



## Activity 4

**Keep a copy of this Activity for your Assessment Portfolio.**

### **Advise in integration of quality, environment and safety**

Your manager decides that it would improve efficiency and reduce costs if the quality, environment and safety functions were integrated. They have asked you to provide a report addressing the advantages and disadvantages of the proposal and, should it go ahead, recommendations to ensure that the effectiveness of each function is maintained.

Prepare a report of no more than five pages that addresses these issues. Make sure that you reference either or both of the following:

- *AS 4581 – 1999 Management System Integration – Guidance to business, government and community organisations* (Standards Australia, 1999).
- *GB 013 – 2004 Integrated Management Systems (IMS)*. (British Standards Association, 2004). This series of books covers the development of manuals, implementation and operation of the integrated system and examples of good practice (available from Standards Australia).

You should also demonstrate that you have considered the nature of your organisation and the safety and environment hazards and risks, as well as the likely quality issues.



## Activity 5

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### **Advise on integration of WHS within the overall management approach**

Select a workplace with which you are familiar and where you can access management documentation. Your task is to review relevant management documentation to evaluate the extent to which WHS is integrated into the overall management approach.

The questions considered should include the following:

- Do position descriptions, key result areas or criteria for performance appraisals address specific requirements for WHS related to that position?
- Are there any other processes for holding managers accountable for meeting their WHS responsibilities?
- Is WHS a regular agenda item at board, senior management, supervisor and work group meetings?
- Is there a strategic planning process, if so, is WHS an integral part of the planning process?
- Is there evidence that WHS matters are considered in management decision-making, especially where there are budget implications?
- Are there any guidelines for managing the balance between WHS and profitability?
- Is WHS considered in the contractor management process?
- Is WHS considered in the purchasing of materials and equipment?
- Is WHS considered in the recruitment and selection process?
- Is training perceived as a demand on resources or is valued and seen as a process rather than an event?

Prepare a report for your manager outlining your findings and comparisons with the benchmarks set in the organisational maturity scale. (*Refer to the references at the end of this learning guide for more information on maturity scales*). As a guide, this report should be not more than five pages, plus any attachments.