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| <b>Policy Name:</b>   | <b>Occupational Health &amp; Safety</b> |
| <b>Policy Number:</b> | <b>5.01</b>                             |
| <b>Date:</b>          | <b>February 2023</b>                    |

## **POLICY STATEMENT:**

JC Steele is committed to protecting the health and safety of its employees and to the continuous improvement aimed at the prevention of work-related injury and illness.

To achieve the above, we:

- Endeavour to prevent workplace injuries by identifying and reducing the risk of work-related injuries and illnesses through proactively monitoring work practices and by providing appropriate training for all employees.
- Review OH&S goals and objectives and comply with all applicable health and safety laws and regulations.
- Induct all employees and contractors to ensure safe work practices are understood prior to commencing work and provide information about potential hazards and controls.
- Investigate all incidents to identify the possible cause and implement preventive actions to minimise the risk of reoccurrence.
- Undertake a regular compliance audit program to ensure adherence to company and regulatory requirements.
- Conduct regular reviews of workplace health and safety performance and identify and implement safety improvements.
- Consult with employees to identify workplace health and safety improvements.
- Communicate this OH&S policy to all persons working under our control, with the intent of making them aware of their individual OH&S obligations.

## **PROCEDURES:**

- a. A hazard log is maintained by JC Steele in the main office. This log is available for all employees to note down any issue, hazard or safety concern that they have, and to indicate what priority level they consider the concern to be. All major safety concerns must be immediately raised with the Managing Director.

- b. Employees are encouraged to note down all areas of concern with regards to safety issues or hazards in the hazard log as soon as it is identified. The JC Steele management team check this log regularly and note down any actions taken for the purpose of advising all employees of the status of any concerns.
- c. The JC Steele management team and/or Managing Director undertakes periodic building inspections to identify any potential issues in the business with regards to safety.
- d. First Aid kits are located in the JC Steele office, factory, warehouse, lunchrooms and in all company vehicles, for the treatment of minor injuries. JC Steele also ensures that an adequate number of employees are trained and qualified in first aid.
- e. JC Steele has a duty of care towards employees to protect their health and safety when working outdoors. In order to assist reduce the exposure of any employee's member working outdoors to damaging ultraviolet rays, JC Steele encourages the use of SPF 30+ sunscreen and this is provided in all company vehicles. JC Steele further encourages the use of sun protection such as clothing, hats and sunglasses.
- f. To ensure the safety and well-being of all employees, JC Steele uses Job Safety Analyses (JSA's) or Safe Work Method Statements (SWMS) and Material Safety Data Sheets (MSDS). Completing a JSA/SWMS prior to undertaking field work and following the JC Steele call-in processes is a non-negotiable safety standard and of which all employees are required to comply.
- g. In accordance with the JC Steel Hours of Work Policy, no employee is to access the workplace outside of normal operating hours without the express authorisation of the Managing Director.