



## **BUILT ELECTRICAL OCCUPATIONAL HEALTH & SAFETY POLICY**

Built Electrical realises that working safely is vital to the ultimate success of our organisation. There can be no compromise with safety and is the responsibility of each and every one of us. For all of our employees, safety will always take precedence over job expediency.

Built Electrical and our Managers and Supervisors have a total commitment to, and will continue to be responsible and accountable for, the health, safety, rehabilitation and welfare of our employees, and others at our workplaces. They may delegate OH&S duties and activities but not their responsibilities. All persons directing the work of others at our workplaces are required to work with employees to achieve and maintain a high level of safety performance.

Built Electrical is also committed to protecting our employees by demonstrating a 'Duty of Care' through effective OH&S Safety Systems and Risk Management strategies and the application of Industry-based Standard OH&S Procedures.

All employees, other persons and organisations are required to unite with us in joint objectives, which are:

- **to create and maintain a safe, healthy and productive workplace**, for all persons at our places of work, and develop and maintain appropriate procedures to manage the risks to their health, safety & welfare which arise out of our work activities;
- **to create and maintain continuous improvement strategies**, systematically managing to ensure proactive hazard controls and legitimate implementation of our Policies and Procedures to the Industry-based OH&S Standard for Safety Systems and Risk Management; and
- **to ensure compliance with** Occupational Health, Safety & Welfare Act 1986, and the associated Regulations, Codes of Practice and Standards as a minimum level within all its activities.

### **To implement this Policy and associated OH&S Safety Systems and Risk Management programmes, the Company will:**

- Provide overall direction and commitment for the continuous improvement of health and safety at work;
- Ensure effective implementation and maintenance of the health and safety program;
- Provide and allocate sufficient resources to adequately operate the health and safety program;
- Promote health and safety in the work place;
- Collate all relevant legislation and reference material required to be aware of the organisation's OH&S responsibilities and make it available to all employees on site
- Ensure that all specific OH&S policies and procedures operating in the organisation are implemented and kept up to date;
- Ensure that any agreed procedures for consultation with health and safety representatives and committees (or similar) are followed;
- Identify all training needs and schedule or develop appropriate training plans;
- Ensure all risks to health and safety are identified, assessed and effectively controlled;
- Plan the work so that it can be done without risk of injury or illness;
- Undertake purchasing giving consideration to health and safety issues;
- Implement the organisation's recruitment procedures including pre-placement medical examinations, reference checks and induction training.
- Administer timely and cost effective rehabilitation of injured employees; and
- Notify employees of any proposed changes to Legislation and Policy.



**To assist the Company with implementing this Policy and associated OH&S Safety Systems and Risk Management programmes, Supervisors will:**

- Conduct regular site inspections, identify hazards, carry out risk assessments, control risks and keep records;
- Ensure that employees receive induction;
- Provide on the job safety training and instruction on safe systems of work;
- Assign tasks only to trained employees capable of performing those tasks safely;
- Insist that safe work procedures and instructions be followed;
- Ensure the provision, correct usage and maintenance of approved safety devices and personal protective equipment;
- Encourage the reporting of potential safety problems and risks to health;
- Investigate all reported incidents, implement controls and complete notifications;
- Support the activities of health and safety committees;
- Conduct tool box meetings and keep records;
- Ensure that plant, machinery and equipment are maintained in a safe condition;
- Ensure that subcontractors and visitors observe site safety requirements; and
- Keep management informed of OH&S issues.

**Employees are required by law under a Duty of Care to:**

- Ensure their own safety and health at work;
- Avoid adversely affecting the safety and health of other persons through any act or omission.
- Obey company safety rules;
- Follow safety procedures;
- Work with due care;
- Follow standard working procedures and safe work practices;
- Correctly use plant, equipment and safety devices;
- Correctly use personal protective clothing and equipment that has been provided by the employer. This means:
  - Wearing the correct type of Personal Protective Equipment for the work being done; and
  - Wearing the equipment in the manner in which it was intended.
  - Not misuse or deliberately damage any equipment provided in the interest of safety and health.
- Report unsafe working conditions, faulty equipment and hazards that the employee is unable correct.
- Promptly report any accidents, incidents and injuries.
- Ensuring that alcohol and drug consumption does not endanger the health and safety of others at work.
- Use knowledge and skills gained during training;

All aspects of our compliance with the Industry-based OH&S Standard Management System will be constantly monitored with regular performance measures to review its effectiveness, and to ensure that Duty of Care is correctly applied and adequately maintained.

The OH&S policy and management systems will be reviewed on an annual basis, in consultation with employees and their representatives, and will be kept up to date with regard to legislative changes and organisational health and safety requirements.

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