



WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

Commitment

Keytrans Pty Ltd is committed to promoting and encouraging best practices to achieve a safe and healthy workplace. Accident prevention and the safety of workers are vitally important issues for the Management of this Company and our Workplace Health and Safety (WHS) Management System is implemented with this in mind.

Management will comply with the requirements of the *Work Health and Safety Act 2011*, the *Work Health and Safety Regulations 2017*, the *Workplace Injury Management and Workers' Compensation Act 1998*, the *Workers Compensation Regulation 2016* and all relevant Codes of Practice and Australian Standards.

In order to work together to establish the highest standard of workplace health and safety practices, management will regularly consult with workers. Consultation will enable workers to contribute to the making of decisions affecting their health, safety and welfare at work.

Responsibilities

As the Managing Director, I will provide the necessary training, information, supervision and resources that workers need to carry out their WHS responsibilities competently.

All Managers / Supervisors will meet their relevant responsibilities in providing and maintaining, so far as is reasonably practicable, a working environment that is safe and without risk to health and wellbeing.

All workers are obliged to:

- Comply with their obligations under the Work Health and Safety Act 2011
- Take reasonable care to ensure the health and safety of themselves and others while at work
- Use all provided personal protective equipment (PPE) and clothing in accordance with directions and report when this clothing or equipment requires repair, replacement or where a risk assessment indicates the need for PPE to be provided by the employer
- Cooperate with the organisation to enable compliance with any requirement under the WHS legislation
- Participate in any training and consultation arranged to support the implementation of this policy
- Assist the employer by reporting and recording all incidents and hazards that may cause injury or illness
- Cooperate fully with the company initiatives in ensuring the discharge of its duties in all matters of health, safety and welfare.

WHS Procedures

The Company's WHS systems and procedures delegate responsibilities to:

- Identify all current and foreseeable workplace hazards, assess the risks associated with them and develop strategies to eliminate or control the risks
- Maintain an appropriate workplace incident and injury reporting system that will provide the organisation with information to help prevent incidents and work related injury or illness in the future
- Encourage workers to report to their supervisor any suspected workplace hazard, work related injury or illness affecting themselves or others, at the earliest opportunity without prejudice to any worker
- Conduct investigations into all accidents and incidents that may expose a person to the risk of injury or illness or result in injury or illness
- Provide for the prompt management of injured employees and for their safe and timely return to work
- Advise all contractors of the safety standards expected of them and that they meet these standards when carrying out their work
- Advise suppliers of equipment and substances of the company's safety standards and expectations
- Provide safe premises, including safe access and exit, either directly or negotiated with the controllers of the premises
- Establish and practice emergency evacuation procedures
- Provide adequate facilities for the welfare of workers at work.

Review

This policy will be reviewed annually in consultation with employees and at other times if any significant new legislative information or organisation change warrants a review of the policy.

Name of Managing Director: 

Signature of Managing Director: 

Next Review Date 1/11/23