

| Policy Name: Occupational Health and S | Safety Policy                     |  |
|--|-----------------------------------|--|
| Policy No: GP713P                      | Version: 1.3                      |  |
| Approval Date: 16 August 2019          | Scheduled Review date: March 2022 |  |

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,

- To use any personal protective equipment provided for use, correctly, as required,
- To keep personal protective equipment in good working order,
- To follow any instructions given by management for health and safety,
- To not misuse or interfere with anything provided for health and safety,
- To report all accidents and incidents, no matter how trivial, immediately.

Any breach of this policy by an employee can result in disciplinary action, up to, and including termination. Actions taken will depend upon the circumstances of the individual breach.

## **Related Legislation**

Occupational Health and Safety Act 2004 (Vic),

Fair Work Act 2009 (Cth)

| Koll.        | 16/8/19 |  |
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| Approved By: | Date:   |  |

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