



Occupational Health and Safety Policy

ATP is committed to providing and maintaining the best possible standard of occupational health and safety for everyone at our places of work, including employees, contractors, clients, students and other visitors.

Legal Compliance

In realising its commitment, ATP will comply with the requirements of the Occupational Health and Safety Act 2000, the Occupational Health and Safety Regulation 2001 and all relevant codes of practice.

Consultation

ATP recognises that the best way to manage occupational health and safety is through management and staff working together to identify and solve occupational health and safety problems. ATP is committed to regular consultation with staff, and where necessary with contractors and suppliers of equipment and services, to ensure occupational health and safety standards are being effectively managed.

In undertaking consultation ATP will utilise OHS representatives to ensure that the views of all workgroups within ATP are represented.

Management

Senior management within ATP acknowledge that there is a primary responsibility on those in management for the health and safety of people who work under their direction.

Senior management will ensure that OHS responsibilities are appropriately defined and that managers and supervisors receive the training and resources necessary to carry out their OHS responsibilities.

All managers and supervisors have a duty to provide and maintain, as far as practicable, a working environment that is safe and without risk to health.

Planning

To comply with these obligations management will:

- Implement and integrate OHS and Injury management into all existing and future management systems applicable to our workplaces to prevent and effectively control workplace risks.
- Develop a strategic plan and performance measures to achieve the aims of this policy, and to routinely monitor and continuously improve OHS and Injury management practices.
- Develop appropriate planning strategies to ensure that the design and function of facilities at ATP, and any plant hired, purchased, or leased

OHS Policy (OHS 01)		
Version.01	1 st Issued: December 08	Review Due: 2010.



for use in ATP work areas, meets or exceeds the best occupational health and safety standards.

- Implement a purchasing policy in relation to other goods, materials, substances, and services purchased or provided to ATP that may affect the occupational health and safety of employees and/or other persons.
- Provide the resources, training, information, instruction and levels of supervision required for all employees, contractors, clients and visitors covered by this policy to achieve the policy's objectives.
- Employ and/or contract when necessary, the services of competent and skilled persons who are sufficiently trained, instructed, and informed to meet ATP's OHS policy obligations.

Implementation

To assist these objectives, managers and coordinators will:

- Ensure that all workplaces managed or controlled by ATP are suitably equipped and maintained to provide for all employees' health and safety while they are at work.
- Identify and assess all existing or foreseeable workplace and develop strategies to eliminate or control the risks arising from these hazards.
- Maintain an appropriate workplace incident /injury reporting system that will provide ATP and any individual workplaces with information to prevent future incidents and work related injury or illness.
- Encourage employees to report any suspected workplace hazard, and suspected work related injury or illness affecting themselves or others, at the earliest opportunity without prejudice to any employee.
- Conduct investigations of all incidents and circumstances that may either expose any person to the risk of injury or illness, or result in injury or illness.
- Provide for the early management of injured workers and for their safe and timely return to work.
- Ensure that all contractors engaged to carry out work for ATP understand the safety standards expected of them and meet these standards in the way they carry out their work.

Employees

All employees while at work, and irrespective of their position, will:

- Comply with their obligations under the OHS Act and this policy
- Take reasonable care to ensure the health and safety of themselves, and any other person under their control or supervision while at work.

OHS Policy (OHS 01)		
Version.01	1 st Issued: December 08	Review Due: 2010.



- Comply with any reasonable OH&S instruction or direction by a ATP manager
- Contribute to ATP meeting its OHS strategic plan and performance levels through complying with OHS procedures
- Report and record all incidents, or hazards, that may cause injury or illness (including incidents of violence or bullying), and any damage or maintenance requirements affecting the workplace or plant used at work.
- Attend and participate in any training or in-service seminars arranged by ATP that support the objectives of this policy.
- Engage with management in consultation on any OH&S issues or information brought to their attention.
- Participate in any return to work plan developed for injured workers.

Policy Review

The policy shall be reviewed each year, or earlier in the event of:

- Any information, incident, injury or illness, or
- Any legislative or organisational change, that warrants an immediate review of the policy.

Operative Date

This policy shall operate from.....

(signed).....

Chris Saunders

ATP General Manager

OHS Policy (OHS 01)		
Version.01	1 st Issued: December 08	Review Due: 2010.



OHS POLICY SUMMARY

The ATP General Manager is committed to preventing work related injuries and illnesses by providing safe and healthy workplaces and systems of work for all ATP staff, clients, contractors and visitors.

To achieve these aims ATP, will adopt, in consultation with staff and other key stakeholders, a *risk management approach* that ensures risks are identified, assessed, eliminated and/or controlled and OHS performance and control strategies are regularly monitored for effectiveness.

ROLES AND RESPONSIBILITIES (further detail is in the OHS policy document)

The ATP General Manager is responsible and accountable for ATP's OHS performance and:

- Ensuring that an OHS management system is developed so ATP effectively complies with OHS legislation and the NSW Government Taking Safety Seriously initiative.

Managers are accountable to the ATP General Manager for:

- Ensuring that systems are in place and resourced to identify, assess, eliminate or control all OHS risks to staff, clients, contractors and visitors.
- Integrating OHS controls into work practices.
- Monitoring compliance with ATP's OHS policies and procedures.
- Ensuring that systems are in place and resourced to identify, assess, eliminate or control all OHS risks to staff, clients, contractors and visitors.
- Integrating OHS controls into work practices.

All Staff are accountable to the ATP Manager for:

- Complying with ATP OHS policies and procedures such as safe work practices and using equipment provided for controlling OHS risks as trained or instructed.

Chris Saunders
ATP General Manager

The full version of our Occupational Health and Safety Policy is available on the ATP intranet site or from your manager

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