Policies - INNER PART INTERIORS P/L

Occupational Health and Safety

OVERVIEW.
The purpose of this Occupational Health and Safety Management System is to provide management and employees with a framework and the tools to manage health and safety in the workplace. This OHSMS is designed to ensure a uniform, safe, healthy and environmentally responsible working environment for employees of Inner Part Interiors P/L. Implementation of the system will assist Inner Part Interiors P/L exceed moral and legal obligations in a positive safety environment.

OHS consultation shall conform with this Policy, the OH&S Act 2000 and Regulation 2001.

The occupational health, safety and welfare of all persons employed by Inner Part Interiors P/L and any persons visiting our work premises are considered to be 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.

MANAGEMENT RESPONSIBILITIES.

Managers. Each manager is required to ensure that this policy and the OH&S Program is developed and effectively implemented in their areas of control, and to support supervisors and hold them accountable for their specific responsibilities.

Supervisors. Each supervisor 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 this program; and
- That employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management.

Employees. All employees are required 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. All contractors are 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 their organisation and to observe directions on health and safety from designated offices 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.

OCCUPATIONAL HEALTH AND SAFETY PROGRAM.
In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of occupational health and safety including:
- OH&S training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practice; including those associated with technological change;
- Emergency procedures and drills;
- Provision of OH&S equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses; and
- Provisions of information to employees, contractors and sub-contractors.

RISK MANAGEMENT.

Purpose;
This procedure will ensure that risks are assessed, allowing for hazards to be prioritised and compared. Risk assessment will ensure all hazards are appropriately reviewed, objectively assessed and control strategies developed to minimise the risk of harm.

Definitions;
Risk: This is the potential for a hazard to cause harm. It is the chance of something happening and is measured in terms of consequences and likelihood.
Risk Assessment: This is the overall process of risk analysis and risk evaluation. It provides an objective measure and allows hazards to be compared and evaluated.
Risk Control: This is the implementation of policies, standards, procedures and physical changes to minimise risk. The measures are designed to reduce the risk associated with a hazard.

Responsibilities;
Risk assessments are to be completed in consultation with the employees.
It is the responsibility of management to follow up on control strategies recommended from a risk assessment.
Management will maintain OH&S Risk Register that identifies;
  - Activity
  - Description of Hazards/Risk scenario
  - Current risk score
  - Controls
  - Actions
  - Revised risk score

SAFE WORK PRACTICES.

Purpose; This procedure ensures that all critical tasks are identified and procedures written for the efficient operation of the task.
Definition; Safe Work Method Statements are written agreed safe practices that must be communicated to all members of a work group prior to undertaking a specific task or operating specific plant and equipment.
A Safe Work Method Statement should only be developed after a complete risk assessment has been carried out and all identified control measures are in place. Consultation with the work group is vital in developing effective and acceptable Safe Work Method Statements.
Responsibility; It is the responsibility of management to ensure that safe work method statements are developed.
All employees and management performing a task, for which a safe work method statement is in place, shall perform the task as per the procedure.
Management are responsible for ensuring that employees are trained in safe work method statement.
PERSONAL PROTECTIVE EQUIPMENT.

Purpose; The purpose of this procedure is to ensure that all Inner Part Interiors P/L employees wear appropriate personal protective equipment (PPE) when other risk control options are not possible.

Definition; This is the equipment worn by individuals to protect them from possible exposure to a certain risk that cannot be otherwise controlled. This includes items such as safety glasses, hearing protection, safety boots and hard hats.

Responsibilities; Inner Part Interiors P/L are responsible for providing employees with appropriate PPE for their job tasks.

Employees are responsible for maintaining their PPE in good working condition, wearing and using their PPE as instructed and for informing their supervisor when repair/replacement is needed.

The supervisor is responsible for ensuring that employees under their control are wearing or have appropriate PPE in their possession for the duties they are required to undertake before they commence work.

ENVIRONMENTAL POLICY.

Inner Part Interiors P/L is committed to maintaining and improving its environmental performance. Our aims are to minimise any effect that our activities may have on the environment.

To achieve these aims Inner Part Interiors P/L will:

- Ensure that all environmental law, regulations, standards and codes are adhered to as a minimum standard of compliance.
- Take all reasonable steps to prevent pollution and protect the environment.
- Ensure that all reasonable steps are taken to prevent an incident occurring.
- Encourage and foster an environmentally aware culture amongst all employees and contractors.
- Encourage environmentally sound practices by suppliers of raw material and customers of our services.
- Ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident.
- Develop openness in our response to community concerns and queries about the potential environmental impact of our operational procedures.

HARASSMENT POLICY.

Inner Part Interiors P/L is committed to providing a work environment in which employees feel that they are a valued member of the company that they are treated fairly and are given recognition for their contribution. We also aim to provide an environment that fosters good working relationships.


In accordance with Federal and State laws, Inner Part Interiors P/L provides an equal employment opportunity policy towards all employees without discrimination against race, gender, religion, colour and any disability or employment.

This policy extends to all applicants for employment and all current employees. This policy works in the strictest compliance with Federal and State Laws and includes hiring, promotion, transfer, compensation and training, also including leaves of absence and in some cases, termination.

Inner Part Interiors P/L will endeavour to consistently employ capable people to manage and operate in our working environment in a safe and profitable manner. This allows all people employed at Inner Part Interiors P/L to utilise their skills to their fullest potential, with the pathway to achieving the highest position possible.

Any breach of this anti-discrimination policy will be considered a serious offence and immediate action will be taken.
SMOKE-FREE WORKPLACE POLICY.
Inner Part Interiors P/L is committed to the provision of a workplace which ensures the health, safety and welfare of all employees and visitors to the site.
There is strong scientific evidence that passive smoking is hazardous to health. Inner Part Interiors P/L also recognise the risk associated with smoking in close proximity to hazardous and flammable substances. Therefore in accordance with its legal obligations to protect the health and safety of those who work at or visit the sites, Inner Part Interiors P/L has developed the following smoke-free workplace policy.
Smoking is prohibited within sign-posted areas.
Management support the right of choice for any individual to smoke and will allow smoking to take place during designated shift breaks and outside of the complex buildings where ashtrays will be provided.
The object of this policy is to;
  • Provide facilities designed to minimise hazards associated with smoking whilst at work.
  • Assists all personnel to comply with Section 20 of the Occupational Health and Safety Act 2000 – Employees at work to take care of others and cooperate with the employer.