

Occupational Health & Safety

We will, as far as practicable, provide a safe work environment for our employees, contractors, visitors and members of the public.

To do this we will:

- Develop and maintain safe systems of work and a safe working environment;
- Consult with employees;
- Provide protective clothing and equipment, if required and enforce its use;
- Provide information and training for employees;
- Assess all risks before work starts on new areas of operation;
- Remove unacceptable risks to safety; and
- Provide employees and contractors with adequate facilities.

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.

All persons responsible for the work activities of other employees are accountable for:

- Identifying practices and conditions that could injure employees, clients, members of the public or the environment;
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager;
- Making sure workers use personal protective equipment (PPE), training workers to use PPE correctly if required; and
- Making sure PPE is maintained and working properly if required.

We demand a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

Some of the areas to be aware of include, but are not limited to:

- Ensure floors are level, clean and dry;

- If a floor or part of a floor is wet displaying a wet floor sign and cleaning up the area; and
- Electrical cords hanging out from wall or computers.

Manual Handling Policy

It is our policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While we are responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. Employees must not lift any item / animal heavier than 15kgs.

If you are in any doubt, do not hesitate to ask for help.

Other Health and Safety Obligations

You must ensure that other people (such as your customers, visitors and the general public) are not endangered by the conduct of your business (for example, by providing protection from falling debris around construction sites, controlling traffic access to your workplace and limiting public access within your workplace).

Evacuation Procedures

All employees are to make themselves familiar with the evacuation plans that are on the noticeboard.

In the event of an emergency, please proceed promptly but safely to one of the designated areas highlighted on the map.

Workers' Compensation Policy

All employees may be eligible for workers' compensation benefits if injured while at work.

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact your duty manager. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.
3. The manager must write a report in the Register of Injuries, Incidents and Near Misses.

This standard report must include:

- Employee's name and job details;
 - Time and date of injury;
 - Exact location the injury/incident occurred;
 - How the injury/incident happened;
 - Details of the injury/illness and the part/s of the body injured;
 - Names of any witnesses;
 - Name of the person entering details in the Register; and
 - Date the employer was notified.
4. The Company will let the injured employee know that we have received notification of any injury or illness reported in the injury register.

A manager must report serious injuries to Work Safe immediately.

Previous Injuries

When hiring new employees you should inform them, in writing, of the nature of the work and ask if they have any pre-existing injury or illness that may be affected by the work.

You should also inform them, in writing, that failing to notify or hiding a pre-existing injury or illness which might be affected by the nature of the proposed employment, could result in that injury or illness being ineligible for future compensation claims.

Items you must Display in the Workplace

- First Aid kit;

- **Notification of Injury Book;**
- **WorkCover claim forms;**
- **“If You Are Injured At Work” poster.**



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