**Systematic analytical processes used to assist in gathering relevant BizOps information.**

To help identify information pertaining directly to the BizOps workplace health and safety, documents, records, and procedures developed or taken by BizOps were identified and examined, such as:

**Forms:**

* Hazard identification form
* Hazard reporting form – this should be made available on the organisation intranet and in the health and safety manual for the BizOps work area.
* Notifiable incident report form – this should be made available on the organisation intranet and in the health and safety manual for the BizOps work area.

**BizOps Policies & Procedures:**

* Risk management policy – this should be made available on the organisation intranet
* Risk management procedure
* Risk management plan

**Actions Taken:**

* Regular evaluations – these are to be conducted at least twice a year.
* Inductions
* Implementation of software programs – used to input, store, and retrieve information pertaining to WHS procedures and the BizOps health and safety policy.

To build the report’s background and inform the health and safety management system, information pertaining to business operations were identified and examined, such as:

**Planning & Management:**

* Business plan
* Operational plan
* Company profile
* Vision, mission, & values

**Documentation & Communication:**

* Document style guide
* Project scope template

The validity and reliability of the above BizOps documentation is upheld by further secondary data collection methods, with data obtained from governmental, authoritative, and regulatory sources and quality systems, including, but not limited to:

* Comcare
* WorkSafe WA
* Safe Work Australia
* International Organization for Standardization
* Standards Australia

Through the analytical methods of benchmarking (measurement and comparison of selected indicators) and gap analysis (describing current and target states), the information gathered could be used to inform the BizOps Work Health and Safety Management System Report.