

Workplace Health and Safety Policy - Australia

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		New policy per comprehensive policy review			
			Prepared by	Checked by	Verified by
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	Signature				

1. Workplace Health and Safety Policy

1.1 Policy

- 1.1.1 Cundall Johnston and Partners Pty Ltd (“Cundall”) is committed to seeking to provide employees, contractors and other workplace participants with a safe and healthy work environment.
- 1.1.2 Workplace health and safety legislation and regulations (“WHS Laws”) impose legal obligations on Cundall, its employees and contractors in relation to workplace health and safety (“WHS”).
- 1.1.3 Cundall will take all reasonable steps to achieve this by ensuring that it:
- fulfils its obligations pursuant to the WHS Laws;
 - provides and maintains safe buildings, structures, machinery, and substances;
 - consults with employees in relation to WHS issues;
 - reports and records hazards, incidents, accidents, investigations, injuries and illnesses;
 - provides instruction and training to employees in the areas of safe work procedures, risk assessment and hazard control;
 - employs or engages a person suitably qualified in WHS to provide advice;
 - provides competently trained first aid officers who have the necessary equipment to administer effective first aid treatment; and
 - conducts appropriate emergency evacuations, training and drills at workplaces.
- 1.1.4 This Policy applies to all:
- employees and directors;
 - contractors, subcontractors and outworkers;
 - apprentices, trainees, students gaining work experience and volunteers; and
 - representatives and agents
- of Cundall.
- 1.1.5 This Policy is designed to communicate the importance of health and safety in the workplace and to inform employees and contractors of their obligations. It also details the complaints procedure which Cundall has implemented to deal with WHS concerns.

1.2 Responsibilities of Cundall

- 1.2.1 Cundall has primary obligations under WHS Laws to ensure, so far as is reasonably practicable, the health and safety of:
- workers engaged, or caused to be engaged by Cundall; and
 - workers whose activities in carrying out work are influenced or directed by Cundall, while the workers are at work in the business or undertaking.
- 1.2.2 Cundall also has an obligation under WHS Laws to ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking of Cundall.

1.3 Responsibilities of Managers

- 1.3.1 Supervisors and managers will typically be Directors, Principals or Associates within the business, but may include anyone with responsibility for supervising or overseeing the activities of others, either in relation to their day-to-day work, and/or specific tasks or responsibilities.
- 1.3.2 Supervisors and managers are directly responsible for ensuring that this Policy is properly implemented within areas under their control. This responsibility is also extended to any area where a health and safety hazard exists.
- 1.3.3 Each manager is responsible for taking all practical measures to ensure WHS compliance by employees and contractors in their area of control.
- 1.3.4 Each manager is also responsible for consulting with employees in their respective areas on all issues affecting health, safety and welfare concerns of employees at work and referring any such concerns to management.

1.4 Responsibilities of Employees

- 1.4.1 Each employee is obliged under WHS Laws to:
- take reasonable care for his or her own health and safety,
 - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Cundall to allow compliance with WHS Laws, and
 - co-operate with any reasonable policy or procedure of Cundall relating to health or safety at the workplace.
- 1.4.2 Without limiting the obligations on employees, employees must:
- put safety first in all activities at the workplace.
 - immediately report to a supervisor or manager any safety risk, hazard, incident, near-miss or accident;

- follow work safety requirements and not engage in unsafe work practices;
- follow all directions of Cundall in respect to WHS; and
- participate in WHS training as required by Cundall.

1.5 Responsibilities of Contractors

Contractors engaged to perform work for Cundall are required to comply with this Policy and to comply with the obligations applicable to employees whilst on any Cundall premises. Failure to observe or comply with work safety directions will be considered a serious breach of contract and grounds for termination of the contract.

1.6 Complaints Procedures

- 1.6.1 Any employee, officer or contractor of Cundall who becomes aware of a WHS issue must immediately report it to a supervisor or manager of Cundall.
- 1.6.2 If Cundall considers it appropriate and necessary, Cundall may consult with affected employees or contractors to resolve the WHS issue.

1.7 Further Information

Further information relating to WHS may be obtained from:

- Caimin McCabe – Director (Melbourne Office); or
- Human Resources team (Newcastle Office)

Or refer to the [Health and Safety pages](#) on Dr Johnston.