

INTRODUCTION

HT Services are committed as far as reasonably practicable to providing a safe, healthy and secure working environment for our workers, contractors, vendors and visitors, in line with our moral responsibilities. This commitment includes the active prevention of any injury or illness associated with our work activities, along with the continuous improvement of OHS performance and compliance with all relevant legislation and other requirements. These requirements relate both to our dealings with clients and the communities in which we operate. In pursuit of 'Zero Harm' and the objectives of this policy, activities are conducted in accordance with HT Services Management Systems which is developed to conform with the Australian Standard AS/NZS 4801.

OBJECTIVES

- To provide and maintain a health and safe work environment for all workers, contractors and visitors, achieving Zero Harm and the prevention of injury and illness.
- To maintain full compliance with OHS legislation and other requirements such as client and industry standards.
- To continually improve our OHS performance with consideration to risk management, inclusive of management reviews of this policy and the systems employed to achieve these objectives.
- To identify, assess and manage OHS risks that our workers, clients and the general public may face due to our activities.
- To communicate HT Services commitment to OHS, informing all persons of their individual obligations.

MANAGEMENT RESPONSIBILITIES

- To ensure that this policy is recognised and understood by all workers, contractors and visitors where applicable.
- Advise all workers of their Health and Safety responsibilities.
- To ensure the Safety and Health of staff or visitors working under their direction is not adversely affected.
- Systematically address deficiencies and deliver opportunities for improvement.
- Demonstrate HT Services commitment to Safety and Health in their own actions.
- Communicate updates regarding labour and health and safety practices and conditions with all workers.
- Provide workers with an anonymous reporting mechanism to obtain honest feedback.

EMPLOYEE RESPONSIBILITIES

- To actively assist in developing and maintaining a Safe and Health work environment whether by instruction or the endeavour of continuous improvement.
- To follow Safety and Health instructions and lawful instructions of HT Services to ensure Safety and Health.
- To comply with relevant Health and Safety legislation.
- Demonstrate their commitment to Safety and Health.
- Report all incidents and near misses to relevant management.
- Correctly use and maintain personal protective equipment and to report equipment that needs maintenance or replacing.

REVIEW

This policy is approved by the Board of Directors and is reviewed annually to ensure its relevance and effectiveness.

This policy may be reviewed earlier where a change in legislation occurs or any other requirement to which the Company subscribes is identified as needing review to ensure the adequacy, suitability and continuing effectiveness of the policy.

AUTHORISATION

For any questions or concerns related to this policy, please contact the authorised person listed below.

This policy is authorised by:

A handwritten signature in black ink, appearing to read 'Aaron Hawke', written in a cursive style.

Aaron Hawke
MANAGING DIRECTOR