

## Work Health and Safety Policy

### 1. Purpose

- 1.1 Jands Pty Ltd and Jands Venue Engineering Pty Ltd ('Jands') is committed to providing a safe working environment for employees, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.
- 1.2 Jands undertakes to review this policy on a yearly basis to take account of changes in legislation, activities, services and products.

### 2. Commencement of Policy

- 2.1 This Policy will commence 1<sup>st</sup> November 2016, and replaces all other work health and safety policies (whether written or not).
- 2.2 This Policy will be reviewed, by the authorised party (Human Resources), 12 months following the commencement date stated in Clause 2.1.

### 3. Application of Policy

- 3.1 This Policy applies to:
  - a) all employees (whether full-time, part-time or casual) and persons performing work at the direction of, or on behalf of Jands (for example contractors, subcontractors, consultants, temporary staff) collectively referred to in this Policy as 'workplace participants'.
  - b) Jands workplaces and to other places where workplace participants may be working/representing Jands for example, when visiting a customer, client or supplier (collectively referred to as 'workplace').
- 3.2 This Policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for services.

### 4. WHS Objectives and System

- 4.1 Jands accepts responsibility for implementing and maintaining Work Health and Safety (WHS) Policy and WHS Management System. It will ensure:
  - a) we establish measurable safety performance objectives and targets and that we review these to continually improve WHS performance. This shall include regular workplace inspections and prompt control of identified hazards;
  - b) employees are trained on health and safety matters relevant to their work;
  - c) contractors are fully aware of the hazards associated with their work and implement appropriate hazard control measures;
  - d) managers, supervisors, workplace participants and other persons are inducted and held accountable for enacting their roles and responsibilities;
  - e) we provide a safe and healthy work environment for our workplace participants;
  - f) we provide safe and healthy methods of work;
  - g) we comply with relevant laws, rules, standards and codes of practice;
  - h) we exercise due diligence;
  - i) consultation with employees is undertaken on matters related to health and safety as per the WHS Consultation Policy; and,

- j) we provide workplace participants the opportunity to attend regular department meetings which have work health and safety as an Agenda item. During these meetings feedback can be gained on work health and safety matters and ideas and suggestions can be tabled and discussed, with action items set and undertaken.

## **5. Management Responsibilities**


- 5.1 Officers, Managers and Team Leaders/Supervisors are responsible and accountable for the safety of workplace participants and company property under their control so far as reasonably practicable.
- 5.2 Managers and Team leaders/Supervisors are responsible for ensuring policies, procedures, safe work practices and safe work procedures are followed.

## **6. Employee Responsibilities**

- 6.1 Employees are required to comply with the health and safety legislation and Jands policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Employees are to report hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others.

## **7. Contractors**

- 7.1 Contractors engaged to perform work for Jands are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of Jands as they relate to work health and safety and to observe direction on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.



Managing Director

1<sup>st</sup> November 2016

Date