

## **POLICY DOCUMENT**

### **VERSION 1.0**

#### **HEALTH AND SAFETY JULY 2019**

##### **Commitment**

CGR & CGO Pty Ltd recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage. CGR & CGO Pty Ltd commits to continuous improvement in WHS management in order to eliminate workplace injury and illness.

##### **Communication of the Policy**

This policy is communicated to all staff through an electronic controlled copy placed on the company intranet with other relevant management system manuals, and placed on common area noticeboard/s. This policy is made available to the public via the company website.

##### **Objectives**

- Provide safe equipment and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements, current industry standards and the requirements of AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- Provide information, instruction, training and supervision to employees, contractors, visitors and customers to ensure their safety
- Provide support and assistance to employees
- Continually improve WHS system materials & performance through predetermined targets & objectives

##### **Responsibilities**

Each management representative is accountable for implementing this policy in their area of responsibility. This will be measured via their annual performance reviews.

Management is responsible for:

- The provision and maintenance of the workplace in a safe and secure condition;
- Active involvement in the development, promotion and implementation of health and safety policies and procedures;
- Training employees in the safe performance of their assigned tasks; and
  
- The provision of resources to meet the health and safety commitment.

Employees are to:

- Follow all health and safety policies and procedures
- Report all known or observed hazards to their immediate supervisor or manager

### **Application of the Policy**

This policy is applicable to CGR & CGO Pty Ltd in all its operations and functions including those situations where employees are required to work off site.

### **Consultation**

CGR & CGO Pty Ltd is committed to consultation and co-operation between management and employees. CGR & CGO Pty Ltd will consult with elected Employee Health and Safety Representatives and employees in any workplace change that will affect the health and safety of any of its employees or the operating functions of any of its sites.



Emilia Mastroianni  
Director