



Howard James
Career & Recruitment Services Pty. Ltd.

Franchise partner

CareersMultiList

Occupational Health & Safety Policy

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1. Purpose

The objective of this Occupational Health and Safety (OHS) Policy is to ensure that all Employees are aware of their rights and obligations in relation to workplace health and safety.

2. Definition

Occupational Health & Safety means a cross-disciplinary area concerned with protecting the safety, health and welfare of people engaged in work or employment.

3. Statement of Intent

In order to prevent or reduce the severity of injuries arising from activities in the workplace, the Company will ensure that, as far as practicable:

- a) the plant, equipment and containers used in the workplace are designed, constructed and maintained to be safe and without risk to health and safety
- b) the work practices carried out in the workplace involving manual handling are designed to be safe and without risk to health and safety and
- c) the working environment is designed to be consistent with safe manual handling activities.

It will also ensure that:

- d) supervisors and staff are aware of policy, procedure and responsibilities in relation to manual handling.

4. Implementation

Safe manual handling is a continuous process which involves three recurring stages:

- a) **Identification** of the risks of all manual handling tasks
- b) **Assessment** of the importance of different risk factors
- c) **Control** of the risks through work redesign, use of appropriate mechanical aids and the provision of training and information to supervisors and staff.

5. Responsibilities

All employees, Directors, Managers, Contractors, and Enterprise Clients have a responsibility under OHS law, regulations and codes of practice to, amongst other things, provide:

- safe work premises;
- safe machinery and substances;
- safe systems of work;
- means of consultation about OHS issues;
- information, instruction, training and supervision; and,
- a suitable working environment and facilities.

To achieve and maintain this level of responsibility, the Enterprise acknowledges, observes and complies with the following Acts of Parliament, delegated legislation and administrative law:

- *Occupational Health and Safety Act 2000 (NSW)*;
- *Occupational Health and Safety Regulation 2001 (NSW)*;
- *Occupational Health and Safety – Codes of Practice*

Some helpful tips about how all Employees can ensure OHS responsibilities are being met include, but are not limited to:

- Identify and report any dangerous and/or hazardous working conditions, including any OHS risks that may result in a workplace injury or illness, e.g., liquid spillage on the floor, broken glass, etc.
- Identify and report all accidents or “near-misses” as soon as possible.
- Wear all necessary safety equipment as required.
- Practice and engage in safe manual handling techniques:
 1. Engage in correct lifting techniques;
 2. If the item is too heavy, share the load with another employee or make two (2) trips – always ask for help; and
 3. Always use a trolley where possible.
- Acknowledge and comply with all warning signs displayed in the club.
- Never run in the workplace – always walk or walk briskly if in a hurry.
- Be sure to clean up liquid, grease or broken glass from the floor.
- Keep all work areas neat and tidy.
- Never throw, or leave waste or liquid on the floor. Always clean it up and leave signs that inform Employees that the floor or surface area is wet.
- Never engage in skylarking, horseplay or practical jokes.
- Report to the Director, Manager or Supervisor any Employee or Enterprise client who is showing signs of intoxication;
- Ensure emergency exits are not blocked or impeded in any way, e.g., by furniture; and
- Be conscious of all OHS policies, procedures, rules, codes of practice, etc.

6. Procedure

All Employees are responsible for, and have a duty of care to ensure that OHS is maintained in the workplace. To do this the Enterprise shall provide all Employees with on-the-job training in OHS as well provide external training to select staff with key responsibilities in this area.

For the purposes of this policy “select staff” shall mean staff (including managers and supervisors) elected / nominated as OHS committee members or elected / nominated as an OHS representative.

7. Breach of Policy

The Enterprise has an obligation to consistently apply and enforce this policy. Likewise, Employees must comply with this policy.

Any Employee that breaches this policy shall be subject to counselling and/or disciplinary action which may include termination of employment.