

WORKPLACE HEALTH AND SAFETY POLICY

Purpose:

It is the purpose of this policy to ensure we operate business in a manner which ensures the safety and well-being of our employees, clients and visitors.

We empower our employees to call a halt to any work where they identify a risk until the hazard has been adequately controlled to ensure a safe outcome.

Intent:

It is our intent to ensure that all employees are properly trained to operate in all areas of our business in a safe and professional manner. All irregular occurrences including accidents and incidents must be logged in the HSE diary for investigation (refer CPRM.006 – Workplace Incident Procedure). This is to enable continuous improvement of procedures and practices and shall be the principle measure our safety performance and shall be reviewed regularly to ensure the best outcomes.

We require all employees to be familiar with our WH&S procedures and practices before completion of probation and to maintain familiarity with Procedures & Practices as a condition of their employment. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.

Contractors shall not commence work until they have been familiarised with WH&S Procedures & Practices that are relevant to their areas of engagement. This also relates to our company's employees undertaking work on client/s work-sites.

We intent to ensure that work shall only commence once the required Personal Protective Equipment is available as is prescribed for the business or client workplace or identified in the job risk assessment. Personal Protective Equipment is not considered available unless the user has been familiarised with the correct used of the equipment.

Implementation:

The following set of Safety Rules shall be adhered to at all times without exception as a condition of employment and failure may be grounds for automatic dismissal. Every employee will be made aware of these rules during Induction.

1. No one shall through action or inaction deliberately endanger another person.
2. Employees shall adhere to WH&S standards of the site at which they are engaged.
3. An employee shall only commence a task after a risk assessment (e.g. Take 5, S.T.O.P. or J.S.P) has been completed and they are satisfied that all relevant risk have been adequately managed.
4. No person shall operate equipment on the CREANDSEL PTY LTD competency register if they are not recorded on that register as being competent to operate.
5. Work areas must be kept clean and tidy and clear of trip hazards at all times.
6. Work areas and common areas must be kept clean and sanitised as advised by Government Health Departments from time to time – eg in the case of COVID-19 in 2020. Refer COPM.512 COVID-19 Policy and Procedure
7. Flammable materials and fire hazards must be eliminated or adequate protection taken.

8. All employees must familiarise themselves with the emergency response procedures.
9. First-aid kits are kept in a kitchen drawer in each office and in the company car, and these shall be regularly checked to ensure it is suitable stocked and products in date.

Related Policies and Procedures:

CPOM.003 EMPLOYEE PRIVACY POLICY

CPOM.004 FIRE AND EMERGENCY EVACUATION POLICY PROCEDURE

CPOM.005 HAZARDOUS SUBSTANCES POLICY

CPOM.006 WORKPLACE INCIDENT AND FIRST AID POLICY

CPOM.007 REHABILITATION POLICY

CPOM.008 DRUG AND ALCOHOL POLICY

CPOM.009 SMOKING POLICY

CPOM.010 SUN PROTECTION POLICY

CPOM.011 WORKPLACE HARASSMENT & CONFLICT MANAGEMENT POLICY

CPOM.012 STRESS AND FATIGUE POLICY

CPOM.015 Manual Handling Guide

CPOM.507 TCS Environment Management System

CPOM.016 Workplace Rehabilitation Policy and Procedure

HSE.010 HEALTH SAFETY AND ENVIRONMENT MEETINGS POLICY & PROCEDURE

HSE.019 TCS Work Health and Safety Management Plan

CPOM.512 COVID-19 Policy

COPM.513 Working from Home Policy

Reviewed by Jennifer Hall 6.4.2020