

## Work Health & Safety Policy

### 1. Policy

The objective of Sasrapid Incorporated's Work Health & Safety Policy is to maintain a safe, healthy workplace and to secure a progressive improvement in health and safety standards. In doing so Sasrapid accepts its duty of care and recognises that the health and safety of employees is primarily the responsibility of management. In fulfilling this responsibility, management will provide and maintain, so far as practical, a working environment that is safe and without risks to health or safety.

### 2. Responsibilities

In South Australia the "Work Health & Safety Act 2012 (SA)" is the legislation which prescribes the provisions required to prevent accidents and maintain a healthy work environment. It places responsibility on Sasrapid as the employer and on you as the employed person.

Sasrapid whilst recognising its obligations to take all practical action to safeguard the Safety and Health of all employees, expects **ALL** persons to exercise every care and attention at work and to use the safety equipment and protective clothing provided.

#### **Sasrapid's responsibilities include:**

- Provide and maintain equipment in a safe working condition
- Instruct workers in safe working practices
- Investigate any possible safety or health risks
- Provide proper medical, health and first aid services
- Investigate any accidents, including why they happened

#### **Employees' responsibilities include:**

- Obey safety instructions and signs
- Work safely and keep your workplace safe
- Use any protective equipment provided
- Do not take chances – avoid risks
- If you notice possible risks to safety or health, advise your supervisor
- If you think of a way to improve safety, advise Administration Manager
- Keep your workplace tidy

In addition, employees' attention is drawn to the following extract from the Occupational Health, Safety and Welfare Act 1986:

2.1 An employee shall take reasonable care:

- (a) to protect his or her own health and safety at work: and
- (b) to avoid adversely affecting the health or safety of any other person through any act or omission at work,

and in particular, shall so far as is reasonable (but without derogating from any common law right)

- (c) use any equipment provided for health or safety purposes;
- (d) obey any reasonable instruction that his or her employee may give in relation to health or safety at work;
- (e) comply with any policy published or approved by the commission that applies at the workplace; and
- (f) ensure that he or she is not by the consumption of alcohol or a drug, in such a state as to endanger his or her own safety at work or the safety of any other person at work.

### **3. Accident Reporting Procedure / Making A Claim**

If you injure yourself at work it **essential** that the incident is reported immediately to Administration Manager. Irrespective of whether or not you require medical treatment, you must obtain a WorkCover “Notice of Disability Form” which must be completed and returned to Administration Manager as soon as possible.

Should the employee incur any expenses arising from injury and wishes to lodge a compensation claim, then the appropriate WorkCover form must be submitted. Please note that a delay in submitting this claim will delay assessment and authorisation and could result in you not being paid for any lost time.

Anyone injuring themselves and requiring medical treatment should seek medical attention within 24 hours. Employees may be treated by a doctor of their choice.

You should also note that not only accidents resulting in injuries should be reported. Any incident which results in a “near miss’ should also be notified to Administration Manager by means of “Incident Report” form.

### **4. First Aid**

Sasrapid office is equipped with a First Aid Kit. Any damage or misappropriation of items must be reported to Administration Manager.

### **5. First Aid Officer**

Sasrapid office has a First Aid Officer holding a current First Aid Certificate.

### **6. Rehabilitation Statement**

Whilst the major priority for Sasrapid in the area of Occupational Health and Safety is the prevention of work related disabilities, there will be occasions where accident of compensable illness will occur.

Our Rehabilitation Policy has its primary objective the return of employees to safe, meaningful and productive work as soon as possible. The policy also seeks to ensure that rehabilitation needs are identified at an early stage and a rehabilitation program commences at the earliest opportunity.

## 7. Safety Committee - Role and Function

The Safety Committee is a crucial element in the implementation of an effective Occupational Health and Safety program. The Safety Committee meet on a regular basis and comprises of the CEO and an employee representative.

The aim of the Safety Committee is to provide a workplace framework whereby issues relating to safety can be resolved, and to facilitate cooperation between management and employees in protecting workers health and welfare.

Some of the functions the Safety Committee performs are:

- Assist in the development of Occupational Health and Safety Policy and Procedures.
- Promote safety awareness wherever possible.
- Monitor work site visits for hazard identification.
- Monitor changes to the workplace, purchase of new equipment, etc.
- Ensure compliance with legal requirement.

## 8. Workplace Evacuation Procedure

You have been issued an Emergency Procedures Card – please keep it near your telephone for easy access.

Sasrapid have officers who are trained in the correct response to a fire or any other emergency within the premises, until the arrival of emergency services, i.e. Fire Service, Police, etc

Evacuation of staff will be carried out in an orderly manner, controlled by Warden/s. Unnecessary stress or anxiety sometimes leads to panic, with the potential of serious consequences, please remember to keep calm.

Evacuation procedures are practiced once every six months. The Fire Warden will show you your nearest exit door to your work station. The following procedure will be followed:

- a. Warden/s organise date and time for practice emergency evacuation.
- b. Warning system is sounded.
- c. Warden/s ask employee to leave building via the front door.
- d. Staff gather in designated safe assembly place outside the building. – see below.
- e. Warden/s checks building for safe return.

### **IN THE EVENT OF EMERGENCY EVACUATION DUE TO FIRE / BOMB / OTHER**

The Warden/s will ask you to leave assemble in designated safe area- see below.

#### **In the event of a Bomb Threat:**

- Keep the caller talking
- Do not hang up the phone even if the caller does
- Advise Warden to initiate a phone line trace
- Use Bomb threat checklist – see below
- Act as instructed by Warden

**In the event of Civil Disturbance:**

- Follow instructions of your Warden and be prepared for evacuation.

**9. Designated Safe Assembly Place**

Once out of the building follow the instructions of Phoenix Fire Wardens.

**10. After Hours Meeting Procedure**

Sasrapid Incorporated as a responsible organisation recognises, that After Hours Meetings occur. Necessary steps must be implemented to ensure the safety of all Staff and Directors of the Board.

In the case of an After Office Hours Meeting (eg Board Meetings, Casual Staff Training Session etc) Staff etc must to adhere to the following:

- Advise other Staff Members via staff calendar the expected extended hours to be worked and place of meeting if not at Sasrapid Office
- Ensure the front building door is locked should meeting be at Sasrapid office
- Ensure office mobile phone is easily accessible
- Ensure that Emergency Contact numbers are programmed into Staff/Director's mobile phone
- Ensure Staff/Directors have parked in the closest car park to the place of meeting
- Walk to their cars in groups rather than individually
- Make arrangements with another designated Staff Member whom they will contact upon arriving at / entering their car if attending a meeting solo

It is also a requirement that all Directors and Staff Members recognise they are responsible for their own safety and wellbeing, and must follow set procedures and guidelines to ensure their own safety at all times.

**11. Action Plan**

As per above

POLICY REVIEW

This Policy is to be reviewed on or before February 2015

SIGNED \_\_\_\_\_ Chairman

SIGNED \_\_\_\_\_ Chief Executive Officer      DATE: February 13, 2014