

Dawtek Online's Policy and Procedure documents

Download our policies, procedures and forms today and implement tomorrow!
www.dawtekonline.com.au

Name of Document (alphabetical list)	Type	Doc. Number
Administrators Guidelines (IT)	POLICY	IT400
Armed Hold Up	PROCEDURE	EHS120
Asbestos Identification Register	FORM	EHS800-1
Asbestos Safety	POLICY	EHS800
Blogging	PROCEDURE	IT060
Bomb Threat	PROCEDURE	EHS130
Bomb Threat checklist	FORM	EHS130-1
Breach of EH&S Requirements	PROCEDURE	EHS010
Breach of EH&S Requirements Notification	FORM	EHS010-1
Business Continuity Plan (IT)	FORM	IT300-2
Business Proposal Template	REPORT	B0011
Code of Conduct	POLICY	EHS480
Code of Ethics	POLICY	IT200
Corrective Action Register	FORM	EHS060-2
Cultural Diversity/Anti Discrimination	POLICY	EHS430
Danger and Out of Service	PROCEDURE	EHS320
Drug and Alcohol	POLICY	EHS400
Electrical Installation and Equipment	PROCEDURE	EHS310
Electrical Tag & Test Register	FORM	EHS310-1
Email Use	PROCEDURE	IT030
Emergency Response	PROCEDURE	EHS060
Emergency Drill	FORM	EHS060-1
Employee Safety Induction	PROCEDURE	EHS020
Environmental Communications Register	FORM	EHS600-5
Environmental Compliance Record	FORM	EHS600-3
Environmental Health and Safety	POLICY	EHS100
Environmental Impacts Register	FORM	EHS600-1
Environmental Management	POLICY	EHS600
Environmental Management Site Activities & Controls	FORM	EHS600-6
Environmental Management Site Safety Plan	FORM	EHS600-4
Environmental Sustainability Management Plan	FORM	EHS600-7
Ergonomics	POLICY	EHS200
Ergonomic Office Setup Checklist	FORM	EHS200-1
First Aid Kit Checklist	FORM	EHS110-1
First Aid Treatment	PROCEDURE	EHS110
First Aid Treatment Register	FORM	EHS110-2
Grievance & Complaint Resolution	POLICY	EHS450
Grievance Registration	FORM	EHS450-1
Hazard Report	FORM	EHS300-1
Hazardous Substances	PROCEDURE	EHS040

Templates

Name of Document (alphabetical list)	Type	Doc. Number
Hazardous Substances Register	FORM	EHS040-1
Housekeeping & Hygiene	PROCEDURE	EHS150
Incident Reporting	PROCEDURE	EHS050
Incident Report	FORM	EHS050-1
Incident Report (IT)	FORM	IT300-1
Inclement Weather	PROCEDURE	EHS160
Infection Control and Waste	POLICY	EHS460
Information Technology	POLICY	IT100
Instant Messaging	PROCEDURE	IT050
Ladders & Access to Heights	PROCEDURE	EHS230
Ladder Inspection Checklist	FORM	EHS230-1
Manual Handling	PROCEDURE	EHS210
Network Use	PROCEDURE	IT010
Noise Management	PROCEDURE	EHS220
Notice of Exposure to Asbestos	FORM	EHS800-2
Offender Description	FORM	EHS120-1
Personal Protective Equipment	PROCEDURE	EHS090
Personal Protective Equipment Register	FORM	EHS090-1
Plant & Equipment	POLICY	EHS300
Plant Register	FORM	EHS300-2
Printer & Copier Use	PROCEDURE	IT070
Project Status Report	FORM	IT100-2
Proposal for Services Informal Letter Template	LETTER	B0023
Proposal for Services Letter Template	LETTER	B0022
Quotation Letter Template	LETTER	B0021
Rates Schedule Template	FORM	B0013
Request For Proposal Template	TEMPLATE	T002
Risk Assessment – Environmental Impact Analysis	FORM	EHS600-2
Risk Assessment – Hazardous Substances & Dangerous Goods	FORM	EHS040-2
Risk Assessment – PPE	FORM	EHS090-2
Risk Assessment – Plant/Equipment	FORM	EHS300-3
Risk Assessment – Task/Process	FORM	EHS300-4
Sales Letter Cold Call Template	LETTER	B0024
Sales Letter Customer Service Template	LETTER	B0025
Sales Letter Follow Up Template	LETTER	B0026
Security (IT)	POLICY	IT300
Server Room (IT)	PROCEDURE	IT040
Server Room Access Log	FORM	IT040-1
Service Level Agreement	FORM	IT100-1
Smoke Free Workplace	POLICY	EHS440
Suitable Footwear	PROCEDURE	EHS180
Sun Protection	PROCEDURE	EHS170
Tender Guide	INSTRUCTION	T001
Tender Letters	LETTER	T003
Uncontrolled Workplace	PROCEDURE	EHS140

Templates

Name of Document (alphabetical list)	Type	Doc. Number
Vehicle	PROCEDURE	EHS080
Vendor Management	PROCEDURE	IT020
Visitor & General Public Information	PROCEDURE	EHS070
Waste Minimisation	PROCEDURE	EHS610
Workplace Aggression and Violence	POLICY	EHS410
Workplace Harassment	POLICY	EHS420
Workplace Safety Inspection	PROCEDURE	EHS030
Workplace Safety Inspection Checklist	FORM	EHS030-1

Business & Marketing Templates

Code	Name	Description	Type
B001	Business Proposal Bundle	This bundle contains B0011 Business Proposal Template, B0013 Rates Schedule Template, B0022 Proposal for Services Letter Template, and B0023 Proposal for Services Informal Letter Template.	REPORT – Bundle Comprises 4 documents
B0011	Business Proposal Template	This pro-forma template enables you to create a structured proposal for services, such as maintenance, supply of goods, or work to a schedule. Packed with prompts on what to include at each stage of the document, this template provides the layout, organisation and composition; all you have to do is insert the information which is relevant to your company and the work proposed.	REPORT
B0013	Rates Schedule Template	The rates schedule is a basic costing sheet for services performed or goods supplied. It can be included with your business proposal or inserted into your quotation document.	FORM
B0021	Quotation Letter Template	The importance of a great cover letter cannot be underestimated as it introduces your company to prospective customers and clients. Sometimes these letters are tricky to write and sometimes you just don't have time to create one for each occasion. This letter introduces your company when submitting a quotation or proposal for products or services, based on a brief initial conversation or request. You will need to insert components of the quotation or attach a separate costing sheet .	LETTER
B0022	Proposal for Services Letter Template	This formal cover letter introduces your company's offer when submitting a proposal for services, such as maintenance, supply of goods, or work to a schedule. You will need to insert scope, specification and cost of services to be provided.	LETTER
B0023	Proposal for Services Informal Letter Template	This informal cover letter is an follow-up when submitting a full proposal for services after an initial meeting, presentation or briefing. You will need to attach a full proposal document.	LETTER
B0024	Sales Letter Cold Call Template	This sales letter introduces your company and its services to prospective clients, e.g. for targeted mailouts or delivery drops.	LETTER
B0025	Sales Letter Customer Service Template	This sales letter introduces your company and its services to prospective clients in response to a request for information, e.g. from a client referral. It is very much focused on the benefits of your company's exceptional customer service.	LETTER
B0026	Sales Letter Follow Up Template	This informal letter follows up on a previous meeting or sales pitch with a prospective client where you have promised to provide more information about your company and its services. You will need to attach further information for the prospective client such as timeline, quotation, terms and conditions, etc. From this letter you would hopefully begin to prepare a contract for work.	LETTER

Coming soon...

- Business Case Template
- Business Plan Template

Environmental, Health and Safety Templates

Code	Name	Description	Type
EHS000	EHS Complete Bundle	<p>This is the most economical way of purchasing the entire suite of EHS Policies and Procedures. The Environmental Health and Safety Manual bundle provides you with all the EHS Policies, procedures and forms listed here in one zip file. This comprises 12 Policies, 22 Procedures, and 23 forms! There are 4 steps you should follow.</p> <p>1. Create: After downloading the document files, the first step is to customise and complete all forms and templates. The manual of EHS Policies and Procedures should form the basis of your Environmental, Health and Safety strategy, with the Policies, Forms and Procedures used as regular business tools. Some templates may apply to your organisation more than others and the communication stage will determine the level of relevance.</p> <p>2. Communicate: After reading through the EHS templates, consult with your employees. Discuss with them how to best implement and maintain the policies and procedures. Assign staff responsible for certain tasks and advise everyone the tasks that you all have to be aware of on a daily basis.</p> <p>3. Implement: The EHS Policies and Procedures will be ineffective if not completed, implemented and maintained. Make sure that all employees are familiar with, and sign the acknowledgement form for, each Policy. This can be made into part of the new employee induction process. Ensure that each employee has access to copies of the procedures which make up the Policy implementation.</p> <p>4. Review: On a regular basis and when there are major staff or equipment changes, review each Policy and Procedure to ensure it is still current and relevant. We recommend you also review your employees annually to ensure they have read and understood each Policy and its associated procedures.</p>	HANDBOOK – bundle comprises 57 documents (excludes EHS600)
EHS001	EHS Policy Bundle 1	<p>These are the minimum 8 policies your business needs if you have employees. Contains EHS100 Environmental Health and Safety Policy, EHS200 Ergonomics Policy, EHS200-1 Ergonomic Office Setup Checklist, EHS400 Drug and Alcohol Policy, EHS410 Workplace Aggression and Violence Policy, EHS420 Workplace Harassment Policy, EHS430 Cultural Diversity and Anti-Discrimination Policy, EHS440 Smoke Free Workplace Policy, and EHS480 Employee's Code of Conduct.</p>	POLICY – bundle comprises 8 policies
EHS100	Environmental Health and Safety	<p>The Environmental Health and Safety Policy ensures, as far as is reasonably practicable, that all employees are safe from injury and risk to health while at work. This is the parent Policy for all other EHS Policies and Procedures. It outlines the objectives of the organisation and the framework of procedures in place to meet all EH&S obligations.</p>	POLICY

Code	Name	Description	Type
EHS010	Breach of EH&S Requirements	The Breach of EH&S Requirements Procedure defines steps to be taken in the event of a breach of the company Environmental Health and Safety Policy. Breach of this policy could harm the Company's ability to achieve Environmental Health and Safety obligations. BONUS: The Breach of EH&S Requirements Notification (EHS010-1) is bundled with this Procedure.	PROCEDURE
EHS010-1	Breach of EH&S Requirements Notification	The Breach of EHS Notification is a formal record of 2nd and 3rd warning regarding breach of EH&S requirements. All breaches are to go on the employee's personnel file. NOTE: This form is included with the bundle when you purchase the Breach of EHS Requirements Procedure (EHS010).	FORM
EHS020	Employee Safety Induction	The Employee Safety Induction Procedure ensures that all new employees are introduced to relevant Environmental, Health and Safety information, guidelines and policies within your organisation. This will be achieved by creating an induction program for each new employee, of a level appropriate to their prior knowledge and skill base.	PROCEDURE
EHS030	Workplace Safety Inspection	The Workplace Safety Inspection Procedure ensures that a review of the company work environment and physical conditions is conducted regularly according to a pre-formatted checklist. BONUS: The Workplace Safety Inspection Checklist (EHS030-1) is bundled with this Procedure.	PROCEDURE
EHS030-1	Workplace Safety Inspection Checklist	The Workplace Safety Inspection Checklist is a guideline for regular documented workplace safety inspections covering all aspects of the workplace environment. NOTE: This form is included with the bundle when you purchase the Workplace Safety Inspection Procedure (EHS030).	FORM
EHS040	Hazardous Substances	The Hazardous Substances Procedure allocates responsibilities and defines actions to be undertaken by all employees to ensure the effective management of hazardous substances in the workplace in accordance with legislative requirements. BONUS: The Hazardous Substances Register (EHS040-1) and the Hazardous Substances Risk Assessment (EHS040-2) are bundled with this Procedure.	PROCEDURE
EHS040-1	Hazardous Substances Register	Register of Hazardous Substances or Dangerous Goods. NOTE: This form is included with the bundle when you purchase the Hazardous Substances Procedure (EHS040).	FORM
EHS040-2	Hazardous Substances Risk Assessment	The Risk Assessment determines whether there is a risk to employees' health from using a hazardous substance in the workplace, and any substances that may be generated by its use. NOTE: This form is included with the bundle when you purchase the Hazardous Substances Procedure (EHS040).	FORM
EHS050	Incident Reporting	The Incident Reporting Procedure ensures that all hazards, incidents and accidents involving company employees, property and activities are reported, investigated, and recorded in accordance with legislative requirements. BONUS: The Incident Report (EHS050-1) is bundled with this Procedure.	PROCEDURE

Templates

Code	Name	Description	Type
EHS050-1	Incident Report	The Incident Report lists, for company records, a Health and Safety Incident occurrence. This report may form the basis of a notification to relevant WorkSafe Authorities. NOTE: This form is included with the bundle when you purchase the Incident Reporting Procedure (EHS050).	FORM
EHS060	Emergency Response Considerations	The Emergency Response Procedure outlines the requirements for emergency facilities (Fire, Bomb and Natural Disaster). While they are written broadly, every workplace has different circumstances which they need to consider when developing emergency procedures. Covers Post Traumatic Stress considerations. BONUS: The Emergency Drill (EHS060-1) and the Corrective Action Register (EHS060-2) are bundled with this Procedure.	PROCEDURE
EHS060-1	Emergency Drill	The Emergency Drill documents the date, time, and any corrective action taken when an emergency drill is carried out. NOTE: This form is included with the bundle when you purchase the Emergency Response Procedure (EHS060).	FORM
EHS060-2	Corrective Action	A Register of Corrective Actions taken subsequent to Workplace Safety inspection; Emergency Response; or Identification/Risk Assessment of Hazardous Substances or dangerous work practices. NOTE: This form is included with the bundle when you purchase the Emergency Response Procedure (EHS060).	FORM
EHS070	Visitor & General Public Information	The company is responsible for safety of visitors; the Visitor and General Public Procedure outlines some guidelines for management of non-employees at any company site.	PROCEDURE
EHS080	Vehicle	The Vehicle Procedure details usage of company-owned or leased vehicles operated by employees for work purposes.	PROCEDURE
EHS090	Personal Protective Equipment	Employees must use PPE where their duties require the use of PPE to reduce the risk of exposure to hazards. The Personal Protective Equipment Procedure outlines the requirements and responsibilities of employer and employees. BONUS: The PPE Register (EHS090-1) and the Risk Assessment - PPE (EHS090-2) are bundled with this Procedure.	PROCEDURE
EHS090-1	Personal Protective Equipment Register	Register of Personal Protective Equipment (Safety Clothing) issued to employees. NOTE: This form is included with the bundle when you purchase the Personal Protective Equipment Procedure (EHS090).	FORM
EHS090-2	Risk Assessment - PPE	Risk Assessments should be conducted for all new Personal Protective Equipment and when any changes are made. The Risk Assessment (PPE) evaluates which PPE should be used in a range of common situations where other forms of hazard control have already been tried and found to be ineffective. NOTE: This form is included with the bundle when you purchase the Personal Protective Equipment Procedure (EHS090).	FORM

Templates

Code	Name	Description	Type
EHS110	First Aid Treatment Procedure	The First Aid Treatment Procedure ensures that appropriate first aid facilities are in place, for the treatment of workplace injuries. This procedure covers maintenance of first aid kits, training of first aid personnel and reporting of first aid treatments, in accordance with relevant legislative requirements. BONUS: The First Aid Kit Checklist (EHS110-1) and the First Aid Treatment Register (EHS110-2) are bundled with this Procedure.	PROCEDURE
EHS110-1	First Aid Checklist	The First Aid Checklist outlines recommended contents of first aid kits. Includes extra modules for burns, eye injuries and remote workplaces. NOTE: This form is included with the bundle when you purchase the First Aid Treatment Procedure (EHS110).	FORM
EHS110-2	First Aid Treatment Register	In line with legislative requirements, all first aid treatments must be recorded regardless of how minor they may appear. The First Aid Treatment Register is used to track the specific types of workplace injuries and illness for future reference. NOTE: This form is included with the bundle when you purchase the First Aid Treatment Procedure (EHS110).	FORM
EHS120	Armed Hold Up	Every business that handles money needs to practise safe handling procedures. Security involves reducing the threat. The Armed Hold Up Procedure includes cash handling procedures as well as steps to take in the event of a violent robbery. BONUS: The Offender Description Form (EHS120-1) is bundled with this Procedure.	PROCEDURE
EHS120-1	Offender Description	The Offender Description Form, when completed, can assist police with their investigation if you are a witness to an armed hold up or robbery. NOTE: This form is included with the bundle when you purchase the Armed Hold Up Procedure (EHS120).	FORM
EHS130	Bomb Threat	The Bomb Threat Procedure outlines specific steps and checklist for action in the event of a bomb threat.	PROCEDURE
EHS130-1	Bomb Threat checklist	The Bomb Threat Checklist details the possible actions and questions to ask when a bomb threat is received by telephone. It is recommended that this checklist is kept beside the phone. NOTE: This form is included with the bundle when you purchase the Bomb Threat Procedure (EHS130).	FORM
EHS140	Uncontrolled Workplace	When a company carries out a range of activities which may require employees to occasionally work at locations outside of their normal workplace, the Uncontrolled Workplace Procedure should be adopted for monitoring the health, safety and welfare of employees in such workplace locations. Includes practices for employees when travelling, management systems, communication and expected employee behaviour.	PROCEDURE
EHS150	Housekeeping and Hygiene	The employer has many legal requirements in ensuring good housekeeping is maintained. These include providing safe access and egress, fire prevention, storage and workplace cleanliness and hygiene. The Housekeeping and Hygiene Procedure outlines the facilities which must be	PROCEDURE

Templates

Code	Name	Description	Type
		provided; housekeeping risks and responsibilities for both employer and employees; and common housekeeping issues.	
EHS160	Inclement Weather	Where a company may require employees to work under a variety of weather conditions, it must prevent health and safety incidents which are likely to occur because of the effects of high or low transient heat levels and in alleviating discomfort likely to be associated with such heat levels and other types of inclement weather. The Inclement Weather Procedure will assist supervisors in providing sound decisions and practical alternatives to working in inclement weather.	PROCEDURE
EHS170	Sun Protection	The Sun Protection Procedure establishes safe working procedures and adequate controls for work conducted outdoors where there is a risk of UV (Ultraviolet) radiation and skin cancer from sunlight. Includes provision of PPE, control measures, working methods, and responsibilities of employer and employees.	PROCEDURE
EHS180	Suitable Footwear	The Suitable Footwear Procedure outlines the protective footwear required where there is a possibility of injury to the feet due to the nature of the work carried out. It includes eliminating or reducing any risk of slips, trips and falls; as well as eliminating or reducing the risk of injury from falling objects.	PROCEDURE
EHS200	Ergonomics	The Ergonomics Policy aims to eliminate or minimise the potential for injury to employees which may result from non-ergonomic principles used in the work environment. BONUS: The Ergonomic Office Setup Checklist (EHS200-1) is bundled with this Policy.	POLICY
EHS200-1	Ergonomic Office Setup Checklist	The Ergonomic Office Setup Checklist assists in the assessment of workstations of people reporting discomfort at work. It also provides a guideline for appropriate workstation set up. Use of this checklist at your workplace for each work station, ensures that injury hazards are addressed or avoided. NOTE: This form is included with the bundle when you purchase the Ergonomics Policy (EHS200).	FORM
EHS210	Manual Handling	The Manual Handling Procedure is aimed at preventing the occurrence of injuries which result from workplace manual handling tasks.	PROCEDURE
EHS220	Noise Management	The Noise Management Procedure aims to control the noise at its source and to maintain employee noise exposure at the lowest possible level over a working day.	PROCEDURE
EHS230	Ladders and Access to Heights	The Ladders and Access to Heights Procedure is aimed at preventing the occurrence of injuries which result from workplace use of ladders. BONUS: The Ladder Inspection Checklist (EHS230-1) is bundled with this Procedure.	PROCEDURE
EHS230-1	Ladder Inspection Checklist	The Ladder Inspection Checklist identifies problems and records corrective actions when performing regular safety inspections of ladder equipment. NOTE: This form is included with the bundle when you purchase the Ladders and Access to Heights Procedure (EHS230).	FORM

Code	Name	Description	Type
EHS300	Plant & Equipment	The Plant and Equipment Policy aims to protect employees from the risks associated with the plant and equipment with which they work. Incorporates policy on purchase of equipment. BONUS: The Hazard Report (EHS300-1), Plant Register (EHS300-2), Risk Assessment - Plant/Equipment (EHS300-3), and Risk Assessment - Task/Process (EHS300-4) are bundled with this Policy.	POLICY
EHS300-1	Hazard Report	The Hazard Report identifies individual workplace Hazards, Risk assessments, and record of any corrective actions taken. NOTE: This form is included with the bundle when you purchase the Plant and Equipment Policy (EHS300).	FORM
EHS300-2	Plant Register	The Plant Register lists all plant and equipment showing risk assessment and registration. NOTE: This form is included with the bundle when you purchase the Plant and Equipment Policy (EHS300).	FORM
EHS300-3	Risk Assessment - Plant/ Equipment	The Risk Assessment determines whether there is a risk to employees' health from using a plant or equipment in the workplace. NOTE: This form is included with the bundle when you purchase the Plant and Equipment Policy (EHS300).	FORM
EHS300-4	Risk Assessment - Task/Process	The Risk Assessment determines whether there is a risk to employees' health from undertaking a task or process in the workplace. NOTE: This form is included with the bundle when you purchase the Plant and Equipment Policy (EHS300).	FORM
EHS310	Electrical Installation and Equipment	The Electrical Installation and Equipment Procedure ensures that electrical equipment is installed and used in accordance with relevant EH&S legislation and safety standards. BONUS: The Electrical Tag and Test Register (EHS310-1) is bundled with this Procedure.	PROCEDURE
EHS310-1	Electrical Tag & Test Register	The Electrical Tag and Test Register is a record of all electrical items, their tag and testing status and plant id reference. NOTE: This form is included with the bundle when you purchase the Electrical Installation and Equipment Procedure (EHS310).	FORM
EHS320	Danger and Out of Service	Danger Tags and Out of Service Tags are used to control risks arising from situations where equipment is undergoing maintenance, undergoing repair or is being constructed or tested. The Danger and Out of Service Procedure ensures equipment is not operated in order to prevent injury and to also prevent damage to the equipment.	PROCEDURE
EHS400	Drug and Alcohol	The right of individuals to drink and take drugs socially is acknowledged, but when work performance suffers or individuals are endangered, then some action must be taken. The Drug and Alcohol Policy provides a clear documented guide regarding the Company's stance on drug and alcohol issues in relation to the workplace, including the responsibilities of its employees and conditions of employment.	POLICY
EHS410	Workplace Aggression	Aggression is identified as a workplace hazard. The Workplace Aggression and Violence Policy defines ways to reduce the risk of workplace aggressive behaviour, workplace violence, non-physical	POLICY

Code	Name	Description	Type
		violence, physical violence and psychological violence.	
EHS420	Workplace Harassment	Harassment and bullying should be treated as any other hazard in the workplace. The Workplace Harassment Policy ensures that all employees are safe from bullying and unwanted harassment while they are at work. Includes definitions of what constitutes the different types of harassment and bullying, how to make a complaint, and how complaints will be handled. Contains employer and employee responsibilities.	POLICY
EHS430	Cultural Diversity & Anti-Discrimination	Each company aims to create a positive and equitable work environment in which all staff are treated fairly and with respect; and are supported in realising their full potential. The Cultural Diversity and Anti-Discrimination Policy provides employees with a healthy and safe environment for work that is free from behaviours, practices and processes that may constitute discrimination and racial or religious vilification.	POLICY
EHS440	Smoke Free workplace policy	Every employer needs to manage workplace smoking practices. Note there is no legal requirement to provide a smoking area; however the Smoke Free Workplace Policy allows for designated smoking area(s) to be defined.	POLICY
EHS450	Grievance & Complaint Resolution	Staff grievances occur in every workplace and handling them appropriately is important for maintaining a harmonious and productive work environment. Covers natural justice, responsibilities, fairness and impartiality, confidentiality, timeframes, documentation, formal and informal resolutions. The Grievance and Complaint Resolution Policy includes procedural guidelines for reporting and resolving grievances in those cases where early resolution is not possible. BONUS: The Grievance Registration Form (EHS450-1) is bundled with this Policy.	POLICY
EHS450-1	Grievance Registration	A complaint is considered a formal grievance when it is submitted in writing on the Grievance Registration Form to the relevant Line Manager. The information provided is used to record the details of the grievance and will enable the resolution process to be tracked by the investigating officer. NOTE: This form is included with the bundle when you purchase the Grievance and Complaint Resolution Policy (EHS450).	FORM
EHS460	Infection Control & Infectious Waste	There are infectious diseases in the workplace that may have life-threatening consequences, and standard precautions against infection are the only effective defence. Exposure to used syringes is an important problem in sectors other than health. Such exposures can occur in many public and private places, such as schools, public transport, hotels, bars, restaurants, accommodation venues, offices, and public parks, gardens, playing areas, crash sites and biohazard areas. Therefore, a wide range of occupations may be at risk from inadvertent exposure, including: bar staff, cleaning staff, beauty therapists, security workers, recycling	POLICY

Templates

Code	Name	Description	Type
		industry, teachers, laundry staff, service and retail employees, parks and gardens staff, people who administer first aid and people who work in contact sports. The Infection Control and Waste Policy includes what to do in the event of an exposure.	
EHS480	Code of Conduct	The Employee's Code of Conduct regulates the behaviour of employees and also forms part of each employee's employment conditions. It is intended to encourage responsible action and good judgment. The Code of Conduct should be implemented alongside the EHS Policy (EHS100).	POLICY
EHS800	Asbestos Safety Policy	The Asbestos Safety Policy ensures that exposure to free asbestos fibres is minimised by ensuring that any asbestos is identified, labelled, recorded, assessed, controlled and eventually removed from the workplace and domestic buildings. BONUS: The Asbestos Identification Register (EHS800-1) and Notice of Exposure to Asbestos (EHS800-2) are bundled with this Policy.	POLICY
ESH800-1	Asbestos Identification Register	The Asbestos Identification Register is used to record any asbestos materials contained in or on any buildings, plant or structures. NOTE: This form is included with the bundle when you purchase the Asbestos Safety Policy (EHS800).	FORM
ESH800-2	Notice of Exposure to Asbestos	The Notice of Exposure to Asbestos is a record of people working with, or exposed to, asbestos should be maintained and must be made available for people assigning work, contractors and other interested parties. NOTE: This form is included with that bundle when you purchase the Asbestos Safety Policy (EHS800).	FORM

Coming soon...

- Traffic Management Procedure
- Safe Work Policy
- JSA Worksheet
- Contractor Safety Procedure
- Client Complaints Policy & Procedure

Environmental Management

Code	Name	Description	Type
EHS600	Environmental Management	The Environmental Management Policy can assist a company to both improve its environmental performance, and enhance its business efficiency, while ensuring that its performance is within regulatory requirements. Includes commitment to business practices and waste reduction measures which minimise negative impacts on the environment. Covers roles and responsibilities, training, communication, risk assessment, monitoring and general environmental goals. Associated procedure is Waste Minimisation (EHS610), providing practical steps for businesses to minimise environmental impact.	POLICY
EHS600-1	Environmental Impacts Register	The Environmental Impacts Register summarises impacts, risk analysis, controls and responsibility. NOTE: This form must be purchased as part of the Environmental Management Policy Bundle (EHS600).	FORM
EHS600-2	Risk Assessment – Environmental Impact Analysis	The Risk Assessment determines whether there is a risk of negative impact on the environment from undertaking a task or process in the workplace. NOTE: This form must be purchased as part of the Environmental Management Policy Bundle (EHS600).	FORM
EHS600-3	Environmental Compliance Record	The Environmental Compliance Record lists all incidents, requirements, actions and comments. NOTE: This form must be purchased as part of the Environmental Management Policy Bundle (EHS600).	FORM
EHS600-4	Environmental Management Site Safety Plan	For site-specific work, an impact assessment is necessary to ensure that operations on that site are compliant with local legislation. The Environmental Management Site Safety Plan is designed to be read in conjunction with the Environmental Policy and Procedures and is provided purely as an adjunct to the company's general environmental, health and safety policies and procedures. Includes the Environmental Management Site Activities and Controls checklist (EHS600-6). NOTE: This template must be purchased as part of the Environmental Management Policy Bundle (EHS600).	FORM
EHS600-5	Environmental Communications Register	The Environmental Communications Register lists all communications showing source/recipient and location. NOTE: This form must be purchased as part of the Environmental Management Policy Bundle (EHS600).	FORM
EHS600-6	Site Activities and Controls Checklist	The Environmental Management Site Activities and Controls checklist summarises the environmental protective actions to be taken to ensure that operations on that site are compliant with local legislation. This form is an adjunct to the Environmental Management Site Safety Plan (EHS600-4). NOTE: This form must be purchased as part of the Environmental Management Policy Bundle (EHS600).	FORM

Templates

Code	Name	Description	Type
EHS600-7	Environmental Sustainability Management Plan	The Environmental Sustainability Management Plan supports the company's commitment to achieving a sustainable environment, while continuing to meet customer expectations of quality and service and providing a safe workplace for employees. Includes goals, measures and responsibilities to achieve organisational sustainability. NOTE: This Procedure must be purchased as part of the Environmental Management Policy Bundle (EHS600).	FORM
EHS610	Waste Minimisation	The Waste Minimisation Procedure includes the 5 key principles of reduce, reuse, recycle, educate and last resort; and provides practical strategies for businesses to reduce waste and minimise negative environmental impacts. NOTE: This Procedure must be purchased as part of the Environmental Management Policy Bundle (EHS600).	PROCEDURE

Information Technology Templates

Code	Name	Description	Type
IT010	Network Use	The Network Use Procedure defines suitable usage and access for the effective and appropriate use of Company network services. Included in this procedure are the Company responsibilities, employee acceptable and prohibited use, and recommendations for passwords and backups.	PROCEDURE
IT020	3rd Party Vendor	The Vendor Management Procedure defines suitable vendor access to Company offices and information services, vendor responsibilities and the protection of Company information. The procedure includes appropriate vendor conduct, prohibited vendor conduct and the content of vendor agreements.	PROCEDURE
IT030	Email Use	The Email Use Procedure details the conduct and responsibilities when using the Company email system. The procedure defines suitable usage and access for the effective and appropriate use of the Company email system. The procedure includes responsibilities, acceptable and prohibited use, spam and bulk email.	PROCEDURE
IT040	Server Room	The Server Room Procedure defines a high level of security and cleanliness of Company server room(s). Includes responsibility, authorised access, housekeeping. BONUS: The IT Server Room Access Log (IT040-1) is bundled with this Procedure.	PROCEDURE
IT040-1	Server Room Access Log	The Server Room Access Log details the information required for the auditing and monitoring of the IT Server Room, as part of the IT Server Room Procedure. Includes a list of personnel entering the area. NOTE: This form is included with the bundle when you purchase the IT Server Room Procedure (IT040).	FORM
IT050	Instant Messaging	The Instant Messaging Procedure defines suitable usage for instant messaging (IM) systems. The procedure contains 3 options as to whether employees can use IM chat at work. The procedure includes employee responsibilities and prohibitions, and a retention of conversations clause.	PROCEDURE
IT060	Blogging	The Blogging Procedure defines suitable usage for blogging applications and is used to determine whether employees can 'blog' at work and express Company views on personal websites. A weblog (blog) is a web application which contains periodic posts or comments on a common web page and is accessible to any Internet user. Blogging can be done for business purposes such as promotion or networking, but it can also become a drain on work time. The procedure contains 2 options as to whether employees can 'blog' at work. The procedure includes a clause on discussion of Company matters on personal web sites.	PROCEDURE
IT070	Printer / Copier Use	The Printer and Copier Use Procedure defines suitable usage for the effective and appropriate use of the Company-owned printers and photocopiers. The procedure includes reasonable and prohibited use.	PROCEDURE

Code	Name	Description	Type
IT100	IT Policy	The Information Technology policy defines employees' rights and responsibilities regarding the use of Company-owned information technology. The policy ensures the confidentiality, integrity and availability of information, while minimising the risk of loss, through the implementation of the specific procedures and work instructions which support this policy. This is the parent Policy for all other IT Policies and Procedures. It covers appropriate use of resources, software, data storage, monitoring, defamation, copyrights, downloads, and more. Includes a signed written acknowledgement by the employee. BONUS: The IT Service Level Agreement (IT100-1) and the IT Project Status Report (IT100-2) are bundled with this Policy.	POLICY
IT100-1	Service Level Agreement	The Service Level Agreement provides a single, easily referenced document which defines the support arrangements between the Company and 'Contractor' to ensure a timely and efficient support service is available to the Company. NOTE: This template is included with the bundle when you purchase the Information Technology Policy (IT100).	REPORT
IT100-2	Project Status Report	The Project Status Report is used throughout the life of a project to supply information on how the project is proceeding. The report is a communication tool aimed at Company management. NOTE: This template is included with the bundle when you purchase the Information Technology Policy (IT100).	REPORT
IT200	Code of Ethics	The IT Code of Ethics provides guidance to authorised users for the appropriate use of Company IT resources. All employees are responsible for their own conduct when using Company IT systems, which must meet the professional standards of behaviour expected of the Company in line with the corporate values of the organisation. Covers responsible actions and use of resources, representing the Company, respect for resources, privacy and copyright. Includes a signed written acknowledgement by the employee. The IT Code of Ethics should be implemented alongside the IT Policy (IT100).	POLICY
IT300	Security	The IT Security Policy provides direction and guidance in the establishment of information technology security standards for the Company. The policy covers Personnel Security, Physical Equipment Security, Information Assets Control, Access Controls, Responsibilities for Network Management, Data Storage, Virus protection, System Maintenance, Systems Development, Business Continuity /Disaster Recovery, Security Incident Management and Discipline. Includes a signed written acknowledgement by the employee. BONUS: The IT Incident Report (IT300-1) and the IT Business Continuity Plan (IT300-2) are bundled with this Policy.	POLICY
IT300-1	Incident Report	The Incident Report form is used for reporting IT incidents to company Management as part of the IT Security Policy. All security incidents must be recorded on this form to ensure that details of the incident, investigation, resolution and outcome are documented. NOTE: This form is included with the bundle when you purchase the IT Security Policy (IT300).	FORM

Templates

Code	Name	Description	Type
IT300-2	Business Continuity Plan	The Business Continuity Plan (BCP) provides guidelines on the continuation of critical business functions in the event of disruptions and ways to minimise the effect of unplanned business interruptions. NOTE: This template is included with the bundle when you purchase the IT Security Policy (IT300).	REPORT
IT400	Administrators Guidelines	The Administrators Guidelines outlines the code of conduct for employees who have Administrator access to Company IT systems. The policy defines the standards of conduct that are expected from Company IT Administrators. The policy covers personal and professional conduct; security, privacy and the disclosure of confidential Company information. Includes a signed written acknowledgement by the employee.	POLICY
IT500	IT Handbook	This is the most economical way of purchasing the entire suite of IT Policies and Procedures. The Information Technology Handbook is a consolidated manual of all the IT Policies, procedures and forms in one handy document. There are 4 steps you should follow. 1. Create: After downloading the document files, the first step is to customise and complete all forms and templates. The IT Handbook should form the basis of your IT strategy, with the Policies, forms and Procedures used as regular business tools. 2. Communicate: After reading through the IT Handbook templates, consult with your employees. Discuss with them how to best implement and maintain the policies and procedures. Assign staff responsible for certain tasks and advise everyone the tasks that you all have to be aware of on a daily basis. 3. Implement: The IT Policies and Procedures will be ineffective if not completed, implemented and maintained. Make sure that all employees are familiar with, and sign the acknowledgement form for, each Policy. This can be made into part of the new employee induction process. Ensure that each employee has access to copies of the procedures which make up the Policy implementation. 4. Review: On a regular basis and when there are major staff or equipment changes, review each Policy and Procedure to ensure it is still current and relevant. We recommend you also review your employees annually to ensure they have read and understood each Policy and its associated procedures.	HANDBOOK

Tender Templates

Code	Name	Description	Type
T001	Tender Guide	<p>A tender submission can generate valuable new business opportunities, but must be of the highest quality to even be considered. Dawtek's guide to creating a successful tender submission will give you enough information to develop your tender response. Based on our extensive experience in the tendering process, it gives you plenty of hints and guides you through each stage of the response document. Includes a glossary of those confusing acronyms. Also included is a list of the most common mistakes made when submitting tenders!</p> <p>Purchase this document on its own, or for further benefits buy in a bundle with the Request for Proposal (RFP) Pro-forma Template (T002).</p>	INSTRUCTION
T002	Request For Proposal Template	<p>This pro-forma template enables you to create a structured Tender Response to an RFT or RFP. Packed with helpful advice on what to include at each stage of the document, this template provides the layout, organisation and composition; all you have to do is insert your company's information.</p> <p>As a bonus, this bundle includes the Tender Guide (T001) for a complete set of instructions to use when developing your tender submission.</p> <p>Add the Tender Letters (T003) bundle for a selection of cover letters to add into your submission.</p>	REPORT
T003	Tender Letters	<p>The importance of a great cover letter cannot be underestimated as it introduces your company to prospective customers and clients. Sometimes these letters are tricky to write and sometimes you just don't have time to create one for each occasion. If you are preparing an RFP or tender response you need a cover letter and this bundle provides three options:</p> <ol style="list-style-type: none"> 1. An all-purpose cover letter for tenders and proposals; 2. A formal RFT cover letter to introduce your submission; 3. An shorter, informal cover letter addressed directly to the tendering officer if you have had previous dealings with them. <p>In addition, this bundle includes an informal thank you letter for documentation sent at the start of the tender process; and a formal letter requesting feedback should your application or tender be unsuccessful.</p>	LETTER