Work Health and Safety Policy

## 1.0 Purpose

It is the company’s policy that each of its employees and other workers will be provided with a safe and healthy work environment. In order to comply with the requirements of Work Health & Safety legislation, and this policy, management will make every reasonable effort in the areas of accident prevention, hazard control and removal, protection from injury, health preservation and promotion.

**1.1 Management Responsibilities**

Managers at all levels are responsible for ensuring that:

* Adequate fire prevention facilities are maintained.
* Emergency evacuation procedures are established and regularly rehearsed.
* Security arrangements in all (Company) buildings are maintained.
* All plant/equipment comply with relevant safety legislation & standards and adequately maintained.
* All materials used are known and covered by appropriate safe work practices.
* All staff are adequately inducted, informed, trained and supervised to be able to perform their duties.
* Hazards in the working environment are either eliminated or controlled as far as possible.
* All employees are adequately informed of hazards and how to deal with them.
* All injuries and plant, vehicle, property or equipment losses are reported and investigated properly.
* Adequate First Aid is available in the form of trained officers and first aid equipment.
* Prompt and appropriate rehabilitation programs are provided for injured or ill employees as required by legislation and the (Company’s) Rehabilitation Policy.
* Consultation, issue resolution and incident notification procedures are followed and adhered to.

**1.2 Employee Responsibilities**

All employees are responsible for ensuring that they:

* Work in a safe manner, use the aids provided including wearing safety and protective clothing and equipment and following procedures which have been introduced for their protection.
* Take reasonable care for their own safety and avoid exposing any persons to unsafe situations or risks.
* Participate in any training or education necessary to enable them to work safely.
* Report any unsafe work conditions or practices to their supervisors or WHS Committee members.
* Co-operate with management in the implementation of health and safety policies or procedures

**1.3 Workplace WHS Consultation**

The company has determined a consultation procedure for the sharing of relevant information about WHS and welfare between employees and management. The consultation procedure includes consulting with employees to:

* Assist in developing health and safety standards, rules and procedures that must be adhered to within the workplace;
* initiate, develop and carry out work health and safety measures through the cooperation of management and workers;
* investigate any matter that may be a risk to health and safety at work.
  1. **Safety Rules**
* Always use safe working practices on the job. Short cuts can cause injuries.
* Report all “near misses” and obvious safety hazards to [insert as appropriate] so that appropriate action can be taken to prevent unnecessary injuries.
* Horseplay and practical jokes are not allowed and, depending on the circumstances, may result in disciplinary action being taken.
* Under no circumstances are you allowed to bring intoxicating liquor, drugs or dangerous goods onto business premises. If you report for work in an apparently intoxicated or similar condition, you will not be allowed to start work (for your own safety and for the safety of others).
* Obey warning signs, they are there to protect you.
* Work areas are to be kept in as clean and tidy state as is practicable.
* Rubbish should be disposed of in rubbish bins provided.
* Walkways should be kept clear of obstructions.

It is particularly important that the following are kept clear:

* Passage ways.
* Fire exists.
* Fire extinguishers, hydrants and other fire protective equipment.
* Stairways.

Speed Limits

The speed limit on business premises is [insert as appropriate] if road signs are not displayed. Drivers of all motor vehicles must drive in a safe and responsible manner and obey all road signs. Normal traffic rules apply.

Electrical Equipment

Electrical equipment must be handled with care and employees should ensure that wire protection is not damaged or broken. When using electrical equipment you should ensure that you do not stand in water or allow the equipment (including electrical cords) to come in contract with water.

All persons are under an obligation not to intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare under WHS legislation.

**1.5 Manual Handling**

The following points should be adopted for manual handling:

Plan the lift - How, Where to?

Plan the route: Is it clear of obstructions? Could you trip or slip?

Keep the work area clear of obstructions that may cause a trip or fall.

Position your feet correctly. One foot beside the load, the other foot slightly to the rear.

If the load is at ground level, bend your knees, not your back.

Check the load before you lift for weight, size, and shape.

Get help, if you think the load is too heavy or too awkward in size. In team lifting it is important that people are of similar weight and build. One person should direct the lift.

Get a secure grip. Use your whole hand.

Lift smoothly and slowly – avoid jerks.

Keep the load close to your body - this causes less strain on your spine.

Don’t twist when lifting – if you need to change direction, lift first, then use your feet to change direction.

Whenever possible, avoid lifting excessive weights. Always use the appropriate mechanical equipment, cranes and forklift trucks.

**1.6 Confirmation of policy**

By signing this policy, I agree that I have read and understood the provisions outlined and explained to me. I understand that any questions relating to this policy can be forwarded to my manager for clarification and any failure to abide by this policy may lead to Disciplinary action including summary dismissal.

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| --- | --- |
| Employee name |  |
| Employee signature |  |
| Date |  |