



Policy Name: Occupational Health and Safety Policy

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This policy applies to all employees of Galaxy Personnel, and any contractors or volunteers or work related site visitors, who perform work at, or on behalf of, Galaxy Personnel. This policy applies to any work related functions and activities sponsored by Galaxy Personnel.

Galaxy Personnel will, as far as is practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, volunteers, visitors and members of the public who may be affected by our work. Health includes both physical and mental health.

To achieve this, Galaxy Personnel will:

- Develop and maintain safe systems of work, and a safe working environment,
- Consult with employees on health and safety,
- Ensure that all plant and substances are in safe condition,
- Provide personal protective equipment, and enforce its use,
- Provide information, training and supervision for all employees, contractors or volunteers,
- Assess all risks before work starts on new operational areas,
- Remove unacceptable risks to safety,
- Provide all employees, contractors and volunteers with adequate facilities, such as clean toilets, cool and clean drinking water and hygienic eating areas,

Every person in the workplace is responsible for ensuring health and safety. Management and employees of Galaxy Personnel will take steps to ensure a collaborative and consultative approach to health and safety, which will include:

- Hazard identification,
- Risk assessment,
- Implementation of appropriate health and safety measures,
- Monitoring and review.

This will be following the safety hierarchy of controls, in this order, when decision making:

1. Elimination,
2. Substitution,
3. Isolation,
4. Engineering,
5. Administration,
6. Personal protective equipment.

All employees have a duty to:

- Identify practices and conditions which could result in injury, or damage to plant or equipment, or the environment, and rectify or report these as appropriate,

