

Safety HSE Manual

Use this manual to record site-specific safety arrangements, responsibilities and controlled work practices. Have competent responsible personnel complete hazard assessments, controls, emergency details and limits before the manual is approved for use.

Complete bracketed fields with approved information. Duplicate modules and rows as needed; record the reason for any section marked not applicable.

Document [ID and revision] **Owner** [Role] **Scope** [Organization, site or product]

Effective date [Date] **Approval** [Controlled record] **Next review** [Date or trigger]

Introduction and scope

Scope element	Site arrangement
Sites activities and workers	[Covered areas, work, worker groups and contractors]
Context and interested parties	[Relevant conditions, stakeholders and needs]
Exclusions and interfaces	[Boundaries and related arrangements]

Policy and leadership

Policy element	Approved statement and evidence
Health and safety commitments	[Exact approved policy text and controlled link]
Standalone site rules	[Rule, applicability, authority and linked procedure]
Approval and communication	[Authorized signatory, date and distribution record]

Organization and worker participation

Role or group	Duty and decision rights	Consultation and escalation
[Management or supervisor]	[Resources, authorization and oversight]	[Handoff and concern route]
[Worker or representative]	[Participation and adopted stop-work arrangements]	[Consultation record]
[Contractor or visitor]	[Site-specific duty]	[Induction and supervision]

Risk management and planning

Hazard and exposed people	Assessment and requirements	Planned control and review
[Task, hazard and people]	[Approved likelihood/severity criteria, rating and applicable source]	[Control hierarchy, owner and evidence]
[Objective]	[Baseline and approved target]	[Resources, measure and review]

Competence training and communication

Work or role	Required competence and information	Evidence and review
[Task]	[Training, qualification, induction and authorization]	[Record, assessor and renewal trigger]
[Controlled safety document]	[Audience and communication method]	[Version, acknowledgement and location]

Safe work arrangements

Hazard control record

Repeat for each high-risk activity. Keep task warnings at the step where exposure occurs.

Activity and hazard	[Task, location, exposed people and assessment ID]
Elimination and substitution	[Options considered and adopted controls]
Engineering controls	[Guarding, containment or other approved control]
Administrative controls	[Permit, isolation, supervision and procedural requirements]
Personal protective equipment	[Approved task-specific specification and limitation]
Verification and stop conditions	[How controls are checked and when work cannot proceed]

Safe task procedure

Step	Action and role	Warning key control and verification
1	[Check prerequisite and obtain authorization]	[Required condition and evidence]
2	[One controlled work action]	[Exact warning before action; control and check]
3	[Return area or equipment to safe state]	[Acceptance, record and handoff]

Emergency preparedness and response

Scenario or signal	Approved protective action	Support and accountability
[Site-specific emergency]	[Alarm, evacuation or shelter procedure and authority]	[Verified contacts, assembly and accountability]
[Medical spill or other scenario]	[Approved response and limits of worker action]	[Trained role, resources and procedure]

Drill and readiness record

Scenario and exercise	Observations against objectives	Actions and retest
[Date, scope, participants and approved objective]	[Alarm, response, accessibility and accountability evidence]	[Owner, due date and verification]

Incidents and corrective action

1. Follow the approved [immediate protective actions] and obtain [required assistance].
2. Report through [verified route] within the [approved requirement]; preserve [required evidence].
3. Record [classification], [investigation facts], [causes] and [affected controls].
4. Assign [corrective actions], confirm [effectiveness] and document [authorized closure].

Incident record	Complete from verified facts
Event and notification	[ID, time, location, people affected and reporting record]
Findings and action	[Evidence, cause, control changes and accountability]
Closure	[Decision, effectiveness check and retained record]

Monitoring audit and review

Activity or indicator	Criterion and evidence	Result and follow up
[Inspection or exposure check]	[Approved frequency, method, units and limit source]	[Finding, immediate action and reviewer]
[Leading or lagging indicator]	[Definition, data source and approved target]	[Trend and action]
[Management or compliance review]	[Scope, inputs and requirement sources]	[Decision, resources and owner]

Pre use or workplace inspection

Item and area	Acceptance criterion	Result action and record
[Control or equipment item]	[Exact approved condition or limit]	[Pass, fail or not applicable; action]
[Access, housekeeping or protective provision]	[Approved criterion]	[Evidence and responsible role]

Appendices

Form or reference	Purpose	Controlled location
[Risk assessment, permit or incident form]	[Required record and linked task]	[Version and access]
[Legal or other requirement]	[Applicable activity and obligation]	[Reviewed source and edition]
[Term or abbreviation]	[Site-approved meaning]	[Defining source]

Approval for use

☐ Hazards, protective actions, competence and emergency arrangements have been checked for the covered site.

☐ Required values and limits have evidence; unresolved controls are tracked before task authorization.

Reviewer role	Decision and date	Open actions and approval reference
[Competent authority]	[Approved or returned]	[Controlled record and next review]