

OCCUPATIONAL HEALTH & SAFETY POLICY

Effective Date of this Policy : 1 July 2002
Reviewed : 14 August 2019

1. Purpose of this Policy

This document details the Occupational Health & Safety Policy (“Policy”) for an Employee of Norwood Industries Pty Ltd (“Norwood”).

Norwood promotes and enforces safe and fair work practices and is committed to ensure that its workplace is safe and free from hazards.

This Policy defines Norwood’s commitment to the provision of a safe and inclusive workplace and provides reference to the relevant procedures and guidelines by which this is to be achieved.

2. Objective of this Policy

The objective of this Policy is to:

- Define Norwood’s commitment to provide a safe working environment;
- Provide direction to the relevant policies and procedures for effective resolution of health and safety issues in the workplace;
- Encourage the reporting of behaviour that breaches the Policy; and
- Protect employees from victimization or reprisals for lodging a complaint.

3. Who is covered by the policy?

This Policy applies to all employees (internal & external) of Norwood, whether employed on a full time, part time or casual basis. It also applies to non-employees visiting Norwood’s premises or travelling with Norwood’s sales representatives.

Employees are always expected to act in a safe, courteous and respectful manner.

Refer to the following document for guidance:

- ***Occupational Health & Safety – General Guidelines***

4. Occupational Health & Safety Committee

The Occupational Health & Safety Committee (“OH&S Committee”) should, where possible, comprise equal numbers of male and female employees and include members from all work areas within the business. It should include at least one senior manager and a workplace Health and Safety Representative (“HSR”).

Membership of the OH&S Committee is a voluntary position. It is incumbent upon the Norwood Board and Executive Team to ensure that there is an active, well supported OH&S Committee operating within the company.

The role of the OH&S Committee is to:

- Evaluate and ensure compliance to all relevant OH&S legislation;
- Ensure all OH&S information is up-to-date and appropriately communicated;
- Review and evaluate all workplace injuries and incidents;
- Review and evaluate all completed Risk Assessments and corrective actions;
- Identify and instigate or implement OH&S improvements;
- Evaluate and act on any safety concerns that have been brought to the notice of the committee; and
- Provide reports and recommendations relating to the above, to the Executives and Board of Norwood.

The OH&S Committee will meet regularly, in compliance with existing legislation. Accurate minutes of the meetings will be retained and forwarded the Managing Director and other senior managers as deemed appropriate.

5. Reporting

All incidents and injuries encountered in the workplace must be recorded and reported to the OH&S Committee, who will review the outcomes at their quarterly meetings.

As soon as possible after resolution of an issue, details of its resolution, in a form that is approved by all parties and in the manner and in any language that is agreed by the parties to be appropriate:

- Must be brought to the attention of the relevant employees;
- Must be forwarded to the Health & Safety Committee; and
- May be forwarded by the parties to any relevant organisation of employees or of employers.

6. Defining a safe workplace

Workplace safety can be affected by physical influences such as (but not limited to) the condition of plant and equipment, environmental hazards within the workplace such as spills, trip hazards, fire, manual handling etc. and external influences such as extreme weather or other emergencies.

Workplace safety can also be affected by behavioural influences (“unsafe behaviour”) such as (but not limited to) risk taking, clowning around, taking shortcuts, bullying, and encouraging or participating in insulting or discriminatory behaviour towards others.

A safe workplace is one in which the influences described above are eliminated from the working environment. Norwood is absolutely committed to providing a safe working environment and expects all employees to participate in kind.

Norwood will act as soon as is practicable to eliminate any physical and environmental hazards from the workplace.

Norwood also has zero tolerance for unsafe behaviour. Anyone found to be engaging in unsafe behaviour will be subject to disciplinary action that may include termination of their employment.

Related documents

- **Norwood Discrimination, Harassment & Bullying Policy & Procedure**
- **Norwood Staff Grievance and Dispute Resolution Policy & Procedure**
- **Norwood Equal Opportunity Policy**

7. To whom should a safety risk or incident be reported?

Any concern should be immediately reported to your work HSR and/or the relevant supervisor, or any manager.

Where a non-employee observes or identifies a health and safety issue, they should immediately notify the staff member they are with, who should then report it to any of the people referred to above.

That staff member should also take immediate action to isolate the hazard (only if safe to do so) and report the issue to the HSR, supervisor, manager and any staff member who may be at risk.

A staff member may leave his/her place of work to report their concern.

Occupational Health and Safety matters may be reported in confidence to the HSR, who will as far as is practicable, keep the identity of the complainant confidential.

7.1. Risk Assessment

Risk Assessment must be performed and documented when:

- New plant or equipment is being/has been installed and commissioned;
- An existing or potential physical or environmental hazard, which cannot be immediately resolved and/or requires third-party intervention or acquisition of new equipment to resolve the issue, has been identified in any workspace; and
- Plant or equipment has been identified as faulty and that fault causes the workspace to become unsafe.

For information about the Risk Assessment Process, refer to the following documents for guidance:

- **Norwood Consultative Process for Management of Occupational Health & Safety Issues**
- **Norwood Occupational Health & Safety – General Guidelines**

Note: Risk assessments do not have to be documented when a hazard or potential hazard has been immediately resolved to the satisfaction of all parties concerned.

8. Resolution of OH&S issues

The contact person or the person who received notification about an issue must immediately initiate the following corrective action process.

As soon as possible after an issue has been reported, the relevant manager, in consultation with the HSR and any other relevant employees, must try to resolve the issue.

In resolving the issue, the following points must be considered:

- Whether the hazard or risk can be isolated;
- The number and location of employees affected by it;
- Whether appropriate temporary measures are possible or desirable;
- Whether environmental monitoring is desirable;
- The time that may elapse before the hazard or risk is permanently corrected;
- Who is responsible for performing and overseeing the removal of the hazard or risk.

Upon request of any party involved in the resolution of an issue, the details of the issue and all matters relating to its resolution must be set out in writing by Norwood to the satisfaction of all parties.



Norwood Industries Pty Ltd

Fran Coyle
Managing Director