



## Work Health & Safety Act 2012

### General Policy Statement

It is company policy to promote the highest standard of Health and safety at all levels of our business. The policy is to do all that is reasonable to prevent personal injury and damage to property and to protect everyone (including clients) from foreseeable hazards.

In particular the company has responsibility to:

- Provide and maintain a safe and healthy working environment for employees taking account of any statutory requirements.
- Provide and maintain safe plan, equipment and systems or work, taking account of any statutory requirements.
- Provide information, training and instruction to enable employees to perform their work safely and efficiently.
- Make available all necessary and relevant safety devices, protective clothing and equipment and to supervise their correct use.
- Maintain a constant and continuing interest in health and safety matters applicable to the company's activities in particular by consulting and involving employees wherever possible.
- To make reports and keep records taking account of statutory requirements
- Provide a non smoking environment in the workplace

Employees have a duty to cooperate in the operation of this policy by:

- Working safely and efficiently, having regard for others.
- Wearing or using protective clothing and/or protective equipment provided, and by meeting statutory obligations.
- Promptly reporting incidents involving other employees, clients or plant, equipment or work practices that have resulted or may result in injury or damage.
- Observing company procedures and rules appropriate to securing a safe healthy workplace.
- Assisting in the investigation of accidents with the object of introducing measures to prevent any reoccurrence of accidents.