

## ***Occupational Health & Safety Policy***

### **General Policy**

Company Policy in the area of occupational health, safety and welfare is to ensure the safety of all employees, contractors, customers and members of the public who may be in our work area.

We provide comprehensive training for all employees and supply an occupational health & safety manual that relates closely with the work & routines of the company. We ensure this manual along with any relevant material safety data sheets are carried with each employee within the company vehicles and accessible at the company office. In addition, each employee is to sign off and adhere to a safe work method statement prior to carrying out any work.

The promotion and maintenance of occupational health and safety is mainly the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the workplace.

### **Safety Program**

In order to implement the general provisions of this policy, the Company will monitor a program of procedures and activities relating to OH&S.

*These include:*

- OH&S training and education to all employees
- Induction training for new employees
- Safe workplace design and safe work procedures
- Safety rules and disciplinary procedures
- Investigation of changes to work methods to increase safety
- Provision of personal protective equipment in the workplace
- Hazard identification & workplace inspections
- Risk assessment
- Reporting and recording of incidents, injuries and illnesses
- Provision of OH&S information to employees, contractors, and sub-contractors

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## **Specific Responsibilities**

### **MANAGEMENT**

All levels of management are required to ensure that this policy and the OH&S program are effectively implemented in their area of control. Each manager is to support supervisors and hold them accountable for their specific responsibilities.

### **SUPERVISORS**

Supervisors are responsible, and will be held accountable, for taking all practical measures to ensure that the workplace they control is safe and without risk to health. The supervisors shall ensure persons working at that workplace are behaving in a safe manner without risking health. If the supervisors do not have the necessary authority to fix the problem, they will be held accountable for reporting the matter promptly along with a proposed solution to their manager or a manager who has the necessary authority to remedy the problem.

*Managers or Supervisors, who have the necessary authority, will be held accountable for taking prompt action, so that unsafe, unhealthy conditions and unsatisfactory behavior is eliminated.*

### **EMPLOYEES**

Employees are required to cooperate and comply with the management OH&S policy and program to ensure their own health and safety and that of their fellow workers and the general public. All employees are required to report any unsafe condition or act.

### **CONTRACTORS**

Contractors & Sub-contractors engaged to work for the Company are required as part of their contract, to comply with the OH&S policy and programs, in accordance with the Occupational Health and Safety Act and Regulations, observing directions on health and safety matters from supervisors, employees or officers. Failure to comply with these directions will be considered a breach of the contract and sufficient grounds to terminate the contract.

### **VISITORS**

Visitors to Company sites are required as part of their visiting rights to comply with the Occupational Health and Safety policy and program, observing directions on health and safety matters from employees or designated officers. Failure to comply or observe these directions could result in visitors being required to leave the site.

This policy is approved by the director of Pro Control Pty Ltd

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