

WORK HEALTH AND SAFETY POLICY

LABOUR OPTIONS✓ is committed to providing a safe and healthy workplace for all staff and our clients. We believe that the health and safety of people at work is a vital factor in the successful provision of services. Every effort will be made to comply with the relevant Acts and Regulations.

RESPONSIBILITIES

Promoting and maintaining occupational health and safety is primarily the responsibility of management. However, to achieve a safe organisation it is important that everyone accepts responsibility for the health and wellbeing of everyone in the workplace. This includes client's employees, LABOUR OPTIONS✓ employees, contractors and visitors to the site.

MANAGEMENT will promote the concepts of health and safety and take all practical steps to identify and address any unsafe or unhealthy conditions or behaviour in the work area to ensure that it is safe and without risks to health. This includes the work organisation and systems of work are safe as well as providing adequate resources, supervision, information and training so that workers are able to perform their duties safely.

STAFF/WORKERS: All workers are responsible for taking reasonable care of their own health and safety, as well as the health and safety of others in the workplace. This includes cooperating fully with any directives of management aimed at maintaining a safe and healthy work environment. It also includes reporting any unsafe or unhealthy conditions and reporting accidents/incidents promptly.

CONSULTATION AND COMMUNICATION

We at LABOUR OPTIONS✓ share relevant information about Health and Safety and welfare with employees, workers and management.

- By toolbox meetings
- Monthly Training card whereby each month a topic is picked which provides the opportunity to communicate, remind, train and consult with each employee and worker at each of our sites.
- Payslip contains a weekly safety message that is derived from a relevant topic.
- Conducting job descriptions and training programmes in relationship with our clients for our employees on site. This enhances their ability to remain safe and up to date with workplace requirements.

Safety is a team commitment requiring every person in this company to play their role. This policy will be reviewed bi-annually or in accordance with legislative requirements.

John Degan
Managing Director

DATED: 28th July, 2015