



OZTECHNOLOGY

OPERATION POLICIES AND PROCEDURES MANUAL

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OPPM

Accidents and incidents

Policy:

Oztechnology aims for the workplace to be accident- and incident-free. Where accidents or incidents occur, they must be reported; these reports will be used to investigate the accident/incident and reduce the likelihood of such an accident or incident occurring again.

Procedures:

1. **Accidents and incidents must be reported**
 - 1.1 If you are involved in an accident or incident or you witness an accident or incident, you must complete the Accident/incident/medical emergency form and give the form to the workplace health and safety officer so the incident can be investigated by the officer.
 - 1.2 If necessary, the WHSO will report the accident to WorkCover Queensland for purposes of compensation.
 - 1.3 Both the injured person and the witness are to keep copies of the form.
2. **Injuries and first aid treatment must be registered**
 - 2.1 Obtain the register of injuries and the register of first aid treatment from your supervisor. These registers record details on the injured person, a brief description of the injury, first aid treatment given and by whom etc. They are a permanent record kept for legal purposes.



Assessing and controlling risks

Policy:

Oztechnology requires all staff to control the risk of injury or disease resulting from this workplace. While the main responsibility for assessing risks and suggesting control measures lies with the Workplace Health and Safety Officer (WHSO), the Workplace Health and Safety Representative (WHSR), unions, and safety experts, all staff can contribute to controlling risks in the following ways.

Procedures:

1. **Assess the risk posed by the identified hazard**
 - 1.1. Consider who is at risk.
 - 1.2. Consider the number of people at risk.
 - 1.3. Consider the likelihood of the hazard resulting in an injury or disease.
 - 1.4. Consider the possible consequences that may result.
2. **Suggest appropriate control measures**
 - 2.1 Consider if the hazard can be eliminated.
 - 2.2 Consider if a substitute can be used.
 - 2.3 Consider if redesign is necessary.
 - 2.4 Consider isolating hazard from the person or person from the hazard.
 - 2.5 Consider limiting the duration of exposure to the hazard.
 - 2.6 Consider the need for personal protective equipment (PPE).
3. **Reduce risks by reducing the likelihood of an incident happening**
 - 3.1 Clean up spills immediately.
 - 3.2 Keep cabinet and cupboard doors closed when not in use.
 - 3.3 Carry sensible loads. Use appropriate mechanical handling equipment.
 - 3.4 Plan and coordinate team lifting where appropriate
 - 3.4 Stack materials in a way to prevent falls.
 - 3.5 Store hazardous materials in a safe place.
 - 3.6 Be alert to equipment dangers.
 - 3.7 Make sure aisles and exits are not obstructed.
 - 3.8 Do not smoke in a smoke-free zone.
 - 3.9 Correctly adjust your ergonomic chair.
 - 3.10 Use a glare screen on your monitor.
 - 3.11 Use correct lifting techniques.
 - 3.12 Use office equipment safely.
 - 3.13 Train staff to carry out tasks with minimal risk and re-train staff re-entering the workplace after an absence.
4. **Employee rights**
 - 4.1 Employees should be advised of the results of risk assessments and be given the right to refuse to carry out a task (within reason) if they feel their health and safety is at risk.



Bomb threat

Policy

In the event of a bomb threat, a number of procedures, as listed below, have been devised to minimize injury or risk to staff.

Procedures:

1. Act appropriately

- 1.1. Remain calm and sound calm on the phone.
- 1.2. Take note of the caller's voice and background noises.
- 1.3. Do not hang up, even when the caller hangs up.
- 1.4. Record details of the call on the Bomb Threat Checklist. A copy of this checklist is provided on your workstation and should be kept near your phone.
- 1.5. Notify only your immediate supervisor to avoid panicking other staff members.
- 1.6. If no supervisor is available contact Security, giving your name and details of the message.

Drug testing

Policy:

Oztechnology accepts responsibility to ensure that the workplace is drug-free and employees will not be harassed or intimidated by colleagues under the influence of drugs. Oztechnology's policy is intended to comply with all state and federal laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Procedures:

1. Testing requirements

- 1.1 Current and prospective employees who work or would work in high-risk or safety-sensitive positions will be asked to submit to drug and alcohol testing. This would include managers, supervisors, department heads, vehicle operators and customer service staff.
- 1.2 No prospective employee will be asked to submit to testing unless an offer of employment has been made. An offer however, is conditional on the prospective employee testing negative for drugs and alcohol.
- 1.3 Not all employees will be asked to submit to drug and alcohol testing.
- 1.4 An employee will receive written notice of the request or requirements before being asked to submit to a drug and/or alcohol test.

2. Substances tested

- 2.1 The testing program is limited to testing for blood alcohol, specific drugs and drug types. A list is available on request.
- 2.2 If any other substance is detected it will not be reported.

3. Testing procedures



- 3.1 All drug and/or alcohol testing will be conducted by a laboratory licensed by the state.
- 3.2 The employee may obtain the name and location of the laboratory that will analyse the test sample by calling the specified collection laboratory 24 hours before the employee is scheduled to be tested.
4. **Notification of results**
 - 4.1 The employee will be notified of the results within five working days after it receives them from the laboratory.
 - 4.2 The employee will be notified by mail whether the test was negative or confirmed positive and, if confirmed positive, what the next step is.
5. **Positive test results**
 - 5.1 If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result following the employee's receipt of the test result.
 - 5.2 The employee may have the same sample re-tested at a laboratory of the employee's choice.
6. **Adverse employment action**
 - 6.1 If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended without pay until the results of a drug and alcohol test are made available to Oztechnology by the testing laboratory.
 - 6.2 Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.
7. **Confidentiality**
 - 7.1 Oztechnology will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them.
 - 7.2 The employee will be asked for consent before test results are released to anyone else. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing.
 - 7.3 If the employee is to be referred to a treatment facility for evaluation, the test results will also be made available to the employee's counsellor. The results of drug testing in the workplace will not be used against the employee in any criminal prosecution.
8. **Costs**
 - 8.1 Oztechnology will pay the cost of any drug and alcohol testing that it requires or requests employees submit to, including re-testing of confirmed positive results. Any additional tests requested by the employee will be paid for by that employee.
9. **Drug and alcohol use at work prohibited**
 - 9.1 Oztechnology will not tolerate any use of non-prescribed drugs or alcohol during work hours.
 - 9.2 If the employee comes to work under the influence of drugs or alcohol or use drugs or alcohol during work time, the employee may be sent home without pay, disciplined, or his/her employment terminated.
 - 9.3 Repeated instances of arriving at work under the influence of drugs or alcohol may result in serious consequences - written warning, suspension or termination of employment.



Exercises for computer operators

Policy:

To avoid injury and discomfort when working at a computer or sitting for prolonged periods, it is recommended that the exercises illustrated below are performed regularly.

Procedures:

1. **Management responsibilities**
 - 1.1 To train all staff in occupational health and safety procedures including exercises to avoid occupational overuse syndrome.
2. **Employee responsibilities**
 - 2.1 To attend workplace health and safety induction.
 - 2.2 To perform regular exercises if working at a computer.

Fire

Policy:

In the event of a fire, a number of procedures, as listed below, have been devised to minimize injury or risk to staff.

Procedures:

1. Minimize injury and risk to all staff
 - 1.1. Alert others and notify security.
 - 1.2. It is not necessary to notify the fire brigade; this will occur automatically when the alarm sounds.
 - 1.3. If the fire is small and localize, and you have been trained to use a fire extinguisher, use the fire extinguisher to put out the fire.
 - 1.4. If the fire cannot be controlled and evacuation is necessary, staff must proceed to the nearest fire exit displayed on the map in their area.
 - 1.5. Ensure stairways and emergency exits are not blocked.
 - 1.6. Do not use the lift.
 - 1.7. Assemble in the designated area so that a head count can be made.
 - 1.8. Undertake training in the use of fire extinguishers when it is offered.
 - 1.9. Participate in fire drills and emergency evacuation procedures when drills occur.



First aid and medical emergency

Policy:

First aid facilities are provided and all staff are encouraged to undertake first aid training provided by the company. There are designated first aid officers in each department to administer first aid to staff members, or members of the public/visitors. In the event that first aid needs to be given the following procedures must be followed.

Procedures:

1. **Prior to first aid treatment being given**
 - 1.1 Undergo training in first aid when it is offered.
 - 1.2 Know who the first aid officer is in your department. The telephone list identifies first aid officers in each department.
 - 1.3 Ensure you have been introduced to the first aid officer in your department so you know what he/she looks like when you need to find them in an emergency.
 - 1.4 Ensure you know the location of the first aid kit on each floor.
 - 1.5 Look through the first aid kit so that you are aware of its contents.
2. **When first aid is required**
 - 2.1 Obtain the first aid kit.
 - 2.2 Apply basic first aid only if you are trained.
 - 2.3 Contact a trained first aid officer where possible, to apply first aid in the event of injury.
 - 2.4 Dial 000 and contact the ambulance if required.
 - 2.5 Clearly give your name, the address at which the ambulance is required and a brief description of the emergency/accident/injury(ies)
3. **Applying emergency first aid**
 - 3.1 If the person is unconscious, check his/her airway, breathing and circulation and turn the person on his/her side.
 - 3.2 If you are trained, commence cardiopulmonary resuscitation (CPR) if it is needed.
 - 3.3 Delegate someone to contact the first aid officer if you are not trained in CPR.
 - 3.4 If the person is conscious, reassure him/her.
 - 3.5 Do not move the person if you suspect spinal injury.
 - 3.6 Assist the ambulance officers as directed.
4. **After first aid treatment**
 - 4.1 Complete the Accident/incident/medical emergency report form and give to the workplace health and safety officer. A completed sample form is provided below.



Manual handling

Policy:

Manual handling includes pushing, pulling, lifting, carrying and lowering loads. All staff should control the risks of injury or disease involved with manual handling by using correct lifting techniques and adopting measures which reduce or eliminate the risks.

The overall objectives of this policy are to:

- prevent/reduce the occurrence of manual handling incidents in the workplace
- reduce the severity of injuries if they do occur
- identify, assess and control risks arising from manual handling activities in the workplace
- satisfy legislative requirements
- review all manual handling tasks on an annual basis.

Procedures:

1. Responsibilities of Employer

- 1.1 To ensure that the manual handling policy is effectively implemented, promoted and supported within their areas of responsibility.
- 1.2 To ensure that their staff are appropriately trained and follow safe work practices.
- 1.3 To examine all manual handling tasks within their area of responsibility to identify and assess risks. Refer to Assessing and Controlling Risks Policy.
- 1.4 Take appropriate action and implement control measures when hazards are reported or incidents occur. Refer to Assessing and Controlling Risks Policy.
- 1.5 Ensure that environmental audits and manual handling task risk assessments are undertaken on a regular basis.

2. Responsibilities of Employees

- 2.1 Employees must participate in manual handling training.
- 2.2 Employees must follow safe work practices, including the correct use of mechanical handling equipment, personal protective equipment and clothing, and taking rest breaks as provided. Refer to Workplace Safety Rules Policy.
- 2.3 Employees must report potential manual handling hazards or problems.
- 2.4 Employees must not place themselves or others at risks by their own actions or omissions.

3. Risk identification

- 3.1 Manual handling tasks that are likely to be a risk to health and safety must first be identified and the level of risk assessed. See Assessing and Controlling Risks Policy.



Operation of office equipment

Policy:

All staff are to use office equipment in a safe manner to eliminate hazards and to control risks to health and safety in the workplace.

Procedures:

1. Use computers and monitors safely

- 1.1 Ensure the occupational health and safety guidelines relating to ergonomic workstations are observed.
- 1.2 Adjust backrest of chair, desktop height, seat height and foot stool for your specific requirements.
- 1.3 Ensure your eyes are about level with the top edge of the screen and between 45 and 71 centimetres away.
- 1.4 Adopt appropriate routines and breaks to avoid eye and back strain.
- 1.5 Ensure adequate ventilation to avoid localized heating.
- 1.6 Avoid glare and reflection by altering the angle of your screen or by using blinds or curtains or an anti-glare screen.
- 1.7 Ensure there is no bright light behind the monitor or reflected on the screen.
- 1.8 Take regular breaks while keyboarding to rest tired muscles. Every half an hour, focus your eyes on a distant object.
- 1.9 Ensure electrical equipment (including wiring and sockets) is regularly checked and serviced.
- 1.10 Report damaged or faulty equipment to your supervisor immediately.
- 1.11 Protect your monitor from dampness or wet weather.
- 1.12 Follow all instructions and warnings for your system.
- 1.13 If moving the computer, disconnect the power source by pulling the plug not the cord.
- 1.14 Do not attempt to repair your computer, monitor or keyboard yourself.
- 1.15 Contact the workplace health and safety officer for advice, assistance and assessment of your workstation.

2. Use ergonomic chairs correctly

- 2.1 Adjust chair to appropriate height.
- 2.2 Rest feet comfortably on the floor.
- 2.3 Adjust backrest to support lower back.
- 2.4 Change posture if you get uncomfortable.

3. Use the keyboard correctly

- 3.1 Adjust the keyboard to the appropriate height.
- 3.2 Your shoulders should be relaxed and elbows comfortably at your side at a 90 degree angle.

4. Use telephones and answering machines safely

- 4.1 Obtain training in the correct use of the equipment
- 4.2 Read instructions and observe safety precautions.
- 4.3 Avoid using the phone during an electrical storm.

5. Use intercom systems safely

- 5.1 Obtain training in the correct use of the intercom.
- 5.2 Read instructions and observe safety precautions.
- 5.3 Report any faults to your supervisor.

- 5.4 Do not attempt to investigate the internal workings of the intercom system.
- 6. **Use facsimile machines safely**
 - 6.1 Obtain training in the correct use of the facsimile machine.
 - 6.2 Read instructions and observe safety precautions.
 - 6.3 Report any faults to the Administrative Officer.
 - 6.4 Do not attempt to investigate the internal workings of the facsimile machine.
 - 6.5 Ensure the acoustic hood is placed over the facsimile machine to control noise.
- 7. **Use photocopiers safely**
 - 7.1 Obtain training in the correct use of the photocopier.
 - 7.2 Keep the lid closed while copying to avoid eye damage from the light.
 - 7.3 Report any faults to the Administrative Officer.
 - 7.4 Do not attempt to investigate the internal workings of the photocopier.
 - 7.5 Ensure the photocopier is well ventilated.
 - 7.6 Ensure the photocopier is turned off each afternoon if you are the last to use it.
 - 7.7 Read instructions and observe safety precautions.
- 8. **Use stapling/binding equipment safely**
 - 8.1 Obtain training in the correct and safe use of stapling and binding equipment.
 - 8.2 Ensure fingers, hair, ties, scarves and jewellery are out of the way.
 - 8.3 Report any faults to the Administrative Officer.
 - 8.4 Do not attempt to fix the equipment unless you have been trained.
 - 8.5 Read instructions and observe safety precautions.
- 9. **Use guillotines safely**
 - 9.1 Obtain training in the correct and safe use of guillotines.
 - 9.2 Read instructions and observe safety precautions.
 - 9.3 Report any faults to the Administrative Officer.
 - 9.4 Do not attempt to fix the equipment unless you have been trained.
 - 9.5 Close the blade and replace the safety cover after use.
 - 9.6 Ensure fingers, hair, ties, scarves, sleeves and jewellery are out of the way.
- 10. **Use filing cabinets/cupboards safely**
 - 10.1 Keep doors shut when not in use.
 - 10.2 Keep fingers out of the way when shutting drawers.
 - 10.3 Open the bottom drawer when the top drawer is fully open to prevent the cabinet toppling over.
 - 10.4 Do not place any boxes or other obstacles in front of filing cabinets or cupboards.
- 11. **Report equipment faults**
 - 11.1 Report any equipment faults that may be potential health and safety hazards to the workplace health and safety officer on the Equipment Fault Report.



Smoking policy

Policy:

The employee will receive a copy of this policy in the employee's orientation folder. In addition, copies of the policy are posted in various locations throughout this facility. Additional copies are available upon request.

Procedures:

1 Smoking in the workplace

- 1.1 Smoking is banned in all enclosed workplaces and outside places other than those designated as smoking areas.
- 1.2 Smoking/No-Smoking signs; To support its policy of not allowing smoking in other than designated smoking areas, Oztechnology has posted "No Smoking" and "Smoking" signs in the appropriate areas. Each sign posted in an area where smoking is prohibited carries the internationally recognized symbol for no smoking; a red circle containing a lit cigarette with a line drawn diagonally through the circle. Please observe these signs at all times.
- 1.3 Non-discrimination: What the employee does outside of working hours and off Oztechnology's premises will not be the basis of any disciplinary action by Oztechnology. Nor will Oztechnology pursue a policy of discharging employees or refusing to hire applicants because they are smokers.

Start-up for high volume laser printer.

Policy:

Oztechnology have recently purchased a high volume laser printer for the use by all staff. The following instructions must be adhered to for trouble free usage.

Procedures:

1. Obtain training in the correct use of laser printer
2. Ensure printer is plugged into safety switch before starting.
3. Check printer output number and record in log book, sign and date.
4. Check manufacturers recommended maintenance schedule and printer maintenance log for latest maintenance checks.
5. Contact the supervisor of IT Systems maintenance if "Toner Low" light is showing.
6. Contact the supervisor of IT Systems maintenance when printer records indicate a major service (10000 pages before recommended quotas)
7. Do not operate laser printer in the event of "Toner Low" or not serviced maintenance.
8. Tag laser printer in the event of it being "out of order".
9. Ensure the printer is well ventilated.
10. Ensure paper is full and printer doors are closed tightly.
11. Perform printer test before operating.



Recognising and reporting hazards

Policy:

A hazard is a source or potential source of injury or disease. If all staff make an effort to recognize hazards and report them, the likelihood of injury or disease is significantly reduced. Management will implement appropriate control measures to address any hazards identified.

Procedure:

1. *Recognize the hazard*

- 1.1. Report hazardous conditions to your supervisor immediately. Hazards may be:
 - 1.1.1 slippery floors and walkways
 - 1.1.2 tripping hazards, such as hose links, piping, etc.
 - 1.1.3 missing (or inoperative) entrance and exit signs and lighting
 - 1.1.4 poorly lighted stairs
 - 1.1.5 loose handrails or guard rails
 - 1.1.6 loose or broken windows
 - 1.1.7 dangerously piled supplies or equipment
 - 1.1.8 open or broken windows
 - 1.1.9 unlocked doors and gates
 - 1.1.10 electrical equipment left operating
 - 1.1.11 open doors on electrical panels
 - 1.1.12 leaks of steam, water, oil, etc.
 - 1.1.13 blocked aisles
 - 1.1.14 blocked fire extinguishers, hose sprinkler heads
 - 1.1.15 blocked fire doors
 - 1.1.16 evidence of any equipment running hot or overheating
 - 1.1.17 oily rags
 - 1.1.18 roof leaks
 - 1.1.19 directional or warning signs not in place
 - 1.1.20 safety devices not operating properly
 - 1.1.21 machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.
- 1.2. The Workplace Health and Safety Officer (WHSO) will undertake a variety of strategies to identify hazards including surveys, inspections and audits. All staff are expected to cooperate with WHSO requests.

2 *Report the hazard*

- 2.1. A Hazard Report Form should be completed by the staff member who identified the hazard and given to the Workplace Health and Safety Representative (WHSR) for your department. A sample completed form is shown below.
- 2.2. The WHSR will immediately bring the hazard to the attention of management for action and will raise the issue at the next workplace health and safety committee meeting.
- 2.3. If necessary, the WHSR or WHSO will complete a Workplace Health and Safety Hazard Report Form and forward it to the appropriate authority.



Workplace rehabilitation

Policy:

Oztechnology is committed to providing workplace rehabilitation and coordination to manage the rehabilitation of injured workers in our workplace. Oztechnology has employed a trained rehabilitation coordinator to design and coordinate individual rehabilitation plans for injured workers.

Procedures:

1. **To claim worker's compensation**
 - 1.1 Contact the workplace rehabilitation coordinator who will assist you with the appropriate forms and procedures for WorkCover Queensland.
2. **To obtain workplace rehabilitation**
 - 2.1 The workplace rehabilitation coordinator will design and implement an appropriate rehabilitation program for your injuries or illness. The contact details can be obtained from the Staff Directory.

Workplace Safety Rules

Policy:

Oztechnology is committed to the effective management of occupational health and safety throughout the organization, and recognizes the need to provide all employees and other associated persons with a safe and healthy work environment. Workplace safety rules have been designed to promote a safe and healthy work environment.

Procedures:

1. **Use of machinery**
 - 1.1 Safety equipment are designed for your protection. Be sure such equipment is adjusted for you.
 - 1.2 Shut down your machine before cleaning, repairing, or leaving.
 - 1.3 Fork lifts will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride them. Do not exceed a speed that is safe for existing conditions.
 - 1.4 Do not adjust, clean, or oil moving machinery.
 - 1.5 Keep machine guards in their intended place.



- 1.6 All employees must use seat belts and shoulder restraints (if available) whenever they operate a vehicle on company business. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.
- 1.7 Do not wear loose clothing or jewellery around machinery. It may catch on moving equipment and cause a serious injury.
- 1.8 Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- 1.9 Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not fool with it.
- 1.10 Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
2. **Use of Safety equipment**
 - 2.1 Your supervisor will provide you with the protective clothing and equipment required for your job. This may include headwear and footwear. Use them as instructed.
3. **General work areas**
 - 3.1 Observe and practice the safety procedures established for the job.
 - 3.2 Do not block aisles, exits, fire fighting equipment, electric lighting or power panel valves etc with materials, skids, bins, boxes or other equipment.
 - 3.3 In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
 - 3.4 In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorised personnel.
 - 3.5 Keep your work area clean.
 - 3.6 Observe smoking regulations.
 - 3.7 Running and horseplay are strictly forbidden.
 - 3.8 Do not tamper with electric controls or switches.
 - 3.9 Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
 - 3.10 Report any unsafe condition or acts to your supervisor.
 - 3.11 Use designated passages when moving from one place to another; never take hazardous shortcuts.
 - 3.12 Lift correctly - use your legs, not your back. For heavier loads, ask for assistance. Refer to Manual Handling policy.
 - 3.13 Do not throw objects.
 - 3.14 Clean up spilled liquid, oil, or grease immediately.
 - 3.15 Place rubbish and paper in proper containers and not in ash trays provided for cigarette butts.
 - 3.16 Identify and report hazards.



Occupational Health and Safety

Policy:

Oztechnology is committed to the effective management of occupational health and safety throughout the organization, and recognizes the need to provide all employees and other associated persons with a safe and healthy work environment.

Procedures:

1. Management responsibilities

- 1.1 To provide everyone in the workplace with the necessary information and training needed to enjoy a safe workplace.
- 1.2 To conduct regular inspections of the workplace.
- 1.3 To undertake full assessments of all occupational health and safety risks.
- 1.4 To identify appropriate risk control.
- 1.5 To develop suitable procedures and work practices.
- 1.6 To minimize the frequency of work-related injuries.
- 1.7 To involve employees in occupational health and safety matters through consultative practices.
- 1.8 To ensure compliance with legislative requirements by all employees.
- 1.9 To monitor hazard and accident reports, workplace inspection reports and other data to demonstrate the effectiveness of the occupational health and safety practices within the workplace.
- 1.10 To ensure rehabilitation is provided in a caring and timely fashion.

2. Department manager's responsibilities

- 2.1 To ensure you have adequate knowledge and skills to carry out your responsibilities.
- 2.2 To ensure all regulations, procedures and safe work practices are followed at all times.

3. Employee responsibilities

- 3.1 To follow all company safety requirements and relevant codes of practice. Refer to Section 5: Occupational health and safety: Work and safety rules
- 3.2 To maintain a clean and orderly work area.
- 3.3 To use any clothing or equipment that is provided to protect them while carrying out their work responsibilities.
- 3.4 To report all work hazards or incidents to their workplace health and safety representative.
- 3.5 To actively participate in safety improvement and consultative activities.

4. Policy Review

- 4.1 The policy will be reviewed annually in consultation with the Health and Safety Committee or whenever it is determined necessary by the introduction of new legislation.

5. Policy Dissemination

- 5.1 The policy will be provided to all new employees at the time of their induction. All employees will be able to access this policy through the company intranet and through their health and safety representatives, managers and supervisors.

6. Workplace health and safety representative responsibilities

- 6.1 To be available for staff when needed to discuss concerns about workplace safety.
- 6.2 To take these concerns to the workplace health and safety officer.
- 6.3 Identify hazards and report them.



- 6.4 Be in regular contact with the workplace health and safety officer in your department.
- 6.5 Read the minutes of the workplace health and safety committee meetings.
- 6.6 Attend occupational health and safety training as required.
- 7. **Workplace health and safety officer responsibilities**
 - 7.1 To take the concerns of the staff to the workplace health and safety committee meetings.
 - 7.2 To be in regular contact with the workplace health and safety representative in your department.
 - 7.3 Read the minutes of the workplace health and safety committee meetings.
 - 7.4 Attend occupational health and safety training as required.