



The 2007 Occupational health and safety diary contains twelve months worth of practical advice on a range of important topics, including:

MACHINE SAFETY

HEALTH AT WORK

TRANSPORT & HANDLING

ELECTRICITY

FALL PREVENTION

NOISE CONTROL

The 2007 Occupational Health & Safety Diary

18th YEAR OF PUBLICATION

The 2007 Occupational Health and Safety Diary

Here is a safety publication that goes to work for a whole year informing and motivating for improved health and safety at work. It is ideal for all employees who attend workplace health and safety meetings. Now in its seventeenth year of publication the **OH&S Diary** is used by many of Australia's most safety conscious companies. The **OH&S Diary** will help to ensure full and prompt attendance at your meetings with the month-at-a-glance double page spread for people to jot down meeting times and places. The **OH&S Diary** also gives guidance on how to have successful meetings and provides space to record jobs people have agreed to take on. This way, meeting attendees do not have to wait until minutes are published to get on with important safety activities.

Your **Occupational health and safety committee** members will find the **OH&S Diary** very helpful in planning their activities and setting objectives for the year. Space is allocated to write down the committee's mission statement, to list all the members of the committee and their contact points, and to document the year's objectives.

Owners of the **OH&S Diary** will find plenty of practical advice inside to help them improve the safety of their own work activities. Each month has a safety theme such as **machine safety, electricity, fall prevention, and emergency response**, with checks to help ensure health and safety at work.

Complete guidance is given to help diary owners understand and apply the techniques for developing safe work procedures and for providing effective safety training. And, reading and understanding material safety data sheets and hazardous substance warning labels is also made easier with the special feature dictionary of terms containing definitions on terms such as asphyxiant, decibel, and stability. The **OH&S Diary** also contains advice on how to investigate workplace accidents and how to write warnings and reminders that say what they mean and mean what they say.

The **OH&S Diary** includes a shiftwork schedule reminder to let diary owners map out their shifts for the year. Forgetting family and workmates birthdays will become a thing of the past with the **OH&S Diary** as owners can use the unique birthday reminder plan. At year's end, diary owners can simply transfer people's birth dates to the new year's diary.

The **OH&S Diary** features a sturdy and colourful cover and a matt stock paper that is easy to write on with plenty of room for notes. The handy size makes it easy to carry and convenient to store for future referral in years to come.

Value for money ... and a money-back guarantee is what you get from the **OH&S Diary**. But more importantly, you also get the appreciation from the people who receive a copy of this practical and informative publication. Don't delay in ordering copies for your employees and help improve health and safety at your workplace.

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