

Health and Safety Commitment Policy

The Health and Safety of our personnel and other persons who may be put at risk from our work is our daily paramount consideration. Things Electrical takes a whole-of-business approach to Health and Safety, from attitudes to policies to working practices. The management of Things Electrical is committed to ensuring that the Health and Safety within the company structure is integral to and equal with any other business function. We will address this duty of care, so far as reasonably practicable, to minimise illness and injuries. To ensure the successful promotion and implementation of this policy:

Management will:

- Treat all staff fairly and equally regardless of race, gender, religion, etc.
- Keep up to date with all relevant Health and Safety legislation
- Host regular Toolbox and Health and Safety meetings
- Ensure employees are well educated in Health and Safety
- Undertake to provide a safe and healthy work environment
- Enforce a zero drugs and alcohol while at work policy
- Strive for zero work related injuries
- Ensure every employee is, or is supervised by a person who is trained to do the work
- Provide ongoing training
- Identify any hazards present in the workplace
- Apply control measures to minimise the likelihood of harm
- Detail safe systems of work
- Monitor safe use of hazardous substances
- Ensure all necessary personal protective equipment is provided for and in working order
- Inform where all safety devices, equipment and materials are kept
- Provide information on what to do in the event of an emergency
- Ensure clear easy access to information regarding Health and Safety
- Comply with the reporting of any near misses, injuries or accidents
- Maintain a register of hazards, near-misses, incidents and accidents
- Investigate any unsafe conditions in a timely manner
- Maintain good communication with employees regarding any findings and resulting changes to procedures
- Assist WorkSafe in investigations of reportable events
- Encourage vital employee participation in Health and Safety matters
- Be available to employees for questions or concerns relating to Health and Safety
- Implement new policy and procedures when deficiencies are discovered
- Monitor the health of our workers
- Support workers in their safe and early return to work
- Discipline any employee who does not follow this policy

Employees will:

- Treat all staff fairly and equally regardless of race, gender, religion, etc.
- Comply with all relevant Health and Safety legislation, AS/NZS 3000:2007 instructions and this policy
- Pass a police check and drug and alcohol test as part of the interview process
- Abide by the zero drug and alcohol while at work policy
- Agree to random drug testing if there is a safety concern

- Actively participate in Toolbox and Health and Safety meetings
- Take steps to ensure their safety while at work
- Not cause harm to any other person, either by action or inaction
- Identify any hazards present in the workplace
- Follow any control measures to minimise the likelihood of harm
- Check all personal protective equipment is in working order and use as required
- Test to ensure safety before, during and after working
- Whenever possible, isolate, lock-out and test electrical circuits before work
- Ensure they are properly trained to do the work
- Adhere to correct manufacturer's instructions
- Follow the approved safe systems of work provided by the employer
- Comply with any given directions
- Take positive and immediate action to control any present danger
- Report all risks, incidents, events, injuries, illnesses and accidents in a timely manner
- Maintain a current Practicing License with valid first aid and CPR
- Maintain a tidy work environment

Our procedures are monitored and our policies reviewed no more than annually to continually improve upon our Health and Safety system.



Allison Hooton
Director, Things Electrical Limited

June 2019