

Manual	WHS
Title	WHS Policy (pg. 1 of 2)
Procedure No:	ADVWHS:100913
Authorised by:	Director
Issue Date	25/4/13
Review Date	25/4/15

WORK HEALTH & SAFETY POLICY

1. COMPANY COMMITMENT

The Company is committed to ensuring the health, safety and welfare of its employees and any other people who may be affected by the Company's operations. In securing workplace health and safety the Company promises to pursue best practice in health and safety and to fulfill its statutory duties with regards to health and safety at all times.

2. RESOURCES

The Company is committed to providing the resources to continually improve the WHS Management System and to make risk management effective for:

- The protection of employees from occupational injury and disease
- The protection of contractors and visitors from injury
- Compliance with all legal and Company policy requirements for health and safety

3. ROLES AND ACCOUNTABILITY WITHIN WORK HEALTH AND SAFETY

a) Senior Management

Senior management accepts overall responsibility for the effective management of workplace health and safety.

b) Managers and Supervisors

Managers and Supervisors at all levels are responsible, within the scope of their authority, for ensuring that:-

- The tasks required for the successful implementation of the Company's risk management programs are undertaken.
- Employees are consulted on workplace health and safety matters which may affect them.
- Communication on WHS issues is promoted as a normal component of work.
- All plant, substances and work systems used are suitable for their intended purpose in the workplace and meet safety requirements.
- Adequate training, information, instruction and supervision are provided so that work is conducted safely.
- Contractors and visitors are made aware of safety procedures.
- Immediate and appropriate steps are taken to investigate and rectify any risks to health and safety arising from work activity.
- The attention of senior management is promptly brought to any relevant health and safety issues.
- All accidents and near misses are properly recorded and reported, and an investigation is carried out to determine causal factors.
- Safe access to, and egress from the workplace is maintained at all times.

c) Employees

Employees are responsible for:-

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Co-operating with measures introduced in the interests of workplace health and safety.
- Undertaking any training provided in relation to WHS.
- Immediately reporting all matters which may affect WHS to their supervisor.
- Correctly using any information, training, personal protective equipment and safety devices provided (PPE).
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place.

Think Safe Be Safe



MANAGEMENT SYSTEM

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d) **Contractors and Visitors**

All Contractors and sub-contractors engaged to perform work on the premises or other locations on behalf of the Company are required, as part of their contract, to comply with the WHS policies and procedures of Advanced Roof Systems Pty Ltd and to observe directions on health and safety from designated officers of Advanced Roof Systems Pty Ltd. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

All visitors are expected to follow all WHS policies and procedures whilst on the premises or at any location either with or on behalf of Advanced Roof Systems Pty Ltd and not to adversely affect their own health and safety or that of others.

4. WHS PROGRAMS

In order to implement the general provisions of this policy, health and safety programs and procedures will be identified and developed in consultation with employees of the Advanced Roof Systems Pty Ltd. The programs will be monitored, evaluated and reviewed where required and systematically updated to show continuous improvement of the Health and Safety Management System.

This policy will be reviewed by the employer representative and employee representative every two years or sooner, if required.

Marshall Stirling

Director

Advanced Roof Systems Pty Ltd

Sept 13