

WHS024 WORKPLACE HEALTH & SAFETY POLICY

Title	Workplace Health & Safety	Effective Date:	September, 2012
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The workplace health and safety of all persons employed within TJ Johnson and that visiting TJ Johnson are considered of utmost importance. Resources in line with the importance attached to workplace health and safety will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

Our vision is to achieve an injury free workplace – with zero incident rating – no task is that important that a person's safety should be put at risk.

Managers

The promotion and maintenance of workplace 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. To this end, it is the responsibility of management to develop, implement and keep under review, in consultation with its employees, the organisation's WHS Program.

Risk management, through the development of site specific Safe Work Procedures, Risk Assessment and/or Safe Work Method Statements (SWMS's) is integral to the continued development of safety in all work practices. Involvement by all personnel will enhance understanding, reinforcing safety to be our workplace ethic.

Managers are responsible for all aspects of Workplace health and safety including the following duties:

- Compliance with appropriate legislation, codes of practice and TJ Johnson Industrial policy.
- Implementing TJ Johnson Industrial's Workplace health and safety procedures and insisting on safe and environmentally responsible work practices at all times.
- Assisting in the identification and preparation of work procedures.
- Providing and adopting a safe system of work while ensuring safe plant and equipment are used.
- Ensuring clients and contractors are not exposed to risks to their health and safety.
- Monitoring and reviewing compliance with procedures and working conditions on a continuing basis.
- Preparing and participating in Workplace health and safety meetings and workplace health and safety programs.
- Ensuring the health and safety of each of TJ Johnson Industrial's employees.
- Ensuring sufficient employees are assigned to safely carry out the tasks.
- The induction of new employees in relation to safe work methods and practices.
- Ensuring employees are competent to carry out the tasks requested of them and training employees in safe operating procedures.
- Providing and maintaining adequate safety equipment.
- Assisting the investigation of near misses, hazards, accidents and injuries to ensure identification of hazards and correction of unsafe practices and methods.
- Reviewing and actioning workplace health and safety reports and inspections and initiating rectification where necessary.

TJ Johnson Industrial's Workplace Health and Safety Officer

TJ Johnson Industrial's Workplace Health and Safety Officer is responsible for duties including:

- Assisting Managers, to develop and implement Workplace Health & Safety and Rehabilitation procedures.
- Communicating company safety performance to the Managing Director.
- Providing advice and assistance on WHS to all employees.
- Participating in the planning and design stages of new activities or refits to ensure safety considerations.
- Monitoring WHS legislative requirements.
- Monitoring compliance with safe work procedures.
- Co-ordinating rehabilitation for injured employees.
- Reviewing safety reports and inspections.
- Preparing and participating in safety meetings and programs.
- Facilitating safety training.
- Insisting on correct and safe practices at all times.
- Preparing and conducting safety inductions.
- Investigating and developing new WHS initiatives.
- Conducting accident/incident investigations.
- Leading by example and promoting WHS at every opportunity.
- Facilitating the maintenance of all records as required under the workplace health and safety legislation.
- Participating in regular workplace inspections and audits and ensure that any improvements resulting from such an inspection/audits are actioned in the required time frame.

Employees

Your responsibility:

- Working safely and observing all health and safety instructions from Managers, TJ Johnson Industrial policies and procedures.
- Filling out a JSA (Job Safety Analysis) form prior to commencement of all works.
- Using safety devices and personal protective equipment as directed by your Manager.
- Maintaining safety devices and personal protective equipment in an operational and hygienic condition at all times.
- Promptly reporting to your Manager any work accident, injury or Workplace health and safety problem.
- Reporting to your Manager any situation you believe is a work hazard or an unsafe practice.
- Contributing to the health and safety of fellow employees and non-employees at the workplace.
- Not wilfully or recklessly interfering with/or misusing anything provided for Workplace health and safety at the workplace.
- Not wilfully placing at risk the workplace health and safety of any person at the workplace.
- Not wilfully injuring yourself.

If you have an accident, you are required to notify your Manager and then complete an *Injury / Incident Report Form WHS-001*.

If you are injured at work, or travelling to or from work, you must notify your Manager as soon as possible. If there are medical expenses involved due to the injury or time lost from work, these costs may be recovered by Work Cover upon lodging a claim form. A doctor's certificate is required when Workers' Compensation is claimed.

Workplace Health and Safety Program

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of workplace health and safety including:

- WHS training and education;
- provision of information to employees, contractors and sub-contractors
- development of safe work procedures;
- emergency procedures and drills;
- provision of WHS equipment, services and facilities;
- regular workplace inspections and evaluations;
- reporting and recording of incidents, accidents, injuries and illnesses and;
- Identify and manage risks to as low as reasonable practicable where they have the potential to cause accident, injury or illness to people (1-3 incidents per year deemed acceptable).

We also have a strong commitment to consulting with our employees on health and safety issues that may arise.

A critical element in our success is the continuing development of a culture of safety within all areas of the Company's operations.

Luke Fisher
General Manager



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ASSOCIATED FORMS			
ASSOCIATED DOCUMENTS			