

Select Australasia - South Australia

1.2 OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICY STATEMENT

Select Australasia Pty Limited (Select) is committed to providing and maintaining a safe, healthy and hazard free work place for all of our employees, temporary staff, contractors and visitors.

To this end, Select is committed to:

- providing appropriate resources to ensure compliance with relevant Occupational Health and Safety (OHS) legislation and other requirements placed upon us or to which we subscribe;
- the risk management process ensuring consistency with the nature of our diverse workplace, client activities and the scale of OHS risks;
- establishing measurable objectives and targets for OHS to ensure continuous improvement aimed at the elimination of work related injury and illness;
- providing appropriate OHS training to employees, temporary staff, clients and contractors;
- the consultation process to ensure all employees, temporary staff, clients and contractors are included in the decision making process impacting on workplace health and safety;
- the dissemination of OHS information to all employees, temporary staff, contractors, and visitors;
- the effective implementation of the OHS policy.

Providing and maintaining safe systems of work is primarily the responsibility of management. However, to achieve a healthy organisation, it is imperative that all employees, temporary staff and contractors accept the need to take due care of their own health and safety as well as the health, safety and welfare of others in the workplace.

RESPONSIBILITIES***Chief Executive Officer / Responsible Officer***

The Chief Executive Officer / Responsible Officer has the ultimate responsibility for ensuring:

- Adequate human and financial resources, including internal and external expertise are provided to meet legislative requirements and the objectives of the Occupational Health, Safety and Welfare Policy.
- All Select OHS policies and procedures are enforced, effectively implemented and reviewed.
- All levels of managers, supervisors and employees are held accountable for the implementation and monitoring of Occupational Health, Safety and Welfare Policies and Procedures.

Managers, Supervisors and Consultants

Managers, Supervisors and Consultants are responsible and accountable for the following:

- Ensuring the occupational health, safety and welfare of the employees, temporary staff and contractors they supervise and members of the public or other employees and temporaries/contractors who are in their area of control.
- Identifying, evaluating and controlling hazards in their area of control.
- Monitoring workplace practices and conditions to eliminate or minimise hazards.
- Ensuring compliance with Select policies and procedures.
- Identifying the training needs of their employees, temporary staff and contractors, ensuring these needs are addressed, specifically in relation to the safe performance or their assigned duties and responsibilities.
- Participating in injury management and rehabilitation programmes.

Select Australasia - South Australia

Employees, Temporary Staff and Contractors

All employees, temporary staff and contractors of Select are required to protect their own health and safety and to avoid adversely affecting the health and safety of other persons by:

- Following the Policies and Procedures implemented by Select.
- Ensuring all actions are carried out in a safe manner.
- Participating in health and safety training programmes.
- Reporting all hazards and incidents and unsafe work practices.
- Actively assisting in the rehabilitation process if and when required.

CONSULTATION

Select is committed to OHS consultation and cooperation between management, employees and temporary staff on all health and safety issues. The consultation process will involve the sharing and dissemination of information and the exchange of views to provide the genuine opportunity for all to contribute effectively to change and the minimization or control of risks.

We recognise the importance and inherent value of human life and health, that people are not a consumable resource, and that safety is good business practice.

REFERENCE TO LEGISLATION

Select Australasia complies with all relevant State Occupational Health and Safety Acts, Australian Standards, Regulations, Codes of Practice and Workers Compensation Acts.

Debbie Loveridge
Chief Executive Officer
31 May 2005

Revision date: 01 July 2006