

# AFDA Express Version 2 Index

## Work Health and Safety

2020

## INDEX

This index lists the records, activities, classes and related key terms in the Work Health and Safety function of AFDA Express in single alphabetical sequence.

Indexed references should only be used as a guide to the Authority. The main access tool should be the function and class scope notes.

### A

- accident registers, 62648
- accidents and incidents, work health and safety,
  - child sexual abuse, allegations and incidents, 62644
  - compensation claims, submitted, *see* COMPENSATION
  - involving members of the public, 62644/62648/62649/62652
  - involving agency personnel and representatives (including volunteer workers, contractors and employment scheme participants), 62644/62648/62652
  - inspections relating to, *see* inspections
  - investigations into, *see* investigations
  - prevention, *see* health promotion
  - registers, 62648
  - reports, 62644/62648/62649/62652
- acquisition, goods and services, work health and safety, *see* PROCUREMENT
- action plans, work health and safety risk management, 62646/62648
- action plans, reviews, 62650/62652
- advice (excluding legal advice), work health and safety, 62644/62651\*
- advice (excluding legal advice), work health and safety, provided to the portfolio Minister, *see* EXTERNAL RELATIONS
- advice, legal, excluding work health and safety investigation or inspection case-specific advice, *see* LEGAL SERVICES
- advice, legal, relating to specific work health and safety investigation or inspection cases, 62644/62648/62649/62652
- agency personnel and representatives (including volunteer workers, contractors and employment scheme participants),
  - accidents and incidents involving, *see* accidents and incidents
  - cases, *see* cases
  - compensation claims, *see* COMPENSATION
  - investigations, misconduct, *see* PERSONNEL MANAGEMENT
  - investigations, work health and safety, *see* investigations
  - personnel records, *see* PERSONNEL MANAGEMENT
- agreements and contracts, work health and safety, 62644/62652
- agreements and contracts under seal (including deeds), work health and safety, *see* CONTRACTS UNDER SEAL/DEEDS
- airborne contaminant monitoring, work health and safety, *see* health surveillance and monitoring
- alarm warnings, buildings and premises, *see* PROPERTY MANAGEMENT
- allowances, work health and safety, *see* PERSONNEL MANAGEMENT
- appeals, investigations, work health and safety, 62644/62652
- appointment books, first aid centres, *see* first aid centres
- appointments, representatives, work health and safety, 62651\*
- apprentices, *see* agency personnel and representatives
- asbestos, *see* hazardous substances

asbestos register, 62646  
audit (internal or external),  
    financial, *see* FINANCIAL MANAGEMENT  
    work health and safety, final report, 62652  
    work health and safety, planning and conduct, 62652  
    work health and safety, agency self-audit program, inspections, 62650  
audit, work health and safety, 62652  
authorisation and delegations, work health and safety, 62652

## B

briefs, *see* advice

## C

cadets, *see* agency personnel and representatives  
cases, compensation claims, *see* COMPENSATION  
cases, work health and safety,  
    accidents and incidents, *see* accidents and incidents  
    child sexual abuse allegations and incidents, 62644  
    compensation claims, *see* COMPENSATION  
    inspections, *see* inspections  
    investigations, *see* investigations  
    medical examinations and records, health surveillance, 62645  
chief executive officers, work health and safety, *see* agency personnel and representatives  
children, accidents and incidents involving, work health and safety, 62644/62648/62649  
child sexual abuse allegations and incidents, work health and safety,  
    advice (excluding legal advice), *see* advice  
    advice, legal, 62644  
    investigations and inspections, 62644  
    misconduct investigations, *see* PERSONNEL MANAGEMENT  
    policy, procedures, plans and strategies, relating to, 62644  
    reviews, 62644  
    support, redress and remedial action (including counselling, compensation claims, and mediation), *see* COMPENSATION  
claims, compensation, *see* COMPENSATION  
classified waste removal, *see* PROPERTY MANAGEMENT  
cleaning, buildings, *see* PROPERTY MANAGEMENT  
clothing, *see* PERSONNEL MANAGEMENT  
committees, work health and safety, 62652/62651\*  
compensation claims, *see* COMPENSATION  
complaints, work health and safety,  
    about the conduct of inspections or investigations undertaken by the lead investigative agency, 62646/62650  
    resulting in inspections, *see* inspections  
    resulting in investigations, *see* investigations  
compliance, work health and safety,  
    confined spaces (access to and control of), 62652  
    environmental monitoring, 62646/62648/62652  
    hazardous substances registers (including asbestos registers), 62646  
    standards, 62652  
confined spaces (access to and control of), standards compliance, work health and safety, 62652  
contracting-out, work health and safety, *see* PROCUREMENT  
contractors, *see* agency personnel and representatives

contracts, *see* agreements and contracts  
contracts under seal, *see* CONTRACTS UNDER SEAL/DEEDS

## D

death, accidents and incidents resulting in, *see* accidents and incidents  
delegations and authorisation, work health and safety, 62652  
directives, *see* procedures  
disputes, resulting in an inspection, work health and safety, 62650  
disputes, industrial, relating to work health and safety, *see* INDUSTRIAL RELATIONS

## E

elections, representatives, work health and safety, 62651\*  
employees, non-ongoing (temporary), *see* agency personnel and representatives  
employees, ongoing (permanent), *see* agency personnel and representatives  
employment scheme participants (eg traineeships, cadetships, apprenticeships and similar relationships), *see* agency personnel and representatives  
environmental monitoring, hazardous substances, 62646  
examinations, medical, *see* medical examinations  
evaluating, work health and safety, 62652

## F

fatalities, accidents and incidents resulting in, *see* accidents and incidents  
financial transactions, work health and safety, *see* FINANCIAL MANAGEMENT  
fire panels, *see* PROPERTY MANAGEMENT  
fire wardens, work health and safety, *see* representatives  
fires, resulting in injuries or fatalities, *see* accidents and incidents  
fires, resulting in property damage, *see* PROPERTY MANAGEMENT  
first aid, work health and safety,  
    first aid officers, *see* representatives  
    implementation, 62652  
    standards, 62652  
    treatment, provision of, 62652  
    training, *see* PERSONNEL MANAGEMENT  
first aid centres, work health and safety,  
    equipping of (including purchase of medical supplies), *see* PROCUREMENT  
    fitting-out, *see* PROPERTY MANAGEMENT  
    management of, 62652  
first aid officers, work health and safety, *see* representatives  
floods, resulting in injuries or fatalities, *see* accidents and incidents  
floods, resulting in property damage, *see* PROPERTY MANAGEMENT

## G

gymnasiums, management of, 62652

## H

handbooks, *see* procedures  
hazardous substances, work health and safety,  
    compliance, 62646  
    health surveillance of employees exposed to (including medical examinations),  
        62645  
    inspections, workplace, 62646  
    inspections, land and buildings, *see* PROPERTY MANAGEMENT  
    management of, 62646  
    monitoring of, 62646

potential exposure by employees, *see* PERSONNEL MANAGEMENT  
 procedures, 62646/62652  
 policies, 62647/62652  
 removal and disposal from land and buildings, *see* PROPERTY MANAGEMENT  
 registers (including asbestos register), 62646  
 risk management, 62646  
 safety data sheets (previously known as material safety data sheets), 62652  
 staff training in handling of, *see* PERSONNEL MANAGEMENT  
 heads of agencies, *see* agency personnel and representatives  
 health and safety, *see* work health and safety  
 health and safety representatives, work health and safety, *see* representatives  
 health awareness programs, *see* health promotion  
 health centres and facilities, work health and safety,  
     equipping of (including purchase of medical supplies), *see* PROCUREMENT  
     fitting-out, *see* PROPERTY MANAGEMENT  
     management of, 62652  
 health promotion, work health and safety,  
     program establishment and implementation, 62652  
     production and distribution of advertising material, *see* PUBLICATION  
     staff training, *see* PERSONNEL MANAGEMENT  
 health surveillance and monitoring, work health and safety,  
     hazardous substances, monitoring of, 62646  
     hazardous substances, routine inspections of, 62646  
     medical examinations, agency employees, 62645  
     risk and hazard management, 62646/62648  
     risk registers, 62646

## I

incapacity, accidents and incidents resulting in, *see* accidents and incidents  
 incidents, *see* accidents and incidents  
 industrial disputes, relating to work health and safety, *see* INDUSTRIAL RELATIONS  
 injuries, accidents and incidents resulting in, *see* accidents and incidents  
 inquiries, work health and safety, 62650  
 inspections, work health and safety,  
     agency self-audit program, management of, 62650  
     complaints about the conduct of inspections or investigations undertaken by the  
         lead investigative agency, 62646/62650  
     relating to accidents or incidents, 62644/62646/62650  
     relating to child sexual abuse allegations and incidents, 62644  
     relating to complaints received, 62644/62646/62650  
     relating to workplace safety disputes, 62650  
     hazardous substances, identifying presence of in buildings and structures, *see*  
         PROPERTY MANAGEMENT  
     hazardous substances, monitoring of, 62646  
     investigations resulting from inspections, *see* investigations  
     resulting in industrial disputes, *see* INDUSTRIAL RELATIONS  
     routine inspections (hazardous substances), 62646  
     routine inspections (non-hazardous substances), 62650  
 instructions, work health and safety, *see* procedures  
 interviews, supporting work health and safety inspections, *see* inspections  
 interviews, supporting work health and safety investigations, *see* investigations  
 investigations, work health and safety,  
     appeals (decisions), 62644/62652

complaints about the conduct of inspections or investigations undertaken by the lead investigative agency, 62646/62650

inspections, *see* inspections

misconduct investigations relating to agency personnel, *see* PERSONNEL

#### MANAGEMENT

relating to accidents and incidents, 62644/62648/62649/62652

relating to child sexual abuse incidents and allegations, 62644

relating to complaints received, 62644/62648/62649/62652

resulting from inspections, 62644/62648/62649/62652

resulting in industrial disputes, *see* INDUSTRIAL RELATIONS

## L

legal advice, excluding work health and safety investigation or inspection case-specific advice, *see* LEGAL SERVICES

legal advice, relating to specific work health and safety investigation or inspection cases, 62644/62648/62649/62652

letters of appointment, representatives, work health and safety, 62651\*

licences, compliance, 62652

## M

manuals, *see* procedures

marketing and promotion, work health and safety, *see* health promotion

material safety data sheets, 62652

medical centres, *see* first aid centres

medical examinations, work health and safety, compensation claims, *see* COMPENSATION

health surveillance, 62645

medical reports retained on individual personnel files, *see* PERSONNEL

#### MANAGEMENT

supporting investigations, *see* investigations

medical treatment, first aid, 62652

meetings, work health and safety, 62644/62646/62647/62648/62649/62650/62652

members of advisory bodies, work health and safety, *see* agency personnel and representatives

members of governing bodies, work health and safety, *see* *General Records Authority 27 – Governing Bodies*

members of the general public (including official visitors from other organisations), work health and safety,

accidents and incidents involving, *see* accidents and incidents

cases, *see* cases

compensation claims, *see* COMPENSATION

misconduct investigations, relating to agency personnel, *see* PERSONNEL

#### MANAGEMENT

monitoring, work health and safety, *see* health surveillance and monitoring

## N

nominations, representatives, work health and safety, 62651\*

## O

occupational health and safety (OH&S), *see* work health and safety

## P

personal injuries, accidents and incidents resulting in, *see* accidents and incidents

personnel, agency, *see* agency personnel and representatives

planning and plans, work health and safety, 62644/62652  
policy, work health and safety, final versions, 62644/62647/62652  
policy, work health and safety, development and establishment, 62644/62647/62652  
procedures, work health and safety, final versions / master sets, 62644/62646/62652  
procedures, work health and safety, development and establishment, 62644/62652  
Provisional Improvement Notices (PINS), work health and safety, 62650

## R

registers of accidents, 62648  
registers of hazardous substances (including asbestos), 62646  
registers of risk and hazard management, 62646  
reporting and reports, work health and safety, 62644/62648/62649/62650/62652  
representatives (including fire wardens and first aid officers), work health and safety,  
management of (including appointments and terminations), 62651\*  
staff training, *see* PERSONNEL MANAGEMENT  
research and analysis, supporting work health and safety, 62644/62647/62652  
resignations, representatives, work health and safety, 62651\*  
reviewing and reviews, work health and safety, 62644/62650/62652  
reviews of decisions, *see* appeals  
risk management, work health and safety, 62646/62648  
risk registers, hazardous substances, 62646

## S

safe work method statements, 62646/62648  
safe work practices, *see* work health and safety  
safety data sheets, 62652  
safety officers, work health and safety, *see* representatives  
self-audit programs, inspections, work health and safety, 62650  
Senior Executive Service (SES) employees, *see* agency personnel and representatives  
staff training, work health and safety, *see* PERSONNEL MANAGEMENT  
standards, work health and safety, 62652  
standards compliance, *see* compliance  
strategies, work health and safety, 62644/62652  
submissions, to the portfolio Minister, *see* EXTERNAL RELATIONS

## T

technical manuals, *see* procedures  
tendering, work health and safety, *see* PROCUREMENT  
terminations, representatives, work health and safety, 62651\*  
training, agency personnel, work health and safety, *see* PERSONNEL MANAGEMENT  
treatment, medical, first aid, 62652

## V

visits and visitors (made to other entities), agency personnel and representatives  
(including volunteer workers, contractors and employment scheme participants),  
accidents and incidents involving, *see* accidents and incidents  
visits and visitors (to the agency), members of the general public (including official  
visitors from other organisations), accidents and incidents involving, *see*  
accidents and incidents  
volunteer workers, work health and safety, *see* agency personnel and representatives

## W

waste removal, classified material, *see* PROPERTY MANAGEMENT  
work health and safety accidents, *see* accidents and incidents

work health and safety advice, *see* advice  
work health and safety appeals (decisions), *see* appeals  
work health and safety audits, 62652  
work health and safety cases, *see* cases  
work health and safety committees, 62652/62651\*  
work health and safety compliance, *see* compliance  
work health and safety inquiries, 62650  
work health and safety inspections, *see* inspections  
work health and safety investigations, *see* investigations  
work health and safety meetings, 62644/62646/62647/62648/62649/62650/62652  
work health and safety planning, *see* planning and plans  
work health and safety policies, *see* policy  
work health and safety procedures, *see* procedures  
work health and safety reports, *see* reporting and reports  
work health and safety representatives, 62651\*  
work health and safety reviews, *see* reviewing and reviews  
work health and safety risk management, 62646/62648  
work health and safety standards, 62652  
work health centres and facilities, health promotion, *see* health centres and facilities  
workers compensation, *see* COMPENSATION  
workers compensation insurance, *see* COMPENSATION  
working groups, work health and safety, 62652  
workplace safety disputes, resulting in an inspection, 62650  
workplace safety disputes, industrial action relating to, *see* INDUSTRIAL RELATIONS

\* Default class 62652 can also be used to sentence where class 62651 is indicated.