

Occupational Health and Safety Policy (G426-D)

PTEP recognises its occupational health and safety duties as an employer, and is committed to providing and maintaining a working environment for all employees that is as far as is reasonably practicable, safe and without risks to health.

This includes:

- providing information, instruction and training to enable work to be performed without risks to health and safety
- providing adequate welfare facilities for employees including first aid and emergency procedures
- monitoring the health of employees
- developing procedures and systems of work to address identified hazards
- monitoring conditions at the worksite through regular workplace inspections and feedback from staff
- providing and maintaining safe plant and equipment
- ensuring that all substances are handled, stored and transported in a safe manner
- ensuring that adequate resources are available to rectify health and safety concerns

The **Manager** is responsible for:

- ensuring that instruction and training is provided to all staff
- ensuring that staff are qualified to perform their tasks
- ensuring others (visitors, clients, the public) are not placed at risk due to the undertaking of the business
- ensuring appropriate safety guidelines are developed and implemented
- regularly consulting with employees on health and safety matters
- monitoring conditions at the workplace including any illnesses and incidents that could result in injuries, and ensuring investigations are completed and appropriate preventative strategies are implemented
- resolving any health and safety issues that may arise

Employees are responsible for:

- taking reasonable care of their own health and safety
- ensuring that their work practices do not place the health and safety of others (other employees, clients or the public) at risk
- turning up to work in a fit state, not under the influence of alcohol or illegal drugs
- following all procedures and guidelines
- keeping their own work area tidy and free of obstructions
- reporting all hazards, incidents, injuries and illnesses
- assisting with the investigation of incidents and risk assessments and recommending prevention strategies

PTEP is committed to providing a safe and healthy work environment for its staff and clients through the implementation of the following policies and procedures:

OH&S Induction. Refer to G434-F for details.

PTEP shall induct all staff and training participants in OH&S issues, pertinent to their health and safety in their workplace environment.

OH&S Training. Refer to G560-D for details.

PTEP shall encourage and resource staff to undertake training in areas of OH&S relevant to their work situation. This procedure is designed to establish the current OH&S training level of each employee and to identify what further training is required. An OH&S Training Record (G561-D) will be maintained for each employee.

Incident Management. Refer to G564-D for details.

This procedure describes how incidents are to be reported and investigated. The procedure applies to all employees, contractors working on site and visitors. Any unsafe acts or use of equipment, which causes harm, must be reported immediately using Incident Report & Investigation form (G565-D) to the PTEP Manager for corrective action. WorkSafe authorised procedures will be used to report the incident to WorkSafe and our WorkCover insurer.

Hazard Management. Refer to G563-D for details.

This procedure describes the method by which all hazards will be identified, assessed for risks, and appropriate control measures put in place to eliminate or reduce the risk. Any unsafe acts or use of equipment, which could cause harm, will be reported immediately using Hazard Report & Investigation form (G578-D) to the PTEP Manager for corrective action. Any unsafe equipment will be marked as "NOT SAFE TO USE" to ensure it is not used by other employees.

Contractor Management. Refer to G566-D for details.

This procedure outlines how PTEP ensures that all contractors employed to perform services on their behalf, meet all occupational health and safety legislative requirements.

Results are recorded and retained on the Contractor Checklist form (G567-D).

Chemicals/substances Management. Refer to G568-D for details.

This procedure outlines the requirements associated with the safe use, handling, storage and transportation of all chemicals and substances on site. Hazard associated with the use of each substance are to be identified, and appropriate controls put in place to reduce the risk of harm occurring from exposure to these substances. This is to be recorded in the Chemical/Substance Record Form G569-D, and filed in the Chemical/Substance Register [CFS/110] with the MSDS.

Prevention of Falls. Refer to G570-D for details.

These procedures recognise that a fall from any height can result in injury. The purpose of this procedure is to ensure that there is a system in place to minimise the risk of a fall when employees are performing work off the ground.

Consultation and resolution of Health and Safety issues. Refer to G559-D for details.

This procedure outlines the arrangements for consulting with employees on health and safety matters and resolving health and safety issues.

OH&S Representative. Refer to G427-D for details.

Each site is required to have a designated OH&S representative, who shall report to the Manager on OH&S and security issues; and be the point of reference for all OH&S issues on that site.

Manual Handling. Refer to G573-D for details.

The purpose of this procedure is to ensure that tasks involving hazardous manual handling are identified, and appropriate controls introduced to eliminate or reduce the risk of musculoskeletal disorders occurring.

The controls are to be recorded on the Manual Handling Assessment Form (G574-D)

Workstation Setup. Refer to G575-D for details.

The purpose of this procedure is to provide guidelines to employees on how to set up their workstation.

First Aid & Emergency Preparedness. Refer to G562-D for details

This procedure outlines the first aid arrangements and facilities that need to be provided for employees to ensure that appropriate emergency treatment is immediately provided for persons suffering injury or illness at work.

Each site shall have a First Aid Officer with current minimum qualification of Level 2, and a designated delegate local First Aid provider to provide assistance in their absence

Plant and Equipment OH&S Management. Refer to G572-D for details.

This procedure outlines the requirements for ensuring that all plant used in the workplace is used in a safe manner and is well maintained

Any unsafe equipment will be reported immediately using Hazard Report & Investigation form (G578-D) to the PTEP Manager for corrective action, and marked as "NOT SAFE TO USE" to ensure it is not used by other employees

Internal OH&S Audits. Refer to G579-D for detail.

Internal OH&S Audits will be performed on each area/site/location used by PTEP staff and clients at intervals of about 6 months, using the Internal OH&S Audit form (G579-D) to record the level of safety and housekeeping performance for each area.

Safety Action plans (form G577-D) are to be developed to correct observed deficiencies and hazards, with a summary provided to the Manager within 2 weeks of the audit.