

WHS POLICY

Obligations

This policy recognises that health and safety is the highest priority for all who enter our sites. Active Sites Alive Pty Ltd (Active) recognises its moral & legal responsibility to provide a safe & healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

Objectives

Active aims to:

- Provide and maintain safe plant and equipment as well as systems of work supported by written procedures and instructions.
- A commitment to continuous improvement of WH&S performance with a target of ZERO INJURIES.
- Ensure compliance with legislative requirements and current industry standards.
- Provide adequate facilities to protect the welfare of employees.
- Provide information, instruction, and training, including safety signage throughout the plant covering multi languages and supervision to employees, contractors and customers to ensure their safety.
- Provide support and assistance to employees.
- Make monitoring arrangements for the safe use, handling, storage and transport of plant and substances.
- Endeavour to recognise any existing or potential hazards in the workplace and eliminate the risk of injury or incident resulting from their presence.
- Consult regularly with employees via the various Safety, Health & Environmental Committees to ensure that this policy operates effectively and that Work Health & Safety issues are regularly monitored and reviewed.

Responsibilities of Management

Active's Management in consultation with the various Work Health, Safety & Environmental Committees are responsible for the implementation & monitoring of the Work Health & Safety Policy. Each management representative is accountable for implementing the policy in their area of responsibility and this will be measured in their annual appraisal.

Management is responsible for:

- The provision and maintenance of the workplace in a safe condition.
- Involvement in the development, promotion and implementation of work health & safety policies and procedures and their periodic revision to ensure compliance with the Active Safety Audit System.
- Training employees in the safe performance of their assigned tasks.
- The regular assessment of health & safety resources and performance.
- Ensuring that the agreed procedures for joint consultation between representatives of Active management and representatives of Active employees are encouraged and followed through the effective operation of the Work Health Safety & Environmental Committees.
- The maintenance of an effective incident reporting procedure to ensure that there is a system accessible at all times for the accurate recording of occurrences which adversely affect or have the potential to adversely affect the health & safety of Active employees so that Active's health & safety performance can be accurately assessed.

Responsibilities of Employees:

- To follow all health & safety policies and procedures to assist Active to comply with its responsibilities under the OHS and WHS Acts.
- In accordance with the Active procedures for Hazard Identification & Issue Resolution, report any potential or actual hazards to their Supervisor, Manager or Health & Safety Representative.
- To take reasonable care of their own health and safety and that of those around them who may be affected by their actions or omissions in the workplace.
- To not wilfully interfere with or misuse any equipment or facilities provided in the interests of the health, safety & welfare of Active employees.

Application:

This policy is applicable to all Active Sites Alive's businesses in all its operations and functions including those situations where employees are required to work off site.

Consultation:

The organisation is committed to consultation and co-operation between Management and Employees. This policy will be regularly reviewed in light of changes in legislation, matters arising from consultation with the various WHS Committees and any changes that occur from time to time in the structure or method of operation of the business.

Active's Management seeks co-operation and assistance from all Active Employees in achieving Active's Work Health & Safety objectives which are aimed at creating a healthy & safe work environment for all Employees, Contractors, Visitors and the surrounding community.

Communication:

All personnel, including contractors, are to receive information about the policy at induction. The signed policy will be displayed on the WH&S Notice boards. All Active Employees will be kept informed of any changes to this policy.

Authorisation:

The Chief Executive Officer is to sign the policy.

Review:

The policy will be reviewed every 12 months by the WHSE Manager in consultation with the Work Health Safety & Environmental Committee.

Procedure Storage: This procedure will be stored in the Active Safety System Manual, Intranet and posted in each Active site.

Policy Authorised by  Chief Executive Officer

Date of Policy Issue 4th July 2018