

# **OGDEN'S COACHES**

## **Work Health and Safety Policy**

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### **Statement of Intent**

We will protect the health, safety and welfare of our employees and others who may be affected by our operations. To achieve this, we will work towards...

- Maintaining safe working conditions
- Using procedures designed to ensure the safety of our employees and the public
- Conscientiously observing all legal requirements and safety regulations

### **Responsibilities**

The (Managing Director/General Manager) has the overall responsibility for WH&S

### **Managers and Supervisors**

Managers and supervisors are responsible for ensuring that they...

- Integrate this policy into work practices
- Consult with employees about health and safety matters, which may affect them
- Promote communication on WH&S issues as a normal component of work
- Ensure equipment and systems are suitable for use and meet safety requirements
- Provide adequate training, instruction and supervision so that work is conducted safely
- Advise contractors and visitors of safety procedures
- Take immediate steps to investigate/rectify any risks arising from work
- Maintain a process for receiving and considering information regarding, hazards and risks and respond in a timely way to such information
- Advise senior management of any relevant health and safety issues

Safety duties may be delegated, but the responsibility remains as outlined above.

### **Employees**

Employees must...

- Take reasonable care of their own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instruction by Ogden's Coaches
- Co-operate with any reasonable policies and procedures of Ogden's Coaches
- Undertake any training provided in relation to WH&S
- Report all matters, which may affect workplace health and safety to their supervisor
- Correctly use any training, personal protective equipment and safety devices provided
- Not misuse or recklessly interfere with anything provided for health and safety reasons
- Undertake only those tasks they are authorised for and/or have the necessary training

### **Implementation**

This policy will be carried out through an WH&S Program that includes...

- Active involvement and commitment of managers
- Identification and control of hazards
- Investigation and reporting of all accidents and dangerous incidents
- Participation of, and consultation with, employees on safety matters of significance
- Provision of first aid and emergency procedures
- Provision of all necessary information, training and supervision

### **Review**

This policy will be review...

- When required by changes in legislation or when company operations require it
- At least every two years