



HEALTH AND SAFETY POLICY (HS-05)

CHANGE HISTORY

Revision	Chapter	Description of Change	Date
1	All	Update of Handbook	01/02/2016
2	All	Update of Handbook	30/06/2018
3	All	Update of Handbook	30/07/2019
4	All	Update of Handbook	30/09/2020
5	All	Update of Handbook	30/09/2021

Obligations

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the **Safety and Health at Work Laws of 1996 to (N.2) of 2015** and applicable Codes of Practice as far as possible.

Responsibilities

Management:

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- equipment in safe condition
- facilities for the welfare of employees and students
- information, instruction, training and supervision that is reasonably necessary to ensure that each employee is safe from injury and risks to health
- a commitment to consult and co-operate with in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

Employees:

Each employee has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to equipment
- take reasonable care of the health and safety of themselves and others
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

We expect visitors and contractors to:

- complying with any reasonable directions (such as safe work procedures) given by management for health and safety

Application of this policy

We seek the co-operation of all employees, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero-accident rate.

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.