# Project Management policy and procedures

The following is a portion of the organisations Project Management policy and procedures which you need to follow as part of your job tasks.

**Work tasks for implement a system change**

When a possible change may be required to the current ICT system you must undertake the four following steps in a sequential order:

1. Undertake gap analysis using the organisational template form: Gap Analysis Report
2. Based on identified gaps, research solutions and complete a report using the organisational template form: ICT System Recommendation Report.
3. Based on the agreed upon changes, develop a plan to implement the changes in an efficient method using the organisational template form: Change Management Plan
4. Develop individual action plans to implement and manage the changes using the organisation template form: Action Plan.

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| **WHS Process and procedures** |
| **Scope-**  The purpose of this policy is to show the commitment of the organisation to ensure the health & safety of its employees, contractors and visitors by removing, reducing or minimising the risks to health and safety, so far as is reasonably practicable as per the NSW WHS Act 2011 and WHS Regulation 2011. |
| **Responsibilities-**  **a) Management**  Management is responsible for providing and maintaining:   * a safe working environment * safe systems of work * plant and substances in safe condition * facilities for the welfare of all workers * any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health * a commitment to consult and co-operate with workers in all matters relating to the health and safety in the workplace * ensure that all employees observe safe working practices, adhere to policies and procedures * a commitment to continually improve our performance through effective safety management. * comply with WHS Legislation, Regulations and relevant Australian Standards.  1. **b) Employee**   Each worker (employees) has an obligation to:   * comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment * take reasonable care of the health and safety of themselves and others * wear personal protective equipment and clothing where necessary * comply with any direction given by management for health and safety * not misuse or interfere with anything provided for health and safety * report all accidents and incidents on the job immediately, no matter how trivial * report all known or observed hazards to their supervisor or manager.   **c) Visitors**  Visitors are required to comply with all the organisation’s policies and procedures whilst on the premises and report all accidents and incidents to the relevant employee as soon as reasonably practicable. In the event of an emergency, the visitor must follow the emergency evacuation procedures. |
| **WHS responsibilities of ICT staff:**   * Make sure all the electric equipment’s must be turn off during the installation of computer. * Do not lift heavy equipment’s like printer by yourself * Make sure all the cables that used in the installation and connection are not hazardous * Do not use broken cables * Clean the worksite after the completion of the task |
| **Risk Assessment and Hazard Identification**  The organisation will ensure that it will undertake ongoing comprehensive hazard identification and risk assessments of all The RTO’s operations including offices and campus. Hazard identification, risk assessment and elimination and control implementation will be undertaken at the beginning of each activity to ensure that:   * Any foreseeable hazards that may arise in the workplace can be identified; * The risk of harm arising from identified hazards can be assessed; * Hazards can be eliminated where possible, or if this is not reasonably practicable, safety controls can be implemented to reduce the risk to as low as reasonably practicable; and * Monitor and review the effectiveness and efficiency of controls.   The organisation will ensure that WHS inspections of each work area will be conducted on a quarterly basis and a Risk Assessment/Hazard Identification form will be completed. |