

SAMPLE HEALTH AND SAFETY POLICY

The Company recognises and accepts its obligation under health and safety legislation to take all practicable steps to safeguard the health and safety of its staff. All Managers, Supervisors and Staff are required to observe and work within the following policy:

- All Managers and Supervisors are responsible at all times to ensure that all persons under their control work in a safe manner and in a safe environment. This involves a positive programme of actions to identify and eliminate, isolate or minimise risks.
- Equipment and operations are to be maintained and used in a safe manner and safety equipment is to be worn where provided.
- All safety directions are to be observed including signs, which are displayed.
- In the event of an accident occurring, it must be thoroughly investigated by the Supervisor in charge of the work area, who will take or recommend appropriate action to avoid any recurrence.
- All personnel will receive adequate training to enable them to carry out their work safely and efficiently.
- All accidents must be properly recorded, and in the case of serious injury, they must be reported to the relevant Government Authority.
- Each and every employee of the Company has the right and the duty to draw his/her Manager or Supervisor's attention to the existence of any unsafe condition. Only constant vigilance on the part of everyone can avoid the pain and distress that is always involved whenever an injury occurs.

Health & Safety legislation is based on the principle of Duty of Care, which means planning for the prevention of workplace accidents, injuries and illnesses and applies to all people in the workplace, including visitors and contractors.

Employee Responsibilities

General

The Company's Health and Safety Management System has been developed specifically to provide a healthy and safe work environment including safe systems of work.

Failure to follow our safety requirements may result in you or fellow workers being injured, damage to equipment or disruption of our processes.

You must follow all health and safety rules, procedures and safe work practices at all times. This is a condition of your employment with this company. Failure to follow safe work practices including instructions and safe work procedures including the wearing of personal protective equipment may result in the termination of your employment.

Specific

You are required by law to take reasonable care to:

- Ensure your own health and safety.
- Ensure that you do not adversely affect the health or safety of your fellow workers or any other person in the workplace through any act or omission.

In addition, you are required to co-operate with the Company in matters of health and safety and:

- Comply with the organisation's Health and Safety policy, procedures and rules.
- Wear, use and maintain personal protective equipment issued as instructed.
- Report all personal injuries promptly
- Correct hazards, and report those which you can't correct
- Co-operate with management on matters of Health and Safety
- Actively involve yourself in all Health and Safety programs and activities.

Accidents, injury and damage can be eliminated or minimised by following safe work procedures. Co-operation and communication between you and management are essential in achieving a healthy, safe and satisfying working environment.

Safety is the responsibility of each and every employee. Every employee should recognise that it is his or her duty to perform work safely as much as it is to do it well. This involves:

- conforming to safe working practices and basic safety rules;
- remaining alert to hazards; avoiding hazards and reporting all hazards to your Manager or Supervisor; and
- recommending to your Supervisor or Manager any ideas to improve safety in the workplace.

Employees have a responsibility to ensure the safety of themselves and of other people in the workplace.

Managers and Supervisors

Managers and Supervisors have a duty of care at the workplace to ensure the health, safety and welfare of all employees and others who come onto the workplace. This involves organising the workplace and systems of work to ensure people at work are not put at risk, such as:

- implementing any detailed safety policies and procedures that are formulated from time to time;
- ensuring that information is imparted to all staff on safe working practices and training is provided;

- undertaking hazard identification and risk assessment and to implement risk control measures.
- regular housekeeping and equipment inspection to ensure the equipment and the site are maintained in good condition;
- ensuring that all staff are carrying out their duties in line with established instructions and procedures;
- reacting to notification of hazards by either fixing them immediately or, if this is not possible, by passing information onto Management for the provision of capital if necessary to remove safety hazards;
- ensuring that all accidents that occur are fully investigated, reported and analysed, with the object of establishing causes and preventing recurrence;
- that a Register of Injuries Book is established where details of work-related injuries and illnesses are recorded.
- providing information immediately to Senior Management of each accident claim or near miss for risk management review.
- consulting with staff on all of the above matters.

Disciplinary Actions may be taken when Safety Requirements/Practices not adhered to

The appropriate Supervisor or Manager will counsel the employee following any breach of safety requirements or practices.

Counselling should include the following:

- seeking information (including the reason for the breach of safety requirements) from the employee;
- reviewing safety procedures and work practices currently in place and rectifying any safety deficiencies highlighted;
- providing instructions to the employee on the correct safety methods to use in future and on the employee's responsibilities under the Health & Safety legislation.
- providing written safety procedures (if not already in place) and posting them on the notice board or near the equipment being used; and
- Informing the employee that continued breaches of safety requirements may result in written warning(s) culminating in dismissal if further breaches continue - refer to Discipline Policy

Know and Observe your Section's Safety Rules

- Each area of the Company has its own specific operating rules and procedures in addition to these basic safety rules. Each employee must be aware of, and follow at all times, these rules and procedures when performing the job.

Employees with Special Needs



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We respect your right to privacy; however, in your own interest we suggest that if you suffer from any medical condition that may affect your own safety or the safety of your co-workers you are required to tell your supervisor.

If you suffer from conditions such as asthma, diabetes, epilepsy or if you are pregnant, you should advise your supervisor so that in the event of your becoming ill we can take the appropriate action needed for your own safety.

Hazard, Incident and Injury Reporting

All hazards, incidents and injuries, sustained at work, no matter how small, must be reported to your supervisor at the earliest opportunity.

This includes all incidents involving plant, equipment, materials, contractors, members of the public and their property.

A hazard, incident and injury report is available from you supervisor. You should complete a report for any hazard, incident or injury, however small.

Minor injuries may develop into something serious if neglected and must be referred to your First Aider for attention.

Failure to report personal injuries promptly may jeopardise any claim for workers compensation. The Company is committed to the prevention of industrial injuries and illness through the provision of a safe and healthy working environment. In the event that an employee is injured during the course of his or her work and is unable to perform his or her normal duties, the Company will endeavour to provide meaningful work which will assist the employee in rehabilitation.