

# Occupational Health and Safety Policy

Gordon McKay Pty Ltd (**Gordon McKay**) is committed to protecting the health and safety of all persons in the workplace including employees, contractors, customers and the public. Gordon McKay demonstrates this commitment through its Health and Safety Management System which is integrated within all activities related to products, services and people in the business.

Gordon McKay believes that Occupational Health and Safety is vital for the overall efficiency and success of our company and recognises that promoting health and safety in the workplace is most effective when jointly implemented and adhered to by both Gordon McKay and employees.

## **The objective of this policy is to:**

- Ensure all employees can perform their work without sustaining injury or illness;
- Provide safe plant and equipment;
- Comply with applicable occupational health and safety laws and industry standards;
- Continuously monitor and improve safe working conditions;
- Eliminate or reduce hazards and safety risks associated with delivering our business activities;
- Establish and achieve measurable objectives and targets; and
- Empower employees to work in a self-managed and collaborative approach in respect of safety matters.

## **In order to achieve these objectives Gordon McKay will:**

- Comply with the Occupational Health and Safety Act 2004 and all other applicable legislation in relation to health and safety;
- Provide safe systems of work and instruction to employees in relation to health and safety procedures and company requirements;
- Keep records relating to workplace accidents;
- Identify and manage any possible risks to health and safety and devise procedures to eliminate such risks as far as is reasonably practicable and where elimination is not reasonably practicable develop procedures to minimise such risks;
- Ensure that persons other than Gordon McKay's employees are not exposed to risks to their health and safety arising from the conduct of Gordon McKay's business activities; and
- Report reportable incidents to Worksafe Victoria.
- Ensure all managers and employees at all levels are aware of their role, responsibility and accountability for safety performance
- Conduct audits for compliance and effectiveness
- Support employees during recovery program

**All employees are individually responsible to:**

- Take reasonable care for their own health and safety;
- Take reasonable care for the health and safety of others who may be affected by their acts or omissions at a workplace;
- Co-operate with Gordon McKay with respect to any action taken by Gordon McKay to comply with a requirement imposed by the Occupational Health and Safety Act 2004 or Regulations and/or client site specific procedures;
- Ensure they are fit for work and hold current and relevant licences to complete their work;
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare; and
- Notify their supervisor if they observe a risk to the health and safety of any person in the workplace.

An employee who fails to adhere to this policy or requirements under occupational health and safety legislation will be subject to disciplinary action, up to and including summary termination of employment or termination of any contract for services. A failure to comply with the occupational health and safety legislation may also result in legal action being taken against the employee.

Gordon McKay recognises that active participation and consultation with every employee is essential to achieving a workplace free of accidents, injuries and illnesses. With the assistance of all employees we will strive to continually identify, eliminate or manage workplace hazards and risks associated with our activities

Policy Authorised by the Managing Director  Date: 27/4/17

Gavin McKay  
Managing Director