

## **EIR Policies**

Revision No: 1

Latest Revision Date: May 2020

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### **OCCUPATIONAL HEALTH AND SAFETY POLICY**

#### **General Policy**

**EIR GROUP'S** policy in the area of occupational health, safety and welfare is to provide a safe and healthy place to work for all staff, contractors and members of the public.

#### **Management's Responsibility**

The Management of **EIR GROUP** is committed to improving every aspect of health and safety by involving all staff and sub-contractors in reducing or eliminating any risks and hazards in the workplace and providing sufficient resources to comply with the Occupational Health & Safety Regulation 2001, Occupational Health & Safety Act 2000 No. 40, Workplace Injury Management and Workers Compensation Act 1998 No. 86.

#### **Health and Safety Committees**

*Refer to Code of Practice - WHS Consultation, Section 6 WHS Committees.*

#### **Occupational Health and Safety Programme**

In order to implement the General provisions of this policy, **EIR GROUP** will set up and monitor a programme of activities relating to WHS and include:

- \* WHS training and education
- \* Work design, workplace design and standard work procedures
- \* Safety rules and disciplinary procedures
- \* Changes to work methods
- \* Provision of WHS equipment
- \* Workplace inspections
- \* Reporting and recording incidents, injuries and illnesses
- \* provide WHS information to employees, contractors, and sub-contractors

#### **Specific Responsibilities**

- a. The General Manager, Directors and Managers are required to ensure that this policy and the WHS programme are effectively implemented in their area of control and to support supervisors and hold them accountable for their specific responsibilities.
- b. All Supervisors are responsible and will be held accountable for taking all practical measures to ensure that the workplace they control is safe and without risk to health. The supervisor shall ensure persons working at that workplace are behaving in a safe manner without risking health.

More specifically: The supervisor will always be held accountable for detecting any unsafe or unhealthy condition or behaviour. If the Supervisors do not have the necessary authority to fix the problem, they will be held accountable for reporting the matter promptly with a proposed solution to their supervisor with the necessary authority to remedy the problem.

- c. Managers or Supervisors with the necessary authority will be held accountable for prompt action, so that unsafe, unhealthy conditions and unsatisfactory behaviour is eliminated.
- d. Employees are required to cooperate and comply with **EIR GROUP'S** WHS policy and programme to ensure their own health and safety and that of their fellow workers as well as the public. All employees are required to report any unsafe condition or act.
- e. Sub-contractors engaged to work for **EIR GROUP** are required as part of their contract, to comply with the WHS policy and programmes, in accordance with the Occupational Health and Safety Act and Regulations, observing directions on health and safety matters from supervisors, employees or officers. Failure to comply or observe these directions will be considered a breach of the contract and sufficient grounds to terminate the contract.
- f. Visitors to **EIR GROUP** sites are required as part of their visiting rights to comply with the Occupational Health and Safety policy and programme, observing directions on health and safety matters from employees or designated officers. Failure to comply or observe these directions could result in visitors being required to leave the site.