

# PHENIX PTY LTD

## OCCUPATIONAL HEALTH AND SAFETY POLICY

<b>Date of Approved</b>	21-Mar-17	<b>Date Policy will take effect</b>	21-Mar-17	<b>Date of Next Review</b>	21-Sep-17
<b>Approved by</b>	Led Saves Management				
<b>Custodian title &amp; Email Address</b>	Manager, Occupational Health and Safety <a href="mailto:hu.xiang@ledsaves.org">hu.xiang@ledsaves.org</a>				
<b>References &amp; Legislation</b>	<a href="#">Occupational Health and Safety (VIC) Act 2004</a> <a href="#">Occupational Health and Safety (VIC) Regulation 2007</a>				
<b>Audience</b>	Public-Accessible to anyone				
<b>Expiry Date of Policy</b>	Not Applicable				
<p><b>Submit your feedback on this policy document via Email to</b>  <a href="mailto:ohsledsaves@gmail.com">ohsledsaves@gmail.com</a></p>					

## Purpose

1. The Led Saves is committed to providing a safe and healthy workplace for its workers, contractors and visitors. This Policy defines the principles of this commitment and the company's approach to the continuous improvement of health and safety in the workplace.
2. This Policy sets out the overarching principles for the company's commitment and management of occupational health and safety requirements and gives effect to the company's Occupational Health and Safety Management Plan,
3. All members of the Led Saves have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

## Obligations

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, contractors, authorized visitors, and anyone else who may be affected by our operations.

## Standards

- Occupational Health and Safety (Vic) Act 2004
- Occupational Health and Safety (Vic) Regulation 2007
- Equipment Public Safety Act 1994
- Accident Compensation Act 1985

## Objectives

- To achieve a no loss time injury in workplace
- To make health and safety an integral part of every managerial and supervisory position
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.

## Measure the Objectives

- LED Saves has achieved zero accident in the warehouse since the last inspection. The no loss time injury objective will be achieved when there was no employer absent due to workplace injury.
- The objective that aims to make health and safety an integral part of every managerial and supervisory position will be achieved when all the employees commit and comply with the policy.
- The objective of providing continuous programs for training purpose which would give rise to possible safest workplace will be achieved when the training meetings have been regularly held (once a month).

#### **Monitor the Objectives**

- Check the attendance sheet regularly to monitor whether there is any absence due to injury
- Check the warehouse instruction logbooks regularly to monitor compliance
- Subscribe to relevant requirements to keep employees updated
- Check whether all employees have received the updated requirements
- Check the meeting minutes once a month to monitor the training progress

#### **Responsibilities**

Management (the supervisor and / or manager) is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety

Workers are responsible for:

- comply with safe work practice, with the intent of avoiding injury to themselves and others and damage to equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager

We expect visitors and contractors to:

- Follow the OHS policies and procedures of Led Saves in addition, all visitors undertaken by the contractor and the contractor's employees must be in a safe manner and must not, under any circumstance, create any hazards for the employees of Led Saves

#### **Review**

The policy will be reviewed every 12 months by the management in consultation with the Health and Safety Representative and other employees.



I acknowledge that I have received, read and understood the Occupational Health and Safety Policy (2017/3). I also understand that agreeing to comply with these measures form part of my conditions of employment.

**Employee Name:** \_\_\_\_\_ **Date:**

**Signature:**