

OCCUPATIONAL HEALTH & SAFETY POLICY

The **(TYPE IN NAME OF BUSINESS HERE)**, Board and Management recognise that prevention of occupational injury and disease is far less costly in human and monetary terms than the treatment and rehabilitation of employees once injury has occurred. Therefore the management is committed to operating the business with the health, safety and welfare of the employees and customers/clients in mind. An integrated operational and occupational health and safety management system (OHSMS), in line with the code of practice for OHSMS (AS/NZS 4804: 2001) and business performance standards, has been developed to ensure the occupational health and safety of all persons employed within the business as well as those visiting the business. Resources to enable the effective development and implementation of the OHSMS will be made available as required.

To minimise work-related injury and illness **(TYPE IN NAME OF BUSINESS)** OHSMS addresses the following areas:

- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

The promotion and maintenance of occupational health and safety is primarily the responsibility of management. Management at all levels is required to take various measures to ensure the health and safety of all persons in the workplace. However, although the primary responsibility for ameliorating the hazards at work rests with the employers, employees have a responsibility to take reasonable care of their own acts or omissions. To ensure that safe standards are reached by all concerned management attaches priority to promoting consultation with all parties (employees, OHS committee, management, supervisors, suppliers and contractors) and designing programs for the prevention of occupational injuries and diseases, rather than the accommodation of hazards. The primary element of all **(INSERT NAME OF BUSINESS HERE)** Occupational Health & Safety programs will be prevention.

OCCUPATIONAL HEALTH & SAFETY PROGRAMS

In order to implement the general provisions of this policy, a series of programs will be formulated, effectively implemented and continually reviewed and updated. The programs will relate to all aspects of Occupational Health & Safety and Injury Management including:

- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX

OHS Compliance Template

- XXXXXX

- XXXXXX

- XXXXXX

- XXXXXX

- XXXXXX

- XXXXXX

- XXXXXX

- XXXXXX

The specific programs to be developed as part of the business' integrated Occupational Health and Safety Management System are:

1. OHS Policy
2. Contractors and Sub-Contractors OHS Compliance Program
3. OHS Consultation Program
4. OHS Hazard Identification & Control Program
5. Workplace Injury Management Program
6. Workplace Safe Systems of Work Program
7. Evacuation Program & Procedure
8. Training Program
9. OHS Audit Program

SPECIFIC RESPONSIBILITIES

a) General Manager/CEO

The General Manager/CEO has overall responsibility and accountability for the organisations Occupational Health and Safety and Injury Management programs and procedures. The General Manager/CEO will carry out these responsibilities by developing and implementing a systematic approach to Occupational Health and Safety (OHS) and Injury Management (IM) that constitutes part of the organisations overall strategic plan. To achieve this the General Manager/CEO will:

- 1. XXXXXX
- 2. XXXXXX
- 3. XXXXXX
- 4. XXXXXX
- 5. XXXXXX

b) Managers

Each manager is required to ensure that this policy and the OHSMS is effectively implemented in his/her area of control

c) Supervisors

Each first-line supervisor is responsible, and will be held accountable, for taking all practical measures to ensure: -

- XXXXXX
- XXXXXX

d) Employees

According to the OH&S Act (2000) and OHS Legislation (2001) every employee while at work shall :-

- XXXXXX
- XXXXXX
- XXXXXX

e) Contractors & Sub Contractors

All contractors and sub-contractors engaged to perform work on the business' premises or locations are required, as part of their contract, to comply with the business' OHSMS by:

- XXXXXX
- XXXXXX
- XXXXXX

Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

f) Occupational Health and Safety Committee/Representative

OHS Compliance Template

The Occupational Health & Safety Workplace Committee will carry out their duties and responsibilities as outlined in the OHS Act 2000 and OHS Legislation 2001 and the OHS Committees' Charter. The committee will

REVIEWING THE CURRENT STATUS OF OHS

In order to ascertain the business' current OHS status, identify areas/practices where OHS performance is less than optimal and to develop and implement realistic and meaningful OHS programs that will achieve the business' OHS objectives and targets, an initial review of the business' current OHS status will need to be conducted. The review will investigate and analyse the following areas, information, policies and programs:

- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX

The review process will be conducted over a three month period by senior management, Operations Manager and/or Human Resource Manager, in consultation with the business' Workplace OHS Committee/Representative and relevant work areas. The review process will

The investigation methods used to conduct the review will consist of:

- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX
- XXXXXX

Once the review has been undertaken and the report discussed and finalised, OHS programs (as outlined in the OHS Policy) will be developed or updated in line with report findings and legal requirements.

OHS OBJECTIVES, TARGETS AND PERFORMANCE INDICATORS

The following OHS objectives, targets and performance indicators have been developed to ensure that all workplace policies, procedures, systems and practices are performed at an optimal level, thereby eliminating and/or controlling risks to health and safety.

General business OHS objectives, targets and performance indicators (9 in total)

1) Workplace injuries/illness

a) Objective

XXXXXXXX

b) Target

XXXXXXXX

c) Performance Indicator

XXXXXXXX

d) Allocated Responsibility

XXXXXXXX