

# **OCCUPATIONAL HEALTH & SAFETY POLICY**

DRAFT OHS Policy (OHS 02)-AEP amendment		
Version.02	1 <sup>st</sup> Issued: October 2011	Review Due: 2012.

## **Occupational Health and Safety Policy**

Australian Technology Park Sydney Limited (ATPSL) 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.

This version is a joint policy to address the needs of the Aboriginal Employment Program (AEP) enterprises of:

- Les Tobler Construction; and
- Yaama Dhiyaan Training and Hospitality College.

## **Legal Compliance**

In realising its commitment, ATPSL 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. The compliance commitment extends to all areas of operation including the AEP at the Eveleigh sites of Les Tobler Construction and Yaama Dhiyaan Training and Hospitality College.

## **Consultation**

ATPSL 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. ATPSL 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. AEP will have a representative in any consultation forum developed. AEP will consult with the training teams from Les Tobler & Yaama Dhiyaan.

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

## **Management**

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

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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.

The management commitment extends to ensuring the safety of any contractors and students attending either Les Tobler or Yaama Dhiyaan premises.

## **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 specific plans for ensuring the safety of students attending Les Tobler or Yaama Dhiyaan.
- 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 ATPSL, and any plant hired, purchased, or leased for use in ATPSL work areas, meets or exceeds the best occupational health and safety standards.
- Implement the ATPSL Purchasing Policy in relation to other goods, materials, substances, and services purchased or provided to ATPSL 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 ATPSL's OHS policy obligations.

## **Implementation**

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To assist these objectives, managers, project managers will:

- Ensure that all workplaces managed or controlled by ATPSL/AEP 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 ATPSL 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 ATPSL/AEP understand the safety standards expected of them and meet these standards in the way they carry out their work.

**Employees (this also applies to full or part time contracted staff)**

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.
- Comply with any reasonable OH&S instruction or direction by an ATPSL/AEP manager
- Contribute to ATPSL 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 ATPSL that support the objectives of this policy.

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- Engage with management in consultation on any OHS 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 19 October 2011

(signed).....

Chris Saunders  
General Manager ATPSL

(signed).....

Denny Hall  
Manager AEP

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