



MineworksGroup

OCCUPATIONAL HEALTH, SAFETY & REHABILITATION POLICY

MANAGEMENT RESPONSIBILITIES

- ❖ Ensure our employees have a healthy and safe working environment with appropriate tools, equipment, systems of work, rest breaks and hours of work.
- ❖ Ensure our sub-contractors and visitors have a healthy and safe environment within which they can work or conduct their business.
- ❖ Gain our client's agreement to provide a safe and healthy workplace for all temporary and contract employees and allow us to conduct regular worksite checks wherever possible.
- ❖ Engage competent staff capable of effectively and safely carrying out their duties.
- ❖ Provide information, training and instructions to employees to ensure safe working practices.
- ❖ Ensure regular and meaningful stakeholder consultation methods are in place.
- ❖ Assist injured employees to stay at or return to work in the shortest possible time.
- ❖ Monitor the number and type of workplace accidents, health issues and near miss incidents and report to Directors quarterly.
- ❖ Monitor outstanding inspections, safety actions and reviews and report to Directors quarterly.

EMPLOYEE RESPONSIBILITIES

As safety at work is both an individual and shared responsibility it is the responsibility of all employees of Mineworks Group to:

- ❖ Ensure their jobs are performed in a safe manner without risk to themselves or their colleagues.
- ❖ Comply with the security and safe work practices and emergency procedures of the client while on assignment as a temporary, contract or casual employee of Mineworks Group.
- ❖ Attend and participate in any training sessions provided.
- ❖ Put into practice their duty of care responsibilities to themselves and others by reporting any workplace injuries, incidents, hazards or other health and safety concerns immediately to their supervisor and advise their Mineworks Group contact if they are on hire.
- ❖ Participate in rehabilitation and return to work programs after a work related injury or illness.
- ❖ Ensure that the spread of hours worked and meal or other breaks taken fall within safety guidelines.

POLICY DEVELOPMENT, DISSEMINATION AND REVIEW

This policy has been developed in consultation with nominated staff representatives and will be reviewed annually and amended as deemed necessary. It is provided to all staff upon induction and other parties on request. It will be prominently displayed in the workplace.

Authority: John Gallop, Managing Director

Signed:

Managed by: Staff Training and Development

Review by: Group HR Manager

Review date: before 30 Dec 2011