

# INDUSTRIAL ENGINEERS & SPRINGMAKERS

## 1.6 - OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICY STATEMENT

### STATEMENT OF POLICY

The Management of Industrial Engineers and Spring Makers accepts that the employees health and safety is primarily the responsibility of management and in doing so is committed to ensuring every employee is free of any work related injury or illness.

Accountability for health and safety rests with the Chief Executive Officer, who is the Responsible Officer.

To honour this commitment, all policies, practices and procedures shall be written in accordance with the requirements of the O.H.S.&W. Act, 1986, O.H.S.&W. Regulations, 1995 and its accompanying Code of Practices.

### POLICY OBJECTIVES

The aim of this policy is to ensure that all employees are safe from injuries and risks to health whilst in the workplace.

In particular this policy aims to ensure as is reasonably practicable:

- a safe working environment.
- safe system of work.
- machinery, plant and substances that are provided in a safe condition.
- all employees be provided with instruction, training, and supervision needed to ensure their health and safety.
- that relevant consultation with employees on health and safety issues occurs.

### RESPONSIBILITIES

Health and safety is an integral part of the management structure and ranks equally with all other activities in the company.

#### RESPONSIBLE OFFICER

The Responsible Officer duties are to:

- provide for the formation of appropriate policies, practices and procedures.
- ensure effective implementation of the health and safety programme.

Health & Safety Policy Statement		H&SPL001
ISSUE 4	PAGE: 1 of 4	DATE: 3/10/01

# INDUSTRIAL ENGINEERS & SPRINGMAKERS

## MANAGERS

Managers are responsible for:

- promoting the effective implementation of policies and procedures.
- reviewing all policies, practices and procedures.
- induction of a contractor to I.E.S.' O.H.S. &W. Policies.
- working together with the Administration Manager towards the effective rehabilitation and integration of injured employees back to work.
- ensuring that any reasonable recommendations put forward by Safety Representatives or the Safety Committee members, are integrated into the health and safety programme.

## SUPERVISORS

Foreman/Leading Hands are responsible for:

- developing a safe working environment by controlling and monitoring work practices.
- providing instruction, training and supervision to all employees.
- investigating all occurrences (injuries, incidents and near misses).
- consulting with Safety Representatives on health and safety issues.
- reporting all injuries to the Responsible Officer and Safety Representatives as soon as is possible.
- working together with the Administration Manager towards the effective rehabilitation and intergration of injured employees back to work.
- supervision of contractors employed in their work area.

## EMPLOYEES

Employees are responsible for:

- maintaining a duty of care to protect their own health & safety.
- following health and safety procedures.
- using all safety equipment supplied to them.
- ensuring that they ask for instruction for any new or unfamiliar task(s).
- providing help or instruction to other employees.
- reporting of any occurrences that occur during the course of their work, to their supervisor as soon as possible.
- maintaining their work area in a clean, tidy and safe condition.
- reporting all hazards and unsafe work practices to their supervisor.
- ensuring they are not affected by alcohol or drugs which may endanger, their own or any other persons' health & safety.

# **INDUSTRIAL ENGINEERS & SPRINGMAKERS**

## **CONTRACTORS**

Contractors are responsible for:

- understanding and agreeing to abide by the I.E.S.' O.H.S.&W. Policy and any other relevant procedures or safe work practices.
- insuring that any act or omission by themselves does not effect either their own employees or an I.E.S. employees health and safety.
- reporting any occurrence that happens on site to the I.E.S. Supervisor in charge of the work area.
- maintaining their site in a clean and tidy state, while making all reasonable effort to control any hazards on the site.
- protecting their own health and safety.

## **CONSULTATION**

I.E.S. is committed to encouraging the consultation and cooperation between management and employees on all health and safety issues.

To provide this:

- Health and Safety Representatives have been elected for each of the three workgroups.
- a Health and Safety committee of 50% employees exists to discuss any health and safety issues raised by the management, supervisors, reps and employees.

## **POLICY IMPLEMENTATION**

This policy is to be implemented through the policies and procedures contained in I.E.S. health and safety programme. Specific policies, procedures and work practices will be developed and implemented to address hazards and hazardous work practices at I.E.S.

Health & Safety Policy Statement		H&SPL001
ISSUE 4	PAGE: 3 of 4	DATE: 3/10/01

# INDUSTRIAL ENGINEERS & SPRINGMAKERS

## POLICY REVIEW

This policy will be reviewed annually or when changes in legislation or organisational changes dictate. Changes will only occur after consultation with employees, Health and Safety Reps. and the Health and Safety committee.

Health & Safety Policy Statement		H&SPL001
ISSUE 4	PAGE: 4 of 4	DATE: 3/10/01