of the ACLCA OHS Sub-committee consider the content of the Hazard Alert to be relevant, it will be forwarded to the ACLCA Executive Officer and posted on the web site.
3. All Hazard Alerts posted since the last ACLCA OHS Sub-committee meeting will be discussed, at the next ACLCA OHS Sub-committee meeting, where the posting of the Hazard Alert will either be confirmed or its removal instigated.
4. The ACLCA Executive Officer will report to each executive meeting of the ACLCA Executive on the title and data of all Hazard Alerts added to or removed from the web site since the last executive meeting.

The approval of the executive of the ACLCA Victoria is not required prior to Hazard Alerts being posted to the web site.

The Hazard Alert will be publicly accessible – without the need for member account and password.

General

Except in exceptional circumstances Health & Safety Alerts and Hazard Alerts will not be emailed directly to members.

It is understood that member traffic to the ACLCA Vic website is to be encouraged through a range of initiatives. It is therefore envisaged that new or important OHS information and Alerts be prominently displayed on the homepage and linked to the relevant place at the OHS page.

The OHS web page will provide the details of future sub-committee meetings (time, place and contact).

The OHS web page will provide the names of sub-committee members.

There will also be an **Useful Resources** area on the page where links to relevant OHS information or web sites will be provided.

As the executive has ultimate responsibility for the web site, it may remove or modify content at any time.