



Document Title: Occupational Health & Safety Policy

Occupational Health & Safety Policy



The Policy and Procedure outlines the intentions of Choice Enterprises Australia Pty Ltd and related companies, to provide a safe and healthy work environment.

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CONTROLLED DOCUMENT

Procedure No: OHS-001

Authorised by: M Thomas

Revision No: 3

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Effective Date: 12.10.05

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Purpose

To document the OHS policy of Choice Enterprises Australia and to set out arrangements for communication and review of the policy.

Application of the Policy

This policy is applicable to Choice Enterprises Australia in all its operations, functions and specifically those situations where employees are required to work on site. On site work means work undertaken at client premises.

Consultation

The organisation is committed to consultation and cooperation between management and employees. The organisation will formally involve employees in any workplace change that will affect their health & safety.

Communication of the Policy

All personnel are to receive information about the policy at induction and are to be provided with a written copy of the policy after any revisions. This policy will be reviewed every 2 years.

The signed policy is to be printed on A4 size paper in the form (OHS-001/1), and copies displayed in the following areas:

1. Factory 16 & 17 / 107-113 Heatherdale Road, Ringwood
2. Factory 13/11 Havelock Road, Bayswater (The Fab Shop)
3. All Vehicle Manuals

Authorisation

The Managing Director is to sign the policy.

Review

The policy will be reviewed every 2 years by the Managing Director in consultation with the OHS Co-ordinator and staff.

Procedure Storage

The Managing Director will ensure the procedure is maintained, updated and stored in the Administration OHS manual.

Standard (including relevant legislation)

- eg. Occupational Health & Safety Act 2004
Dangerous Goods Act 1985
Equipment Public Safety Act 1994
Accident Compensation Act 1985

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Audit Records (*ref: SafetyMAP criteria 1.1.1, 1.1.2, 1.1.3, 2.2.1*)

The current written and dated policy, signed by the Managing Director and displayed in the designated areas.

Induction training content.

Induction records.

Distribution lists for policy revisions.



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Form OHS 001/1

**Choice Enterprises Australia Pty Ltd and related companies
Occupational Health & Safety Policy**

Obligations

Choice Enterprises Australia recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

Objectives

Choice Enterprises Australia will:

- Provide safe plant and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- Provide support and assistance to employees

Responsibilities

Each management representative is accountable for implementing this policy in their area of responsibility.

Management is responsible for:

- The provision and maintenance of the workplace in a safe condition
- Involvement in the development, promotion and implementation of health & safety policies and procedures
- Training employees in the safe performance of their assigned tasks
- The provision of resources to meet the health & safety commitment

Employees are to:

- Follow all health & safety policies and procedures
- Report all known or observed hazards to their immediate supervisor or manager

Application of the Policy

This policy is applicable to Choice Enterprises Australia in all its operations, functions and specifically those situations where employees are required to work on site. (On site work means work undertaken at client premises).

Consultation

The organisation is committed to consultation and cooperation between management and employees. The organisation will consult with employees in any workplace change that will affect their health & safety.

Policy Authorised by:

Mark Thomas, Managing Director

Date:

10th August 2009