

## HEALTH AND SAFETY POLICY STATEMENT

### STATEMENT

Total Group is committed to providing a safe and healthy work environment for all employees and visitors to the workplace. We recognise that maintaining the highest possible standards of health and safety is a key management responsibility and a measure of our success as an organisation. In fulfilling these aims, we recognise the value of employee input to the process and we are therefore committed to regular consultation with workers on health and safety issues.

### RESPONSIBILITIES

**All managers will be accountable for the following duties:**

- Comply with the Health and Safety in Employment Act, and associated regulations, codes of practice, guidelines and standards.
- To provide and maintain a Safety Management System for continuous improvement in H&S management.
- To provide and maintain safe plant and systems of work.
- To identify, assess and manage significant hazards and monitor continuing effectiveness.
- Regularly review contingency and emergency preparedness to ensure timely action.
- To assist all injured employees back to full and gainful employment by arranging rehabilitation assistance in conjunction with the employee, family members and treatment providers.
- To designate H&S roles and responsibilities at all levels and recognise excellence and initiative in H&S performance.
- To consult with staff and their representatives on all health and safety matters.
- To ensure all incidents including injuries and near misses are accurately recorded, reported and analysed for trends.
- To provide managers, supervisors and employee safety representatives with annual training in advanced H&S management, to assist their roles.
- To annually review the Safety Management System in consultation with employees.



The General Manager is responsible for the setting up and monitoring of processes to carry this out. It is the General Manager's duty to assign Health and Safety duties to Managers and Supervisors. The General Manager will ensure, as far as is reasonably practical, that this organisation meets all its obligations under Health and Safety in Employment legislation.

Management will undertake regular assessments to identify hazards, assess the risks involved and set up control measures as necessary. In so doing, management will develop, monitor and modify as necessary all health and safety processes, considering all aspects of the workplace.

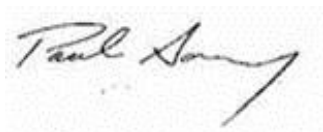
These processes will be documented in a manual known as the "Health and Safety Management System". This manual will be reviewed and improved in consultation with employees on an annual basis or sooner should the need arise. The manual will be made available to all employees.

**EMPLOYEES ARE REQUIRED TO:**

- Take no action or inaction that may harm themselves or others in the workplace
- Co-operate with all health and safety provisions agreed by management and employees
- Seek assistance or advice where the safe method of completing a job is not understood
- Correct or report any unsafe conditions that come to their attention
- Report work related injuries and incidents promptly and accurately
- Encourage others to do the same

This policy will be regularly reviewed to take account of new legislation and organisational changes.

Management seeks the cooperation of all employees in fulfilling our health and safety commitments.



**Director:**

**Date:** Friday, 29<sup>th</sup> November 2017

