

Occupational Health and Safety

General Policy

WSROC Training & Employment shall set, resource and maintain high standards in the area of health, safety and welfare of employees in the workplace by complying with all relevant Acts and Regulations to ensure that the workplace is safe and without risk to health.

Management's Responsibility

The promotion and maintenance of occupational health and safety is primarily the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the workplace by developing, implementing and reviewing, in consultation with employees on the organisation's OHS Program.

Specific Responsibilities

a) MANAGERS

Each manager is required to ensure that this policy and the OHS Program is developed and effectively implemented in their areas of control, and to support supervisors and hold them responsible for their specific responsibilities.

b) SUPERVISORS

Each first-line supervisor is responsible, and will be held accountable, for taking all practical measures to ensure that in the area of their control:

- the OHS Program is complied with and employees are supervised and trained to meet their requirements under this Program;
- employees are consulted on issues which affect their health and safety and any concerns they may have are referred to management.

c) EMPLOYEES

All employees are required to co-operate with the company's OHS Policy and Procedures to ensure their own health and safety and the health and safety of others in the workplace.

d) CONTRACTORS AND SUB-CONTRACTORS

All Contractors and sub-contractors engaged to perform work on the premises are required to comply with the occupational health and safety policies, procedures and programs of this organisation, and to observe directions on health and safety from designated officers of the organisation. Failure to comply with a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Occupational Health and Safety Program

WSROC Training & Employment considers the most appropriate approach to implement the general provisions of this policy includes:

1. **Risk Management Procedures** – to identify and assess, minimize, control or eliminate risk.
2. **Provision of OHS training and education** – to ensure appropriate training and education is delivered during employee induction.
3. **Identify Workers Compensation Insurer** - ensure the validity and currency of the Workers Compensation Insurance Policy and conduct quarterly reviews of claims for actual injuries.
4. **Maintain an OHS Consultative Group** - for addressing health and safety issues and ensuring information is provided to all employees.
5. **Workplace Inspections and evaluations** – conducted prior to placement and post significant injury.
6. **Injury Management** – procedures to ensure return to work, Rehab provider details and retraining.
7. **Disclosure of work methods** – to ensure work practice is current with technological change.
8. **First Aid and Emergency procedures** – implementation, posting and reviewed annually.

MANAGING DIRECTOR'S SIGNATURE:

DATE :