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	Health & Safety	Prepared By SW	Checked By DG	Approved By DG

## **ProtEx Engineering Services Pty Ltd Health & Safety Policy Statement**

### Introduction

ProtEx Engineering Services Pty Ltd, as an employer recognizes its duties under the Health & Safety at Work Act 1974, the management of Health & Safety at Work Regulations 1999 and all relevant statutory provisions. The Act, and regulations arising from it, provides the standards that ProtEx Engineering Services Pty Ltd will accept as the minimum requirements for securing the health, safety and welfare of its employees at work, and protecting others against risk to health & safety arising from the activities of its employees at work.

### Declaration of Intent

ProtEx Engineering Services Pty Ltd recognizes and accepts its responsibilities as an employer, securing the health, safety and welfare of its employees whilst at work and for health and safety of service users and members of the public who use its premises or may be affected by its activities.


### General Principles

It is the policy of ProtEx Engineering Services Pty Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and other persons who may be affected by its operations. It will:

- a) Provide and maintain working conditions, systems of work and office equipment that are safe and without risk to health.
- b) Provide such information, instruction, training and supervision as is necessary for health and safety purposes, to enable all employees to avoid or control risks and to contribute positively to health and safety at work.
- c) Monitor Health and Safety Performance and aim to continually improve its management systems to continually improve this Health and Safety performance.

ProtEx Engineering Services Pty Ltd will also adopt the following objectives in relation to ensuring the health, safety and welfare of any person working or otherwise affected by its activities.

- Design and implement safe practices which will benefit all persons wherever their working environment.
- Carry out assessments of all significant risks to health and safety in accordance to Health and Safety at Work Regulations 1999, and ensure where risks cannot be avoided appropriate control measures are introduced and maintained.
- Monitor workplace arrangements and carry out workplace inspections to ensure that the appropriate control measures and safe practices are in operation and being maintained.
- Ensure that all employees are made aware of their responsibilities and duties in respect of health, safety and welfare and that they are provided with sufficient information, instruction, training and supervision to enable them to carry out their duties effectively and safely.

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- Ensure that occupational injury, ill health, dangerous occurrences and significant near misses are properly recorded, investigated and reported, and that any remedial action is taken promptly.
- Ensure that effective arrangements are in place to ensure that all employees are kept informed and consulted on matters affecting their health and safety committees.

#### Responsibilities of the Directors

The directors are ultimately responsible for ensuring the company meets its statutory duties as an employer for health and safety at work.

- The health and Safety policy is brought to the attention of all employees and implemented throughout the company.
- The company's commitment to health and safety and the company's health and safety policy is reviewed and revised regularly and arrangements are in place to issue policy advice as required.
- Responsibilities for health and safety are properly defined, and understood and carried out at all levels within the company.

#### Responsibilities of Employees

Employees are required to co-operate with the company at all times. In particular, they are required to:

- Read and understand the company's Health and Safety Policy statement
- Report any defective equipment, failing in health and safety procedures or concerns to their line manager without delay.
- Adopt a safe system of work at all times and generally take responsibility for their own safety and that of others.
- Work in a safe condition so that their own safety and that of fellow employees and members of the public are not jeopardized.
- Follow all relevant safe systems of work that may be laid down.
- Ensure all accidents are reported in accordance with the company accident reporting procedure.
- Keep their immediate work area free from obstructions, refuse accumulations, etc.

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to the public.



**Signed** \_\_\_\_\_ **Name** **Derek Green**

**Position** **Managing Director**

**Date** **31 Jan 2014** **Review Date** **Dec 2014**