



# Workplace Health & Safety Policy

March 2014

## **General Policy**

**GREENSTAFF'S** Policy in the area of Workplace health, safety and welfare is to provide a safe and healthy place to work for all staff.

## **Management's Responsibility**

The Management of **GREENSTAFF** is committed to improving every aspect of health and safety by involving all staff and sub-contractors in reducing or eliminating any risks and hazards in the workplace and providing sufficient resources to comply with all applicable legislation, including but not limited to the Work Health and Safety Act 2011, Work Health and Safety Regulation, 2011 and the Workplace Injury Management and Workers Compensation Act 1998

## **Workplace Health and Safety Programme**

In order to implement the General provisions of this policy, **GREENSTAFF** will set up and monitor a programme of activities relating to WHS and include:

- \* WHS induction training including provision of information and instruction on standard work practices
- \* safety rules and disciplinary procedures
- \* pre placement assessment of host employers
- \* reporting and recording incidents, injuries and illnesses

## **Specific Responsibilities**

### Senior Management

The Managing Director accepts overall responsibility, so far as is reasonably practicable, for the effective management of workplace health, safety and welfare

### Managers and Supervisors

Managers and supervisors at all levels are responsible, within the scope of their authority and so far as is reasonably practicable, for ensuring that:

- The objectives of this policy are integrated into work practices
- The tasks required for the successful implementation of **GREENSTAFF's** WHS programme are undertaken
- Workers are consulted on workplace health and safety matters that may affect them
- Communication on WHS issues are promoted as a normal component of work
- Adequate information, instruction and supervision are provided so that work is conducted safely
- Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity
- Senior Management is promptly made aware of any relevant health and safety issues

- All accidents and near misses are properly recorded and reported, and an investigation is carried out to determine causal factors

#### Workers

Workers are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health safety or that of others
- Cooperating with measures introduced in the interest of workplace health and safety
- Undertaking any training, information or instructional sessions provided in relation to WHS
- Immediately reporting all matters that may affect workplace health and safety
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training and for which all necessary safety arrangements are in place

**EDWARD ANTHONY CORCORAN**

**SIGNATURE:** \_\_\_\_\_



**MANAGING DIRECTOR**

**DATE: 12.3.2015**