

WORKPLACE HEALTH AND SAFETY POLICY

Caringa Enterprises Ltd (CEL) considers the health and safety of all workers within this service to be of the utmost importance, and is committed to providing a safe and healthy work environment for staff, volunteers, contractors and others in our workplaces.

CEL will make available suitable resources to enable our compliance with all relevant Acts and Legislation, and to ensure that as much as is reasonably practicable, all of our workplaces are safe and without risk to health.

Management Responsibility

CEL believes that the promotion and maintenance of workplace health and safety is primarily the responsibility of management.

At all levels, management is required to contribute to the health and safety of all persons in the workplace and to foster the development of a WHS culture in the workplace.

It is the responsibility of management to develop, implement, review and improve the organisational WHS programs in consultation with all of its workers.

Specific responsibilities

1. CEO and Board –are responsible for ensuring that CEL meets its obligations under WHS Legislation by using all due diligence to understand the nature of the work (and any associated hazards), and ensuring that appropriate resources are allocated to control any risk.

2. Officers, Senior Management - Divisional Managers are required to ensure that this policy and any developed WHS programs are effectively implemented in their areas of control, to support team leaders and seniors and to hold them accountable for their specific responsibilities.

3. Team Leaders and Seniors – Frontline supervisors are responsible, and will be held accountable, for taking all practical measures to ensure that:
 - WHS Programs are complied with in their areas of control
 - Workers are supervised and trained to meet their requirements under these WHS programs
 - Workers are consulted and informed on issues which affect their health and safety
 - Any concerns that workers have are referred to Management

4. Workers – All workers (including employees, volunteers, contractors and service providers) are required to cooperate with relevant CEL WHS programs to ensure their own health and safety, and the health and safety of others in the workplace. CEL will provide induction training, and task specific training where appropriate. All workers are expected to comply with all Policies and Procedures, as well as any reasonable instructions from their manager. All workers have a duty to take reasonable care for their own health and safety while at work, and to also take reasonable care to ensure that their own conduct does not adversely affect the health and safety of other persons at the workplace.

WHS Programs

In order to implement the commitments in this policy, CEL will maintain, effectively carry out, and continually review a program of activities and procedures related to all aspects of WHS including:

- WHS training, education and personal development
- Provision of information, training and supervision to workers
- Consultation with all workgroups through regular meetings
- Undertaking of Hazard Identification and Risk Assessment
- Regular Site Assessment and Hazard reporting
- Development of Safe Procedures and Work Instructions for processes and equipment including maintenance programs
- Emergency procedures, plans and drills
- Provision of WHS equipment and services
- Regular inspections, evaluations and reviews
- Reporting and recording of incidents, injuries, and illnesses
- Audit and review WHS processes and use of resources
- Display of our compliant issue resolution process

The WHS program will be periodically reviewed for suitability, and an annual report of activities will be prepared for review by the CEO and Board of Caringa Enterprises Ltd. This policy and associated forms and documents will be reviewed every two years.



Mark Smidt

14/8/15

CEO, Caringa Enterprises