

1. PURPOSE

Penderbrae Pty Ltd is fully committed to the health and safety of its staff and those who may be affected by the operations of the organisation. The purpose of this policy is to show the organisations commitment to health and safety in the workplace.

2. SCOPE

This policy shall apply to the Director, all staff and contractors engaged by Penderbrae Pty Ltd. The policy shall be implemented across all areas of the organisation.

3. INTRODUCTION

In order to implement this policy, a program of activities and procedures will be set up, carried out and modified/updated when and where appropriate.

These programs will relate to all aspects of work health and safety including:

- Occupational Health and Safety (OHS) information, training and supervision
- Workplace Consultation
- Communication and social media
- Bullying and harassment
- Vehicle and equipment inspection
- Drugs and alcohol
- Management of fatigue
- Manual handling
- Ergonomics
- Personal protective equipment (PPE)
- Risk management
- Reporting and recording of incidents and injuries
- Injury management, rehabilitation, suitable duties and return-to-work

4. RESPONSIBILITIES

Penderbrae Pty Ltd

Penderbrae Pty Ltd will be responsible for:

- Develop and implement procedures
- Keep up to date with changes in OHS legislation and standards, update procedures accordingly
- Review OHS management system and procedures regularly and make appropriate changes
- Make sure workers compensation insurance is up to date and procedures for prompt rehabilitation is provided to workers
- Provide the training and facilities for the safe handling, storage and transport of plant, equipment and hazardous substances
- Provide safety equipment and personal protective equipment (PPE) to comply with Australian Standards
- Keep up-to-date records of all injuries and make sure correct procedures are followed and appropriate forms filled out
- Provide first aid kits, facilities and trained first aid personnel

Managers and Supervisors

Managers and Supervisors will be responsible for:

- Investigate reported hazards and injuries and make appropriate corrective action
- Make sure equipment is safe and properly maintained
- Identify hazards, assess risks and eliminate or control risks
- Make sure work areas are kept safe and free from hazards
- Provide the necessary information, instruction, training and supervision to all workers
- Provide staff with updates to Legislation, Regulations and Law

- Make sure contractors comply with the current statutory safety standards
- Consult with workers about OHS matters so workers can contribute to decisions affecting their health, safety and welfare
- Ensure staff are aware of PPE requirements and that required PPE is worn/used

In addition to the above, Managers and Supervisors must also be aware of their responsibilities which are applicable to all **Staff** as set out below.

Staff

Staff are responsible for:

- Working in a safe manner to protect their own health and the health and safety of other persons in the workplace
- Participating in OHS consultation, procedures, training and wear appropriate personal protective equipment and clothing provided
- Cooperating with Penderbrae Pty Ltd in their efforts to comply with work health and safety requirements by following the safety procedures, using equipment properly, keeping work areas clean and tidy and evacuating when told
- Reporting all hazards, incidents, accidents, near misses, injuries and illness to their supervisor in a timely manner
- Participating in rehabilitation and return to work on suitable duties

Contractors

Contractors are responsible for:

- Working in a safe manner to protect their own health and safety and the health and safety of others in the workplace
- As part of their contract, complying with occupational health and safety policies, procedures and programs
- Observing directions on health and safety from officers, supervisors and Health and Safety Representatives (HSRs) as elected by employees of Penderbrae Pty Ltd

Failure to comply with a direction regarding Occupational Health and Safety may be considered a breach of the terms of employment or contract and sufficient grounds for termination of employment or the contract.

5. SIGN OFF

Company Representative:

This policy details the commitment of Penderbrae Pty Ltd to providing a safe and healthy workplace for its employees, contractors and visitors. The policy shall be reviewed each year. Date of next review will be **1st July, 2019**

15/01/2019

X *Shane Pendergast*

Shane Pendergast
Director