

Occupational Health and Safety Policy

INTRODUCTION

The *Occupational Health and Safety Act 2004*, under which all employees and employers in Victoria are covered underpins this policy. The Act aims to provide a broad framework for employers, their employees and their unions to achieve improved levels of occupational health and safety.

The specific objects of the legislation are to:

- a. secure the health, safety and welfare of employees at work;
- b. protect persons at or near workplaces from risks to health or safety arising out of the activities of employees at work;
- c. promote an occupational environment for employees that is adapted to their health and safety needs; and
- d. foster a co-operative consultative relationship between employers and employees on the health, safety and welfare of employees at work.

OCCUPATIONAL HEALTH AND SAFETY STATEMENT

Infocus Food Safety

- a. is committed to maintaining a safe and healthy working environment for its staff, students and anyone entering upon its premises or with connection to the company's business operations.
- b. believes that most work-related injuries and diseases are preventable and that a "zero accident" target is desirable.
- c. will make every reasonable effort to provide a working environment that minimises incidents of risk or personal injury, ill health or damage to property.

PURPOSE OF THE POLICY

This policy describes how Infocus Food Safety will go about implementing its commitment to OH&S. It specifically details the key actions and procedures required to meet this commitment and the responsibilities of the Director and employees in ensuring the health and safety of staff.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

Infocus Food Safety accepts primary responsibility for ensuring a safe and healthy working environment for all its employees. To achieve this outcome, Infocus Food Safety has implemented an occupational health and safety system which provides for identification and assessment of hazards and risks, consultation, education and monitoring of the work environment.

Roles and Responsibilities of Managers

The Director / Manager will:

- a. encourage employees to fully support injury and illness prevention
- b. assist staff to identify and assess hazards
- c. consult with staff to eliminate or control these hazards
- d. conduct health and safety inspections
- e. investigate workplace injuries, accidents or illnesses
- f. work to resolve any workplace health and safety issues
- g. remain well informed about workplace health and safety performance
- h. consult with staff about changes in the workplace that may affect the health and safety of employees

Employee consultation

Because of their daily contact with the workplace, employees have the most detailed knowledge of the work processes and the potential hazards in the workplace.

To identify and eliminate potential workplace hazards Infocus Food Safety will encourage employees to report any matters in respect of workplace health and safety to their Manager or during staff meetings.

To facilitate the exchange of information, the Manager will raise any matters or issues on behalf of employees during staff meetings.

Staff Awareness of Occupational Health and Safety

Infocus Food Safety will ensure that all its employees have a sound knowledge and awareness of the principles and practices of workplace health and safety.

To achieve this outcome, Infocus Food Safety will inform all new employees of Infocus Food Safety's health and safety policy as part of their induction process and reinforce employees' knowledge and advise of any changes or updates during staff meetings;

Procedures for identification and assessment of workplace hazards and risks

Infocus Food Safety expects all its employees to take an active role in identifying situations with the potential to cause harm or injury in the workplace. Infocus Food Safety will assist employees to play an active role by:

- a. encouraging all employees to complete the *OHS New Hazard / Report* if they identify a workplace health and safety hazard;
- b. nominating at least one employee to undertake an annual inspection and report of the workplace/s using the *OHS Site Inspection Report*.

Procedures for elimination and control of workplace hazards

Where a potential health and safety hazard has been identified and reported, the Director may take immediate remedial action to eliminate or control the hazard. Where possible, the decision on what to do about a potential hazard will be made in consultation with the employees concerned. Such remedial actions are to be detailed in the *CGU Register of Injuries, Incidents and Near Misses* (located in Director's Office).

Where an accident has occurred, the health and safety representative, in consultation with the Director will take the following actions:

- a. make sure it is safe to approach the scene;
- b. see that the injured person is receiving first aid or medical treatment;
- c. see that nothing is removed or altered until enquires have been completed;
- d. undertake an inspection of the scene, where appropriate taking photographs or sketches
- e. obtain as much information as possible from the injured employee and witnesses about the accident; and
- f. check that the accident has been reported to the relevant authorities

Responsibilities of employees

While Directors accept primary responsibility for ensuring a safe and healthy working environment for its entire staff, all employees are expected to assist in ensuring that the health and safety management system operates effectively. All employees are expected to take reasonably practicable steps to:

- a. use safe work practices and procedures;
- b. use appropriate safety devices, safeguards and equipment provided in the interests of health, safety and welfare of Infocus Food Safety employees;

- c. co-operate in all activities aimed at prevention of workplace accidents, injuries and illnesses;
- d. report unsafe or defective equipment and work arrangements to the health and safety representative;
- e. report all accidents, injuries and illnesses occurring in the workplace or occurring whilst traveling to or from the workplace to the health and safety representative;
- f. where an incident or a near-miss has occurred, the employee will immediately complete a Hazard / Near Miss incident report;
- g. where an injury has occurred, the employee will complete, as soon as possible, a workplace injury and disease recording form; and
- h. attend occupational health and safety training courses as directed to by Infocus Food Safety.

Review of the System

To ensure that the health and safety management system remains effective in providing a safe and health work environment, the Infocus Food Safety OH&S policy and procedures will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to the State OH&S legislation which may have occurred, and any other matters which potentially impact on the system.

Relevant Forms

- 1. OHS New Hazard report
- 2. OHS Site Inspection Report
- 3. CGU Register of Injuries, Incidents and Near Misses