



JAYMEL AIRCONDITIONING PTY LTD

HEALTH AND SAFETY POLICY STATEMENT

The safety, health and wellbeing of employees is of the utmost importance and it is my wish therefore as Managing Director of Jaymel Airconditioning Pty Ltd that all levels of personnel involved with Management and Supervision should regard these as their highest priorities. It is important that the health, safety and wellbeing of employees should not be in any way be impaired or prejudiced as a result of working within the business.

Accidents which injure people cause needless pain and suffering and distress to loved ones. We must take all responsible steps to eliminate all of the risk and hazards which could be prejudicial to the safety or health of our employees. If the risk cannot be entirely eliminated, then it is the responsibility of management and employees to see that effective guarding is in place and protective clothing and equipment is used when required so that work can be performed with a minimum risk to the employee.

All levels of supervision personnel are responsible for the prevention of accidents to their employees and for their protection against damage to health arising from the work environment. In this regard, particular attention must be given to new and young employees. Good housekeeping must be maintained at all times and unsafe practices must not be allowed. Work must not be performed using unsafe equipment or where all guarding is not completed to the satisfaction of the Workplace Services, and in accordance with company safety standards and the law. In particular, new or altered machinery or equipment must be fully guarded before being operated.

Employees are responsible for ensuring that they work safely and in accordance with Jaymel's safety procedures and requirements. Should any doubt exist, Supervisors are available to advise regarding the correct method of working on any job required to be done. Jaymel's responsibilities are to ensure a healthy, safe and clean workplace and to provide equipment to protect employees which will enable them to work in a safe manner.

Jaymel seeks the cooperation of all employees in upholding a high standard of accident prevention.

Danny Stefanac
MANAGING DIRECTOR
Jaymel Airconditioning Pty Ltd

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- **Strategies**

- Jaymel Airconditioning Pty Ltd will achieve its occupational health, safety and welfare objectives by developing and implementing appropriate policies and procedures which document standards and guide managers, supervisors and employees in carrying out their responsibilities in;
- Identifying hazards and risks to health and safety associated with tasks and activities carried out by Jaymel.
- Assessing the degree and level of risks arising from hazardous tasks or activities.
- Selecting, implementing and maintaining appropriate measures to control risks to health and safety.
- Consulting with employees and their representatives on matters which may affect their health and safety.
- Identifying, developing and providing appropriate information, instruction and training to equip managers, supervisors and employees with the knowledge and skills necessary to meet their responsibilities.
- Developing, implementing and monitoring plans to put Jaymel's health and safety policies and procedures into effect.

- **Roles and Responsibilities**

- **Responsible Officer**

- The OHS&W Officer as the Responsible Officer has the overall responsibility to provide a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement strategies. In particular the OHS&W Officer will ensure;
- Appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety.
- Mechanisms are provided to enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures.
- Mechanisms are provided to enable employees and their representatives to be consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the occupational health, safety and welfare of employees.

- Managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety requirements.
- The monitoring of Subcontractors compliance with Jaymel's Safety Rules and the Subcontractors own safety policy.
- **Managers**
- Managers have a responsibility in their areas of control to ensure;
 - They carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.
 - Relevant health and safety policies and procedures are effectively implemented.
 - All risks to health and safety are identified, assessed and effectively controlled.
 - The effectiveness of risk control measures are regularly monitored and deviations from standards rectified.
 - Supervisors and employees have adequate knowledge and skills to carry out their health and safety responsibilities.
 - Employees and their representatives are consulted on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees.
- **Supervisors**
- Supervisors or persons with supervisory responsibilities have a responsibility to ensure;
 - They carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.
 - Relevant health and safety policies and procedures are implemented in their areas of control.
 - All risk control measures in their areas of responsibility are implemented, regularly monitored and maintained.
 - The employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs.
- **Employees**
- Employees have a responsibility to;
 - Report any incident or hazards at work to their manager or supervisor.
 - Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.

- Obey any reasonable instruction aimed at protecting their health and safety while at work.
- Use any equipment provided to protect their health and safety while at work.
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.
- Consider and provide feedback on any matters which may affect their health and safety.
- Ensure they are not so affected by alcohol or another drug, to endanger their own or any other persons' health and safety.
- **Collective Health and Safety Consultation**
- Health and safety discussions are to be included in existing staff meeting agendas and regular toolbox talks to enhance and provide consultation with all employees. This will give employees a genuine opportunity to contribute to the decision making process to eliminate or control risks to health and safety.