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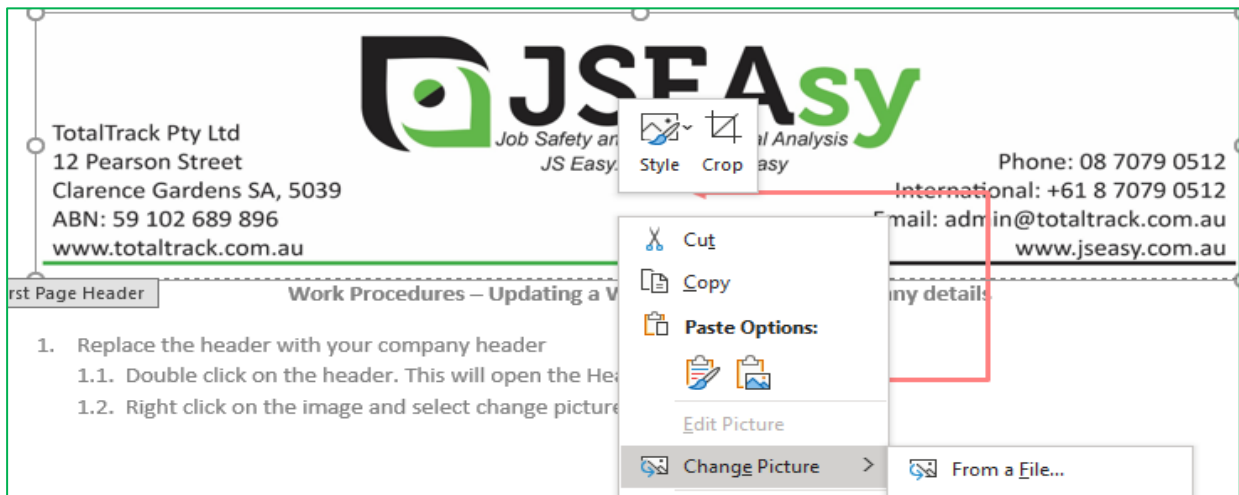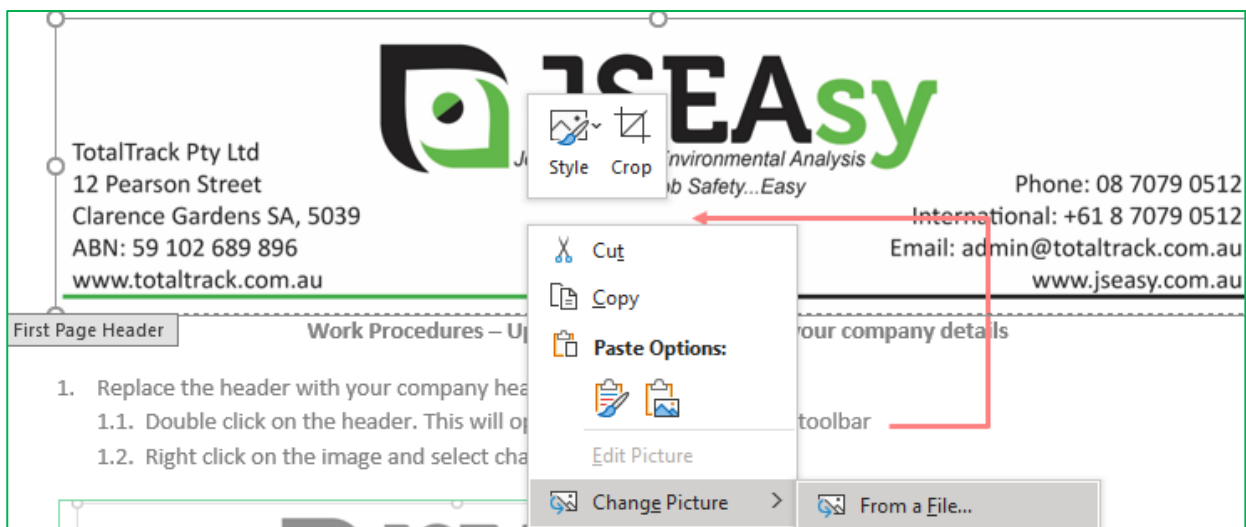www.jseasy.com.au

Work Procedures – Updating a WHS Form with your company details
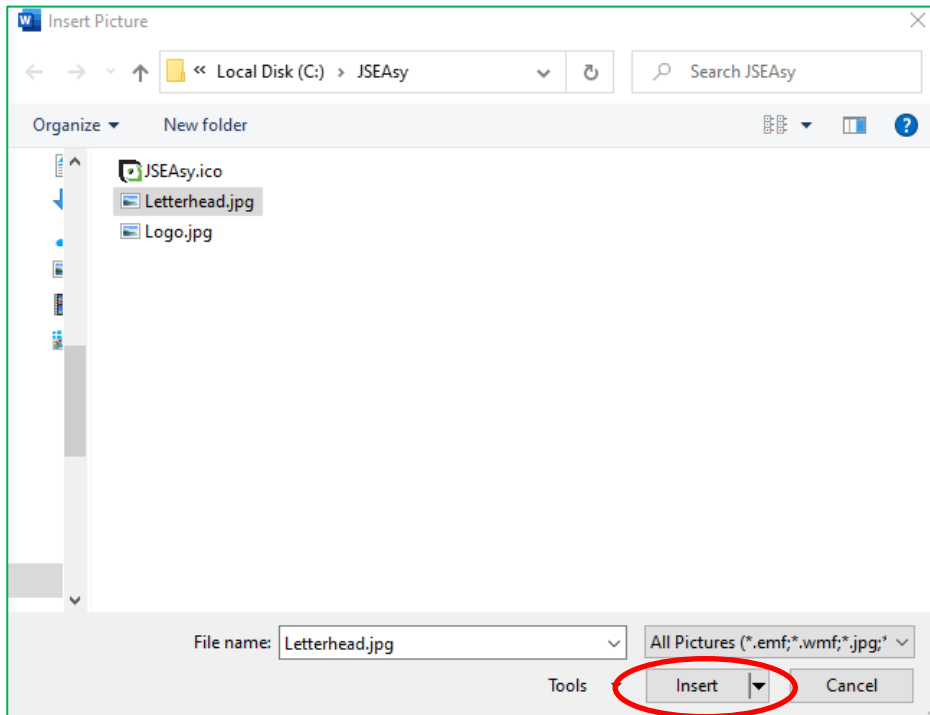
1. Replace the header with your company header

1.1. Double click on the header. This will open the Header and Footer toolbar

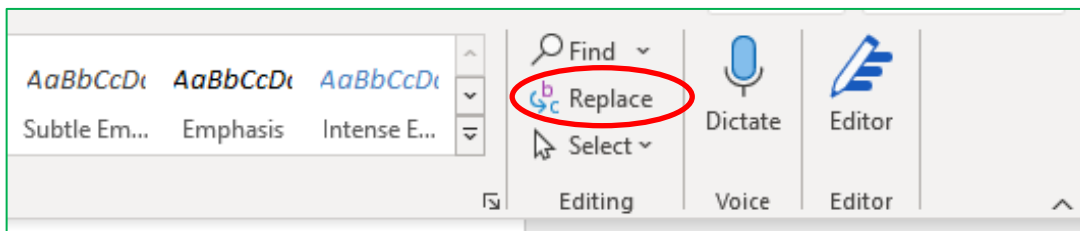1.2. Right click on the image and select change picture

1.3. Select from a file

1.4. Browse your pc to find a copy of your letterhead and click <u>insert</u>

2. Replace the highlights with your company's name

The Policy sets standards of behaviour expected from everyone who performs work for ==TotalTrack Pty Ltd==

2.1. To replace the highlighted text with your company name, click on <u>replace</u>
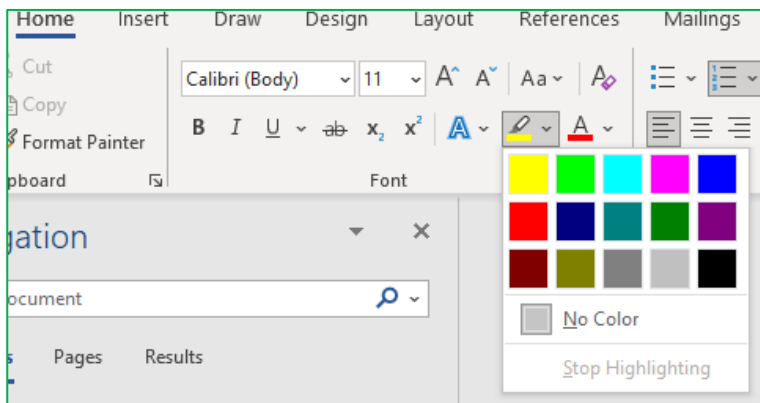
2.2. Type or copy the text highlighted e.g. TotalTrack Pty Ltd on <u>find what</u> and write your company name on <u>replace</u> <u>with</u>, then click <u>replace all</u>
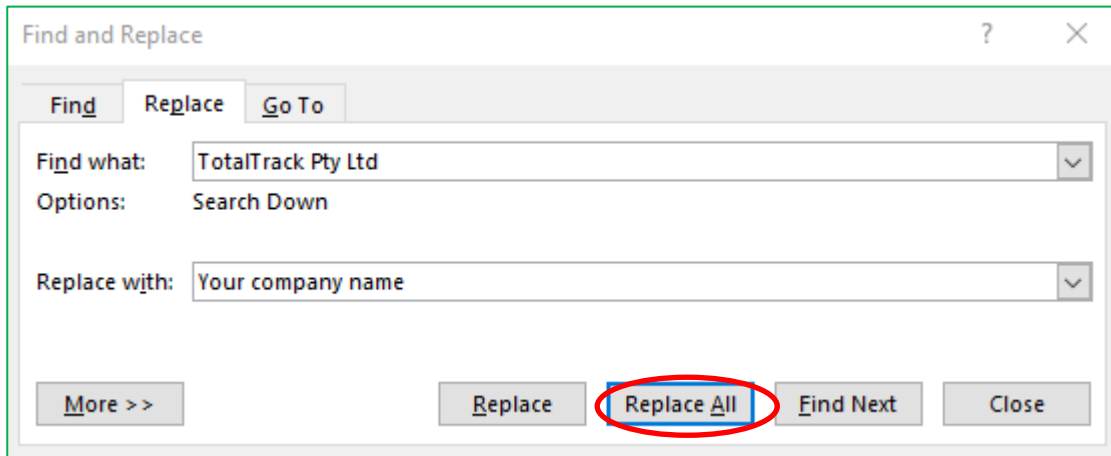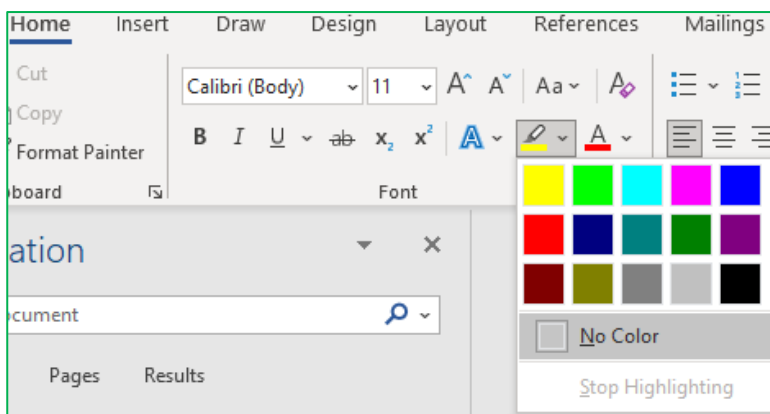

2.3. After this is done. Click anywhere in the document and press <u>Ctrl+a</u> to select all.
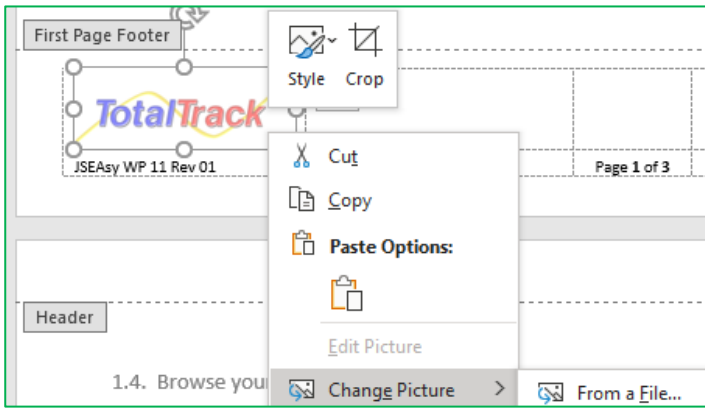
2.4. Select <u>highlighting</u>
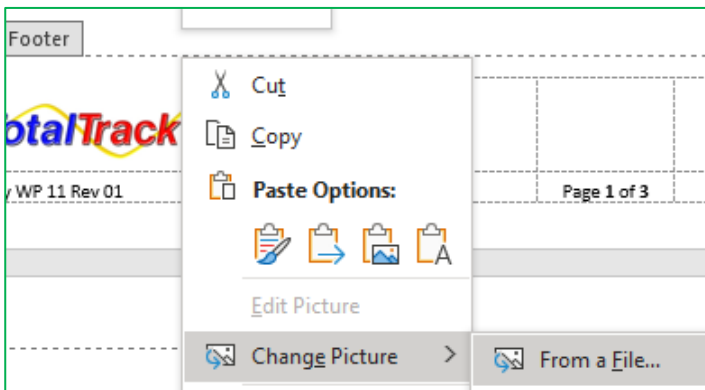

2.5. Select <u>no colour</u>

3. Replace the Footer with your company logo

3.1. Double click on the <u>footer</u>. This will open the <u>Header and Footer toolbar</u>
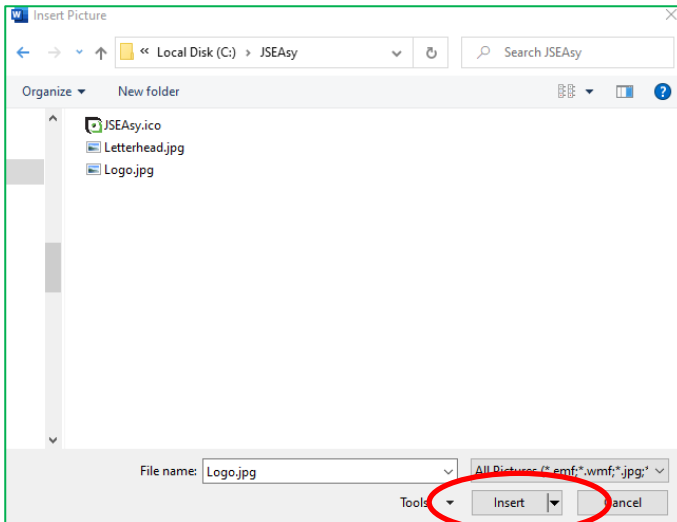
3.2. Right click on the image and select change picture

3.3. Select from a file

3.4. Browse your pc to find a copy of your logo and click insert

After you conclude these simple steps, your WHS form is ready.