



KEVIN R. SHEATHER (VICTORIA) PTY. LTD.

A.B.N. 64 001 672 297 A.C.N. 001 672 297 R.E.C. VIC 10076 / R.E.C. TAS C01635

Electrical Engineers and Contractors

Industrial - Commercial - Installation Specialists

11 Bastow Place, Mulgrave Victoria 3170

PO Box 567, Mulgrave North Victoria 3170

Ph (03) 9561 2466 Fax (03) 9561 4019

krs@krsvic.com.au www.kevinrsheathervic.com.au

OCCUPATIONAL HEALTH AND SAFETY POLICY

Commitment

- Kevin R Sheather (Vic) Pty Ltd has established a management system to ensure that its moral and legal responsibility for occupational health and safety is met
- Kevin R Sheather (Vic) Pty Ltd seeks to provide a safe and healthy work environment for employees, contractors, customers, visitors and members of the public
- Kevin R Sheather (Vic) Pty Ltd is committed to achieving the following safety targets:
- Certification to SafetyMAP Initial Level
- Full compliance with legislative and industry requirements
- Continuous improvement of the health and safety management system

Objectives

The policy aims to:

- Ensure that the workplace hazards and risks are managed and controlled as far as is practicable
- Provide safe systems and methods of work
- Monitor legislative and industry standard requirements to ensure compliance
- Ensure that appropriate consultative arrangements are in place for employees, contractors and visitors
- Provide safety information, instruction, training and supervision

Responsibilities

Kevin R Sheather (Vic) Pty Ltd recognises that management has the overall responsibility to provide a safe workplace. Each management representative will be held accountable for the implementation of this policy in his or her area of responsibility. These responsibilities are contained in full in our Management OHS Procedure 003 and broadly encompass:

- Adequate hazard and risk management involved with works and job planning
- Monitoring of works to ensure that health and safety is not compromised
- Ensuring that work areas are maintained in a safe condition
- Ensuring that safe work methods and practices are followed
- The implementation and maintenance of the health and safety management system
- Ensuring there are sufficient resources for the organisation to continue to maintain and continuously improve the health and safety management system

Employees will ensure that they:

- Apply and observe the procedures and work instructions to their work situation
- Manage workplace hazards and risks to ensure their own safety and the safety of others that may be affected by their actions
- Notify their supervisor of potential hazards, risks and incidents associated with their work

Consultation

The organisation will endeavour to consult with employees and others in safety matters and will involve employees in any workplace change which may affect their health and safety.

Authorisation

Review **The policy will be reviewed annually.**

CHRISTOPHER R HINCHLIFFE
Director

Date 14/5/2009