

## OH&S POLICY ANZ

### Obligations

WorkForce Software Management Team is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorised visitors, and anyone else who may be affected by our operations. We are committed to ensuring we comply with the Work Health and Safety Act 2012, the Work Health and Safety Regulations 2012 and applicable Codes of Practice and Australian Standards as far as possible.

### This policy:

- Shows the commitment of the Management Team and workers to health and safety
- Aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations
- Aims to ensure all work activities are done safely

### Responsibilities

### Management (the supervisor and / or manager) is responsible for providing and maintaining:

- A safe working environment
- Safe systems of work
- Office equipment in safe condition
- Facilities for the welfare of all workers
- Any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- First Aid & First Aid kit

## **Workers are responsible for:**

- Ensuring their own personal health and safety, and that of others in the workplace
- Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where necessary
- Comply with any direction given by management for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager

## **We expect visitors and contractors to:**

- Ensuring their own personal health and safety, and that of others at WorkForce Software
- Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by their host for health and safety
- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where necessary
- Comply with any direction given by their host for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their host

## Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero-accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

## Issue Resolution Procedure

