

BOHAN CLEANING SERVICES

OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICY

So far as is reasonably practicable **Bohan Cleaning Services** will provide the following:

- A safe workplace and a safe and healthy working environment
- Safe systems of work
- Machinery, equipment and substances in a safe condition
- Information, instruction, training and supervision necessary to ensure that each employee is safe from injury and risks to health
- Effective consultation with employees on all issues which may affect health and safety at work
- Effective injury and illness reporting, recording and investigation and effective rehabilitation measures for employees who suffer work-related injuries and illness.

Employees shall take reasonable care to:

- follow safe and healthy work practices
- take action to report hazards in the workplace and make recommendations to management on how to reduce the level of risk
- take reasonable care to avoid adversely affecting their own health and safety or the health and safety of any other person through any act or omission at work, or by the consumption of alcohol or drugs
- make proper use of available safety procedures, safety devices and personal protective equipment
- comply with any reasonable instruction from an employer in relation to health or safety at work
- not interfere with or cause another worker to interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance or work system provided for protection, except when necessary as part of an approved maintenance, repair or emergency procedure
- assist accident investigators or workplace inspectors
- report accidents, injuries and “near miss” incidents to supervisor / manager as soon as possible after the event
- actively support the consultation process.

SIGNED: GARY MORRISON
 Managing Director
 Date / /

JILL MORRISON
Managing Director
Date / /