

Occupational Health and Safety Policy

Commitment

Westaff recognises its moral and legal responsibilities, in particular to the Occupational Health and Safety legislation and Health and Safety in Employment legislation, to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the organisation's operations do not place the local community at risk of injury or illness. Westaff sees the proper management of Occupational Health, Safety and Welfare as ranking equally with all other operational considerations.

Objectives

The policy aims to:

- provide safe places and systems of work
- provide written procedures and instructions to ensure safe systems of work are implemented
- ensure compliance with legislative requirements and current "state of knowledge" standards and/or codes of practice
- provide employees, contractors and customers with regular information, instruction, training and supervision to ensure their safety
- provide support mechanisms which will assist employees with maintaining or improving their psychological and physical health
- provide a framework for continuous improvement in performance
- ensure a hazard management approach is taken to Occupational Health and safety
- ensure that OHS, rehabilitation and claims performance meets or exceeds company performance standards and industry benchmarks
- recognize all other organisational policies and procedures when relevant

Responsibilities

Westaff recognises that management have the overall responsibility to provide a safe workplace. Each management representative will be held accountable for implementing this policy in their area of responsibility via their annual performance reviews.

These responsibilities broadly encompass:

- facilitating a culture that enables continuous improvement in OHS performance
- providing and maintaining the workplace in a safe condition
- ensuring all OHS policies and procedures are implemented
- actively promoting and being involved in those policies and procedures
- providing the resources to meet their OHS commitment, including the provision of internal & external resources when required

Employees will ensure that they:

- follow all OHS policies and procedures
- report all hazards to their supervisor
- ensure their own safety, the safety of fellow employees and all persons on the worksite

Consultation

The organisation has total commitment to encourage consultation and co-operation between management and employees. It will formally involve elected employees in any workplace change that will affect employees' health and safety. The organization is committed to providing communication of relevant information to all employees

This policy is signed by me so that you will be aware that I am personally committed to Occupational Health and Safety. I expect your co-operation and compliance with this policy to ensure continuous improvement in OHS performance and a safer working environment for all employees.



Nigel Haworth
Managing Director