

THE NORTHCOTT SOCIETY

**POLICY ON OCCUPATIONAL HEALTH
AND SAFETY**

VOLUME:	2	Policy on Management and Organisational Issues
SECTION:	B	Occupational Health and Safety and Workers' Compensation
SUB-SECTION:	A	OH&S - General
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BOARD APPROVAL:		Not Applicable

Policy

It is Northcott's policy that:

- The occupational health and safety of all persons employed within the organisation, and those visiting the organisation, is of the utmost importance.
- Resources in line with the importance attached to occupational health and safety will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.
- An organisational OH&S program will be developed, implemented and reviewed in consultation with employees and the OH&S Committee.

Principle:

An OH&S Committee has been established to promote safety and health in the workplace and to encourage a co-operative approach between Northcott and its employees. The OH&S Committee is responsible for consulting with workgroups and employer representatives to discuss and develop ways of improving the Safety Program. (see appendix one regarding OHS Consultation Statement)

Procedures:

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively implemented. The program will relate to all aspects of OH&S including:

1. OH&S information, training and education;
2. Work design, workplace design and standard work methods;
3. Changes to work methods and practice, including those associated with technological changes;
4. Emergency procedures and drills;
5. Provision of OH&S equipment, services and facilities;

6. Workplace inspections and evaluations;
7. Reporting and recording of incidents, accidents, injuries and illnesses to identify causal factors and establish corrective actions;
8. Making arrangements for ensuring the safe use, handling, storage and transporting of equipment and substances;
9. Provision of information to employees, contractors and sub-contractors.

Specific Responsibilities

- Managers
Each Manager is responsible, and will be held accountable, for ensuring the OH&S policy and program is effectively implemented in their areas of control and to support Supervisors/Co-ordinators/Team Leaders in the undertaking of the practical aspects of the OH&S program.
- Supervisors/Co-ordinators/Team Leaders
Each first line Supervisor/Co-ordinator/Team Leader is responsible, and will be held accountable, for taking all practical measures to ensure that in the area of their control the OH&S program is complied with and employees are supervised and trained to meet their requirements under the program.
- Employees
All employees will be held accountable to co-operate with the OH&S policy and programs to ensure their own health and safety, and the health and safety of others in the workplace.
- Contractors and Sub-Contractors
All contractors and sub-contractors engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programs of the organisation and to observe directions on health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.
- Volunteers
All volunteers will be held accountable to co-operate with the OH&S policy and programs to ensure their own health and safety, and the health and safety of others in the workplace.

This policy will be reviewed every two years in consultation with the OH&S Committee and will remain in place until amendments are made.

Authorised by:
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