

**Cape Code Australia Pty Ltd (Cape Cod)** is committed to ensuring the health and safety of all workers (as defined in the WHS Act 2011) in the workplace and others such as customers, visitors or members of the public who work, are involved in or may be affected by Cape Cod's operational tasks and activities. To meet this commitment, Cape Cod aims to fulfil its legislative and statutory duties and prevent workplace injury and illness through the effective implementation of its Work Health & Safety Management System (WHSMS) and other associated programs to promote safe work practices.

## Objectives

The objectives of this WHS Policy are to ensure, so far as is reasonably practicable:

- Risks to health and safety are controlled and proactively managed;
- Compliance with the *WHS Legislation 2011 (NSW)*;
- A proactive approach to risk management which is integrated into all aspects of Cape Cod's business;
- Safe systems of work are established and maintained for premises, plant, structures and substances;
- Awareness at all levels as to WHS accountabilities and responsibilities;
- Information, training and instruction are provided to workers and others to minimise risks to health and safety;
- Workers and other affected parties are consulted in decisions impacting on their health and safety;
- Resources are provided to enable effective implementation of this WHS Policy and achieving WHS objectives; and
- WHS performances are continually monitored, reviewed and improved.

## Responsibilities

The Managing Director and Senior Management are responsible for:

- Providing resources to meet the WHS Policy expectations;
- Ensuring the WHS Policy and WHSMS is effectively implemented and regularly reviewed for improvement;
- Maintaining effective communication and consultation with key stakeholders;
- Ensuring processes are in place to allow for the resolution of WHS issues;
- Ensuring all incidents and reported hazards are effectively investigated to determine the causes and corrective and preventative actions are implemented in order to prevent reoccurrence; and
- Establishing and maintaining effective injury management and return to work procedures

Workers are responsible for:

- Taking reasonable care for their own health and safety and that of others;
- Complying with all reasonable instructions in relation to WHS;
- Following WHSMS requirements as directed;
- Promptly reporting incidents, near misses and hazards in the workplace; and
- Keeping the workplace clean and tidy.

As part of Cape Cod's commitment to continually improve, this WHS Policy will be reviewed every two (2) years in consultation with key stakeholders to ensure it remains relevant and appropriate to Cape Cod and its operational tasks and activities.



**Robert Moerman**  
Managing Director, Cape Cod Australia Pty Ltd

**Dated:** 15 September 2016

Issue Date:	September 2016	Review Date:	September 2018	Authorised by:	Managing Director
Doc No.:	WHS-01-01	Version No.:	2016-1.0	Page No.:	1 of 1