



Canon Oceania

Health & Safety

Management System Manual

HISTORY AND APPROVALS


Issue	Date	Change	Authorisation
1	1/10/2007	Initial release	Janet Leslie QSE Manager
2	8/04/2008	Reference to Canon website, HSE Coordinator, HSE Newsletter, Risk Register, Site Hazard Registers, Document Management Procedures, Critical Incident Policies and Procedures, and Management reviews.	Janet Leslie QSE Manager
3	1/05/2008	Clarify scope of system, measurement and evaluation processes and records management requirements	Janet Leslie QSE Manager
4	02/06/2009	Broaden scope to Canon Oceania and reference OHSAS 18001, update site addresses	Janet Leslie QSE Manager
5	13/05/10	Update site addresses and H&S Policy	Janet Leslie QSE Manager

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1. General

1.1. Purpose

The purpose of this manual is to provide a guide to the Canon Oceania Health and Safety Management Systems (HSM Systems). The policies and procedures that collectively comprise our HSM Systems are available to all staff on iCON, the Canon Oceania intranet. References to additional information available on iCON are shown by  *iCON* in this document and printed copies of documents are available on request by interested parties. This manual and key health and safety information is also available to the public via the Canon Australia website, www.canon.com.au and the Canon New Zealand website, www.canon.co.nz. At the time of publication, the Canon Australia HSM System is certified to AS/NZS 4801:2001 and OHSAS 18001:2007. The Canon New Zealand HSM System is undergoing a process of review and improvement towards meeting the requirements of AS/NZS 4801:2001 and OHSAS 18001:2007.

1.2. Scope

Canon's HSM Systems apply to all activities and services of Canon Oceania including;

- sites operated by Canon Oceania as outlined in Section 17
- persons working on or visiting Canon controlled sites in Australia and New Zealand
- Canon Oceania Personnel, including Canon Australia, Canon Finance Australia (CFA) and Canon New Zealand employees

Canon Information Systems Research Australia (CiSRA) is outside the scope of the Canon Oceania Health and Safety Management System.

1.3. Authority

This manual is authorised by the Managing Director of Canon Australia Pty Ltd, Mr Kenji Kobayashi.

 *iCON*

(AUS)

Standards on Line
Office Locations

(NZ)

Standards New Zealand

(AUS & NZ)

Canon Oceania Organisational Chart

2. Health and Safety Policy

The Canon Oceania Health and Safety policy is available on iCON and is prominently displayed in public areas at all Canon Oceania sites and on its respective websites. The policy is reviewed annually by the Canon Oceania People Committee.



Canon Oceania Health and Safety Policy

Canon's philosophy of *kyosei* – *living and working together for the common good* – guides our Health and Safety Policy. We believe that everybody who works for Canon has a right to be healthy and safe at work. This right also applies to people who visit our premises or use our products and services. We will make resources available to ensure that we comply with all applicable health and safety legislation and that our workplaces, products and services are safe and without risk to health.

Health and Safety Objectives Canon's health and safety objectives are to:

- promote a culture of safety
- achieve an injury free workplace
- promote the wellbeing of our employees

Consultation and Management System We value the knowledge and opinions of our employees and other stakeholders and recognise the importance of systematic consultation on matters affecting health and safety. For this reason we maintain active regional health and safety committees. In order to meet its objectives Canon will continually improve its health and safety management system and monitor and report on its performance against specific objectives and targets.

Managers Responsibilities Managers and Supervisors are responsible for making health and safety part of every day business. This means:

- Consulting with employees about health and safety in team meetings and on other occasions
- Responding promptly and effectively to identified hazards and incidents
- Making sure that the hazards and risks associated with all activities, products and services under their control are identified and effectively managed
- Ensuring that employees receive appropriate training and supervision so that they can perform their jobs safely
- Remaining aware of health and safety policies and procedures and making sure they are implemented.
- Encouraging and supporting the activities of the health and safety committees.

Employees Responsibilities Employees are responsible for:

- Complying with health and safety policies procedures and guidelines
- Working and behaving in a way that is safe for themselves and others
- Identifying unsafe conditions and immediately rectifying them if safe to do so
- Reporting hazards and incidents promptly
- Consulting with Canon and their managers to continually improve safety.

Contractors and Sub-Contractors Responsibilities

Contractors and sub-contractors are responsible for ensuring that their activities are undertaken safely. They must comply with their legal obligations and with Canon's health and safety policies, procedures and programs.

Kenji Kobayashi
Managing Director
Canon Australia
Chairman CISRA

14 May 2010

3. Hazard and Risk Management

3.1. Risk Management

Canon Oceania applies a four step process for health and safety hazard and risk management;

Identify – identify the hazard which creates the risk using any of the tools outlined in part 5 of this document.

Assess – assess the level of risk posed by the hazard using the matrix or tie line risk assessment tool.

Control – apply the hierarchy of controls to eliminate or mitigate the risk.

Review – review the risk after the control is enacted.

3.1.1 Responsibility

The management of health and safety risk is a shared responsibility. Everyone at Canon Oceania is responsible for identifying hazards in their workplace. Once hazards are identified it must be recognised that everybody will perceive the level of risk presented differently, based upon their knowledge and experience. For this reason it is important to consult with others when deciding upon the level of present or potential risk. Depending upon the situation, external subject matter experts, colleagues, managers, regulatory authorities, suppliers or manufacturers should be consulted. In all cases people exposed to the hazard (i.e. the staff members) must be consulted, because they will often have the greatest practical knowledge of the potential risk and appropriate control methods.

3.1.2 Application

The management of risk permeates all activities at Canon. Early consideration usually leads to the most effective and cost effective control of risk,

Health and safety hazards and risks **must** be considered when;

- Planning a new work process
- Designing/Introducing new products and services
- Setting up and using a workplace
- Purchasing new tools, equipment, chemicals or plant
- Installing, commissioning or erecting plant
- Making changes to existing workplaces or work processes
- New information about a work process, equipment, chemical or plant becomes available

3.2. Hazard Identification, Assessment and Control

The identification, assessment and control of hazards in all Canon Oceania workplaces before they can impact people, equipment or the environment is the core function of Canon Oceania's HSM systems. All hazards and incidents must be reported immediately they are observed. Hazards and incidents can be reported through the Canon Health, Environment and Safety System (CHESS) or directly to your manager/supervisor, or the manager/supervisor responsible for the site.

There are a number of methods for identifying, assessing, controlling and reporting hazards depending on the situation (table 1 overleaf);

Application	Tools (Australia)	Tools (New Zealand)
Hazard identified or Incident occurs	CHES Hazard and Incident Report, Field Hazard Assessment Tool.	Health, safety, environmental incident report, Hazard report form, Significant hazard control plan - general
Serious incident occurs	Incident Investigation	
Regular inspection to identify hazards	Workplace Inspection Checklists, Plant Daily Inspection Checklists	HSE Inspection checklists, workplace inspection and report
Assurance that defined processes are effectively implemented.	Internal and external audit reports	Internal and external audit reports
Evaluation of a new activity/planned purchase/location	Job safety and environment analysis (JSEA), simple and obvious hazard/risk assessment	
Contracted work on Canon premises	Contractor management and work permit process	Contractor Management
All canon processes/activities	Safe operating procedures, JSEA,	
Purchase, use & disposal of chemicals	MSDS, JSEA, simple and obvious hazard/risk assessment, approved chemicals register	Chemical register, MSDS, Approved chemicals application form.
Installing/maintaining customer's equipment	Field Hazard Assessment Tool	
Using Plant & Equipment	Inspection checklists for forklifts, vehicles	Significant hazard control plan – motor vehicles
Risk review	Risk register, site hazard registers	Hazard register, site hazard assessment registers

Table 1 – Hazard identification, Assessment and Control Methods

Once hazards are identified and risks analysed, controls are applied using the hierarchy of controls outlined in clause 3.4. The management of hazards and incidents is the joint responsibility of everyone at Canon. Key roles in the process are outlined in diagram 1 as follows;

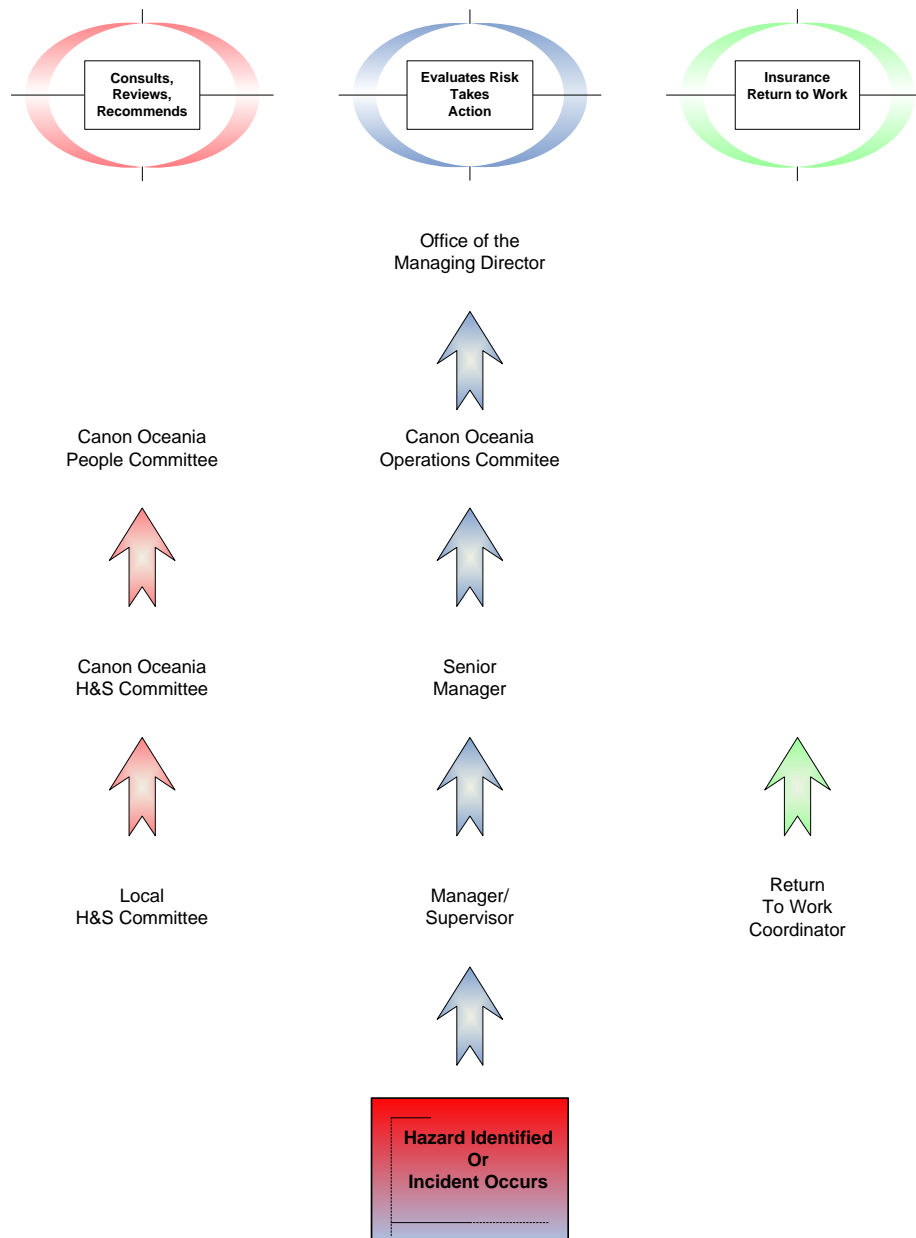


Diagram 1 – Responsibility Structure

3.3. Incident Investigation

All incidents regardless of severity must be investigated. The level and complexity of the investigation will be determined by the severity of the incident and the associated risks. Minor incidents are to be investigated locally. Records must be kept in accordance with the Maintenance of H&S Records Policy. Where the incident has a serious outcome or the hazards associated with the incident present a significant risk, a formal detailed investigation must be conducted in accordance with the incident investigation policy.

3.4. Preventive and Corrective Action

Canon Oceania has a number of processes to ensure that appropriate preventive and corrective actions are taken to address identified hazards and risks.

Where the risk is immediate and a method of controlling the risk is obvious, immediate corrective actions should be taken as an interim measure, while further investigation and assessment is undertaken. The following hierarchy of control **must be used** when determining measures to eliminate or control risk.

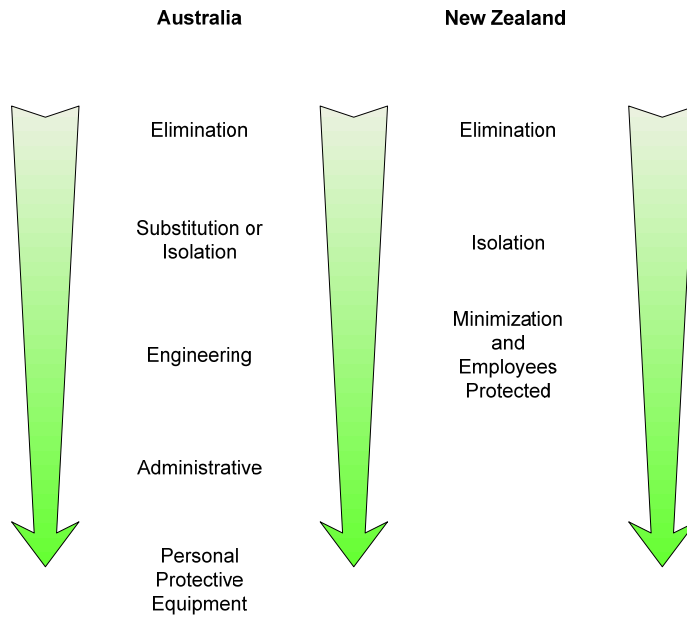


Diagram 2 – Hierarchy of Control

Corrective actions to eliminate or mitigate risk are determined and reviewed in consultation with relevant stakeholders and the findings documented in CHES, JSEA's and the risk register.

<p> iCON (AUS)</p> <ul style="list-style-type: none"> CHES reporting process HSE site inspection checklists HSE site inspection policy HSE site inspection procedure Field Hazard Assessment Tool Forklift daily checklist JSEA Risk Assessment tool - Matrix Risk Assessment Tool - Tie Line Vehicle Checklist HSE Risk Register Site Hazard Registers 	<p>(NZ)</p> <ul style="list-style-type: none"> Hazard Report Form Hazard Register Sales and Service Staff Hazard Register
<p>(AUS & NZ)</p> <ul style="list-style-type: none"> HSE incident investigation policy HSE site inspection checklists 	

4. Purchasing

Health and safety risks **must** be considered in accordance with the HSE Purchasing policy and procedures before purchasing any product or service.

<p> iCON (AUS)</p> <ul style="list-style-type: none"> HSE Purchasing Policy HSE Purchasing Procedures
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5. Injury Management

All employees are covered by Canon's workers compensation insurance. While aiming to prevent injury, Canon Oceania is committed to ensuring that injured workers are provided appropriate assistance in their recovery and return to work. This includes assisting in the provision of necessary treatment and rehabilitation and the preparation of a formal return to work program to ensure safe timely and durable return to work. Details are outlined in the Return to Work Policy and associated procedures.

 iCON (AUS)		(NZ)	
Return to Work Policy	Injury Management Procedure	Workers Compensation Claims Management Procedure	Work Injury Report Accident and Injury Reporting Rehabilitation Health & Safety/Accident Reporting Flowchart

6. Legal Compliance

6.1. General

Canon Oceania subscribes to services which identify the legal and other obligations that are applicable to the company's activities, products and services. Subscription services include; Law Guides Australia, SAI Global (Standards Australia), Standards New Zealand and Tonkin and Taylor (NZ). Periodic updates highlighting changes are reviewed at each Oceania Health and Safety Committee meeting. Relevant people are advised and procedures are modified where necessary.

In addition to the subscription services, Canon employees maintain awareness of potential changes in legal and other obligations through active involvement with relevant industry associations and standards committees and through trade publications and other media.

The Technical Services Department is responsible for identifying potential changes to legislation applying to Canon's products. This department is also responsible for keeping Canon Inc informed of any changes to such legislation and for ensuring compliance with local product safety requirements. Records are kept in the compliance database maintained by Technical Services. Technical Services is responsible for the maintenance of current Material Safety Data Sheets (MSDS).

6.2. Compliance Evaluation

Continuing compliance with identified legal and other obligations is monitored by the Oceania Health and Safety Committee and the Office of the Managing Director in various ways, including regular review of;

- Changes applicable to the business
- Internal audit and site inspection reports
- Health and safety performance results
- Incident and near miss reports
- Incident investigations
- Comments from interested parties

In addition each company conducts an annual review of compliance with legal and other obligations using the Lawguides audit checklists.

 iCON (AUS)		(NZ)	
Standards on Line	Law Guides Australia	HR Metrics	Standards New Zealand

7. Objectives and Targets

Canon Oceania aims to achieve a workplace that is free from risk of injury, illness, damage to property or damage to the environment. We achieve this aim by; developing and maintaining a culture of safety throughout all parts of the organisation, making health and safety an integral part of business decision making in all aspects of business activity, eliminating and controlling risk and providing appropriate information, training, supervision and safe equipment.

Achievement of these aims is determined by measuring performance in the following key areas;

- Reduction in the LTI Incident rate annually
- Reduction in the LTI average days lost rate annually
- Workplace inspections being conducted as planned
- HS/E Committee meetings being conducted as planned
- Emergency evacuation exercises being conducted as planned
- Employee satisfaction survey results

Performance targets related to these key areas are set nationally and implemented by inclusion in balanced scorecards at relevant levels of the organisational structure. Individual performance is then monitored through the existing performance management process.

Performance is monitored at appropriate levels including;

- Quality, Safety and Environment Manager
- Canon Oceania Health and Safety Committee
- Office of the Managing Director
- Canon Oceania People Committee
- Branch/Site HSE Committees

iCON	
(AUS)	(NZ)
HR Metrics Standards on Line	Standards New Zealand H & S Action Plan Objectives, Targets and Plans

8. Responsibilities

8.1. Office of the Managing Director

Responsible for:

- Communicating Canon Health and Safety Policy and objectives
- Providing health and safety leadership
- Setting Canon Oceania objectives and plans to ensure that policy, legislative and business needs are met
- Providing resources (human resources, training, skills, infrastructure, technology, capital) for effective implementation of the Canon Oceania HSM Systems to ensure that health and safety policy and objectives are achieved
- Reviewing the health and safety performance of the company and continually improving the health and safety management system as a result
- Providing a safe working environment, safe systems of work, safe tools and equipment
- Ensuring compliance with State and Territory legislation relevant to health and safety
- Establishing and promoting a corporate culture that encourages and embraces meaningful consultation as standard business practice

8.2. Quality, Safety and Environment Manager

Responsible for:

- Ensuring that the HSM Systems are established, implemented and maintained in accordance with the requirements of AS/NZS 4801 and OHSAS 18001:2007
- Reporting to the Canon Oceania People Committee and the Office of the Managing Director on the performance of the HSM Systems for review, including recommendations for improvement
- Providing subject matter expertise to managers and staff
- Authorise health and safety policy and procedures
- Maintaining the HSE Committee structure

8.3. Canon Oceania Health and Safety Committee

The Oceania Health and Safety Committee is responsible for liaison with internal and external stakeholders to develop policies and procedures that will ensure alignment with Canon policies and objectives, including compliance with legal obligations and other stakeholder requirements.

Activities within this scope include:

- Develop and recommend health and safety policy and procedures.
- Recommend safety goals and targets.
- Monitor and report health and safety performance, including performance against agreed objectives and targets and legal compliance
- Provide a focal point for health and safety communications
- Monitor changes in legal and other obligations
- Review health and safety audit results and corrective action.

The committee does not have the authority to authorise policy or procedures. However, once policies and procedures are authorised by the QSE Manager and Manager of the relevant business unit, it is the responsibility of the committee to report on ongoing compliance.

8.4. Branch/Site Health, Safety and Environment Committees

Responsible for;

- Facilitating cooperation between Canon management and employees, in initiating, developing, implementing and monitoring measures designed to ensure health and safety
- Assisting in the resolution of issues relating to health and safety
- Assisting in the development, review and communication (in appropriate languages) of health and safety procedures and policies to employees
- Consulting with the employer on any proposed changes to the health and safety procedures and policies
- Assisting in the development, implementation and monitoring of annual Health and Safety Plans
- Providing the chairperson of the committee as a member of the Oceania Health and Safety Committee
- Maintaining and disseminating documented records of the committees activities in the form of meeting minutes, agendas and memoranda to all employees via noticeboards, email and iCON
- Developing and implementing a constitution for the operation of the committee
- Site inspections

Detailed terms of reference for each committee are developed and implemented by the committee in consultation with local employees and management. Terms of Reference are available for view to all staff on iCON.

8.5. Technical Services Department

Responsible for:

- Managing product and chemical legal compliance including compliance with product-related safety and other obligations
- Advising the Quality, Safety and Environment Manager about product-related safety issues

- Communication with Canon Group about:
- Current and future legal requirements related to Canon products
- Notifying the Canon Inc. of any safety related problems concerning Canon products.

8.6. Managers

Managers are responsible for the same activities as the Managing Director and Executive Committee as applied to their workgroup. Specific responsibilities include;

- integrating health and safety in normal business decision making
- consulting with staff about occupational health and safety
- planning, developing, implementing, monitoring and reviewing health and safety programs
- controlling risk to provide and maintain a safe and healthy workplace
- Establishing and promoting a corporate culture that encourages and embraces meaningful consultation as standard business practice
- Supporting Health and Safety Committees for their departments, sites or operational units
- Providing information relevant to workplace health and safety to all employees
- Ensuring the inclusion of health and safety on the agenda for all operational meetings
- Enabling the provision of relevant training for Health and Safety Committee members and Health and Safety Representatives
- Engaging subject matter experts as appropriate
- Monitoring effectiveness of consultation

8.7. All Staff

Responsible for;

- complying with Canon's health and safety policies and procedures
- working and behaving in a way which is safe and does not endanger themselves or others
- reporting and rectifying, where safely possible, any unsafe conditions
- actively participating in health and safety consultative arrangements
- immediately reporting all hazards, incidents and near misses identified in the workplace

 *iCON*

(AUS)

Branch/Site HSE Committee Terms of Reference
Health and Safety Implementation Guidelines for Divisional and Branch Managers

(NZ)

H & S Responsibilities (NZ)

(AUS & NZ)

Oceania Health and Safety Committee Terms of Reference

9.2. Communication Methods

Canon uses various communication methods for the communication of health and safety information including;

- a standing agenda item on all operational meeting agenda's
- a regular topic featured in Insight, the Canon Australia staff magazine
- Quarterly HSE Newsletter
- Crisis Communications Policy for Corporate Communications
- Customer Care Crisis Communications Policy
- Safety Sheets
- Product Advisories
- Friday Flash – weekly email staff bulletin
- KeyP-UP sessions – quarterly meetings with staff at all sites
- Branch meetings
- iCON – corporate intranet
- Canon Australia Website (www.canon.com.au)
- Canon New Zealand Website (www.canon.co.nz)

iCON

(AUS)

Corporate Communications Crisis Communications Policy
Customer Care Crisis Communications Policy
Communications Central
Safety Sheets
Product Advisories

(AUS & NZ)

HSE Committee meeting minutes

10. Training and Supervision

10.1. General

Health and safety training begins on the first day of employment for all Canon staff and continues throughout their tenure with Canon. Through the provision of such training, information and supervision Canon ensures that; people are informed about the risks associated with their role, and about existing measures to control or eliminate those risks. They are also able to recognise and manage hazards in the workplace

Training needs are identified through a process where standard health and safety competencies are identified for each position and covered when someone is first employed (Compliance Training Matrix available from Human Resources). Ongoing training needs analysis, takes place through our regular performance review process and Personal Development Plans. This process gives due consideration to the language and literacy needs of the individual.

10.2. Induction

Each new employee receives induction training that covers the following:

- Corporate and site arrangements for the management of health & safety.
- Health and safety procedures relevant to the specific tasks undertaken by individual.
- How to access information relating to health and safety.

Procedures for the management and induction of new employees are available under the HR pages of iCON as are the recommended health and safety competencies for job functions. The employee's manager or supervisor is responsible for ensuring that the new employee has the necessary competencies to perform their role and that they receive appropriate supervision in the performance of that role. The nature and extent of supervision must be determined giving consideration to the competence, experience and age of the employee.

10.3. Management Training

All managers and supervisors are provided additional training as part of the Manager Accountability Development Program to ensure that they are aware of their responsibilities under the Health and Safety Management System. This training includes legislative responsibilities for managers and supervisors, health and safety representatives training plus training in the principles of health and safety risk assessment and control.

10.4. Technical Training

Product training and technical documentation for technical staff includes information about product specific hazards. Additionally generic technical hazards such as electrical and chemical safety are identified during technical product training.

11. Reporting

11.1. Performance

Health and safety performance reporting is a critical step in monitoring the achievement of Canon's health and safety goals. Performance reports measured against the key performance areas, outlined in section 7 of this manual, are presented to the Executive Committee, Divisional Managers and Branch Managers based upon the performance of the areas of the business under their control.

Performance reports to the Canon Oceania People Committee are prepared and presented by the QSE Manager, while reports to Divisional and Branch Managers are prepared and presented by the divisional or branch Health, Safety and Environment Committees.

Health and safety performance is reported publicly, in the Canon Oceania Sustainability Report, published on the Canon Australia website.

11.2. Mandatory

New Zealand and all Australian states and territories in which Canon Oceania operates, have specific requirements for the mandatory reporting of certain injuries and incidents to regulatory authorities. Mandatory Notification Guidelines, including site and pro-forma links are available on iCON to aid managers and supervisors in determining their obligations to report certain occurrences to their state or territory regulatory authority.

📁 iCON	
(AUS)	(NZ)
CHES Reporting Process	HSE site inspection policy
HSE site inspection procedure	Accident and incident reporting
Forklift daily checklist	Work injury report
JSEA	Accident Compensation Commission (ACC)
Mandatory Notification Guidelines	Regulations
(AUS & NZ)	
HSE site inspection checklists	
HSE incident investigation policy	
Canon Oceania Sustainability Report	

12. Document and Records Management

Canon Oceania documents are controlled in accordance with the Canon Quality system as documented in the Quality Manual. In general, documents are controlled through iCON with the document on the system being the current version. All printed documents are deemed to be uncontrolled. Documents are approved by the following representatives and only these people have authority to create and modify documents on the nominated sections of iCON.

iCON Section	Owner
Canon Oceania Health and Safety Policy	Managing Director
Canon Australia Health and Safety Page	QSE Manager/QSEP Manager/HSE Coordinator
Canon New Zealand Health and Safety Page	Human Resources Generalist/Executive Secretary
Branch Health and Safety Page	Branch Health and Safety Chairperson

Table 2 – iCON Ownership

External documents such as Law Guides, Standards and Legislation are controlled through subscription to on-line databases, which maintain up-to date versions of all documents.

Health and safety records are controlled in accordance with the Maintenance of Health and Safety Records Policy, which details responsibility for holding, storing, retaining and disposition of records.

iCON (AUS)	(NZ)
HSE Document Control Policy	Document Control Register
Maintenance of Health and Safety Records Policy	
Policy Template (Process Management Page)	
Procedure Template (Process Management Page)	

13. Emergency Readiness

Every Canon site has its own Emergency Procedures Manual outlining the site specific measures to be undertaken to ensure that the site is ready to manage emergency situations; Site Emergency Procedures Manuals are available for all staff on iCON and in hard copy.

Though emergency procedures will vary depending upon the needs of the site, all are based upon the following basic principles;

- In areas where Canon is co-located within a building managed by another company, the Emergency Evacuation Procedure of that building must be followed.
- Practice emergency drills are regularly conducted on all sites
- Wardens and First Aid Officers are appointed at all sites.
- Wardens and First Aid Officers are easily identified by distinctly coloured helmets or clothing.
- Wardens are responsible for directing staff to the assembly point via the nearest safe exit.
- Lifts are not to be used in the event of an emergency, nor are staff to evacuate to underground car parks
- The Chief Warden will assume control of the occupants of the building, from the time that an alarm is sounded, until the arrival of emergency services.
- All personnel are to follow the instruction of wardens until emergency services personnel assume control.
- No person is to re-enter any building without the express permission of the Chief Warden or, emergency personnel

Critical incidents are managed in accordance with Canon’s Critical incident policy and procedure. The management of critical incidents is aimed at ensuring the ongoing welfare of staff involved in or exposed to incidents which cause distress.

iCON (AUS)	(NZ)
Branch/Site Emergency Procedures Manuals	Emergency Response Manual
Critical Incident Policy	
Critical Incident Procedure	


14. Contractor Management

All contractors and sub-contractors engaged to perform work on Canon premises or other nominated locations, are required to comply with relevant Legislation, Standards, Codes of Practice and Canon's health and safety policies, procedures and programs and to maintain current public liability and workers compensation insurance.

The selection and management of contractors is governed by the Contractor Management Policy and Procedures which require that HSE requirements are included at every stage from contractor selection and approval, to completion and finalisation of work. These documents outline the responsibilities of all parties and the principles for the management of contractors. Briefly these are:

Role	Responsibilities
Canon Contract Managers	<ul style="list-style-type: none"> - Reviewing the health and safety risks associated with the job - Ensuring that the contract includes <ul style="list-style-type: none"> - standard health and safety requirements - any additional controls considered necessary in view of the risk assessment
Canon Site Managers	<ul style="list-style-type: none"> - Induction - Work permits for hazardous work - Ensure contractors have Safe work method statements - Risk Assessment - Supervision
Contractors	<ul style="list-style-type: none"> - Comply with Health and Safety legislation - Provide and follow safe work systems, policy and procedures - Practice safe working habits - Use PPE, equipment and safety devices - Report hazards or risks - Know emergency procedures, including first aid - Comply with environmental legislation and company policies and procedures.

Table 3 – Contractor Management Responsibilities

<p> iCON (AUS)</p> <p>Contractor Management Policy Contractor Management Procedures Standard HSE Terms and Conditions for contracts Contractor Health, Safety and Environment Guidelines</p> <p>(AUS & NZ) Contractor Induction Form Contract Register</p>	<p>(NZ)</p> <p>Contractor Agreement</p>
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15. Measurement and Evaluation

15.1. General

The key elements of Canon Oceania's operation that present a risk to the health and safety are identified in H&S Risk Registers in Australia and New Zealand. These elements are monitored by a combination of;

- Site inspections
- Vehicle inspections/Forklift inspections
- Routine maintenance activities
- Internal audits

15.2. Health Surveillance

Canon Oceania does not undertake any activities or use any substances that require mandatory Health Surveillance in accordance with the National Guidelines for Health Surveillance, NOHSC 7039. Additional health surveillance requirements are determined based upon the findings and recommendations of hazard assessments, job safety analysis or other appropriate safety recommendations from internal or external sources.

15.3. Audit

The Internal Audit Department conducts audits of the Canon Oceania HSM Systems in order to evaluate compliance with:

- Legal and other obligations
- Canon Oceania HSM Systems policies and procedures
- AS/NZS 4801: Occupational Health and Safety Management Systems
- OHSAS 18001:2007 Occupational Health and Safety Management Systems Requirements
- ACC Workplace Safety Management Practices Audit Standard (NZ only)

These audits are supported by operational audits conducted by the QSE team, focussing on implementation of policy and procedure and identification of opportunities for improvement.

Audits are conducted in accordance with an annual audit program that is developed taking into account current risks and which ensures that each Branch is audited at least once per year. Audits are conducted in accordance with the Canon Oceania Audit Procedures and the Canon Oceania Internal Audit Manual. Results are reported to the Audit Committee, Oceania Health and Safety Committee and the QSE Manager. Corrective actions are followed up through the audit log.

15.4. Management Review

The Canon Oceania People Committee meets at least quarterly to review the ongoing adequacy and effectiveness of the HSM Systems in achieving Canon's health and safety policy objectives and to identify opportunities for improvement. Decisions and actions taken in response to the review, including consequent changes to the HSM Systems are recorded in the minutes and stored on iCON.

The review results, including decisions, actions and recommendations are reported to the Executive Committee and relevant managers.

Management review occurs at multiple management and structural levels of the company including;

- Quarterly review by the Executive Committee
- Monthly review by the Oceania Health and Safety Committee
- Monthly review by Managers of Business Units

16. Glossary of Terms

Act

A law (legislation) passed and enacted by a state or territory parliament, also commonly known as an Act of Parliament. Acts are the principal pieces of law covering, in this case, health and safety in the workplace.

Approved Code of Practice

An approved code of practice provides practical guidance to meeting legislative obligations required by Acts and Regulations. It should always be followed unless there is another solution which achieves the same or a better standard of health and safety in your workplace.

AS/NZS 4801

The joint Australian and New Zealand standard for Occupational health and safety management systems – Specification with guidance for use, published by Standards Australia International Ltd and Standards New Zealand.

Canon Health, Environment and Safety System (CHESS)

Chess is an on line data management system for; hazard and incident reporting, site inspection, audit, contractor management, corrective actions and performance reporting. Includes automated workflow feature for email notification of required actions.

Contractor

A contractor is any person (other than a Canon employee) or a company performing work for, or on behalf of Canon.

Corrective Action¹

Action to eliminate the cause of a detected nonconformity or other undesirable situation.

Hazard

A hazard is a source or a situation with a potential for harm in term of human injury or ill health, damage to property, damage to the environment, or a combination of these.

Hazard/Risk Assessment²

In Australia the term "risk assessment" is used to mean the overall process of estimating the magnitude of risk and deciding what actions will be taken.

In New Zealand the term "hazard assessment" is used to mean the overall process of determining whether a hazard is significant.

Health and Safety Management System (HSM Systems)

That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the health and safety policy, and so managing the risks associated with the business of the organisation.

Hierarchy of Control

A hierarchical structure of actions that can be used to control risk, listed in order of effectiveness.

Incident

An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

Job Safety and Environment Analysis (JSEA)

A JSEA is the process of; defining the tasks which form a job, identifying the safety and environmental hazards associated with the tasks, assessing the risk posed by those hazards, identifying potential control measures, re-assessing risk assuming implementation of the control measure and making recommending for safety improvements.

Lost Time Injury (LTI)

An injury or illness that occurs in the workplace as a result of an activity, or exposure to a hazard and results in at least one full days absence from work.

LTI Average Days Lost Rate

The average days lost per LTI.

LTI Incident Rate

The rate of LTI injuries or illnesses expressed as per 100 employees.

Preventive Action³

Action to eliminate the cause of a potential non conformity or other undesirable potential situation.

Note: Preventive action is taken to prevent occurrence whereas corrective action is taken to prevent recurrence

¹ Definition from ISO 9000

² Definition from AS/NZS 4801:2001

³ Definition from ISO 9000

Regulations

Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.

Risk

Risk is a combination of the likelihood and consequences of any injury or harm occurring.

Significant Hazard (NZ)

A hazard that is an actual or potential cause or source of serious harm; or harm (being harm that is more than trivial), the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or

Significant harm is harm that does not usually occur or usually is not easily detectable, until a significant time, after exposure to the hazard.

Significant Risk (AU)

The risk posed by a hazard which is assessed by use of Risk Assessment Tools as having a high or extreme risk.

17. Canon Oceania Sites

State/Territory/Region	Name	Location
Auckland	NZ Head Office	Akoranga Business Park, Akoranga Drive, Northcote, Auckland, 0622
Auckland	Integrated Service Centre	120 Carbine Road, Mt Wellington, Auckland, 1060
Australian Capital Territory	ACT Branch	Unit 1, 65 Tennant Street, Fyshwick, ACT, 2609
Bay of Plenty	Rotorua Branch	334 Te-Ngae Road, Lynmore, Rotorua, 3010
Bay of Plenty	Tauranga Branch	93 Cameron Road, Tauranga, 3119
Canterbury	Christchurch Branch	1 Washington Way, Christchurch, 8011
Manawatu	Lamberts Business Systems	Cnr Walding & Lombard Streets, Palmerston North, 4410
New South Wales	Head Office	1 Thomas Holt Drive, North Ryde, NSW 2113
New South Wales	Oceania Distribution Centre	3 Davis Road, Wetherill Park, NSW, 2164
New South Wales	Sydney City Branch	Level 2, 1 Chifley Square, Sydney, NSW, 2000
Otago	Dunedin Branch	432 Great King Street, Dunedin, 9016
Queensland	QLD Branch	18 Southgate Avenue, Cannon Hill, QLD, 4170
South Australia	SA Branch	1 South Road, Thebarton, SA, 5031
Southland	Invercargill Branch	112 Spey Street, Invercargill, 9810
Taranaki	Lamberts Business Systems	1 Liardet Street, New Plymouth, 4310
Tasman	Nelson Branch	Cnr Vanguard and Parere Streets, Nelson, 7010
Victoria	VIC Branch	Building 1, Unipark, 195 Wellington Road, Clayton, VIC, 3168
Victoria	VIC City Office	179 Queen Street, Melbourne, VIC, 3000
Waikato	Hamilton Branch	115 Rostrevor Street, Hamilton, 3024
Wellington	Wellington Branch	23-25 Jarden Mile, Ngauranga, 6035
Western Australia	WA Branch	68 Hasler Road, Osborne Park, WA, 6017

18. Cross Reference with AS4801, OHSAS 18001 and Canon Oceania HSM Systems Manual

AS/NZS 4801	OHSAS 18001	HSM SYSTEMS MANUAL SECTION
General Requirements	General Requirements	
4.1 General Requirements	4.1 General Requirements	HSM Systems Manual
OHS Policy	OH&S Policy	
4.2 OHS Policy	4.2 OHS Policy	2
Planning	Planning	
4.3.1 Identification of hazards, hazard/risk assessment and control of hazards/risks	4.3.1 Hazard identification, risk assessment and determining controls	3.1, 3.2, 4,
4.3.2 Legal and other requirements	4.3.2 Legal and other requirements	6.1, 6.2
4.3.3 Objectives and targets	4.3.3 Objectives and programme(s)	7
4.3.4 OHS management plans		7, 8.1, 8.7
Implementation	Implementation and Operation	
4.4.1 Structure and responsibility	4.4.1 Resources, roles, responsibility, accountability and authority	8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 17
4.4.2 Training and competency	4.4.2 competence, training and awareness	10.1, 10.2, 10.3, 10.4
4.4.3 Consultation, communication and reporting	4.4.3 Communication, participation and consultation	8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8
4.4.4 Documentation	4.4.4 Documentation	12
4.4.5 Document and data control	4.4.5 Control of documents	12
4.4.6 Hazard identification, hazard/risk assessment and control of hazards/risks	4.4.6 Operational control	3.1, 3.2, 3.4, 4, 14
4.4.7 Emergency preparedness and response	4.4.7 Emergency preparedness and response	13
Measurement and Evaluation	Checking	
4.5.1 Monitoring and measurement	4.5.1 Performance measurement and monitoring	15.1, 15.2, 15.3
4.5.2 Incident investigation, corrective and preventive action	4.5.3 Incident investigation, nonconformity, corrective action and preventive action	3.3, 3.4
4.5.3 Records and records management	4.5.4 Control of records	12
4.5.4 OHSM Systems Audit	4.5.2 Evaluation of compliance, 4.5.5 Internal audit	15.2
Management Review	Management Review	
4.6 Management review	4.6 Management review	15.4