

# Occupational Health and Safety Policy

Adopted by resolution of the Board on 26 October 2015

# 1 Principles

## Overview

- 1.1 The Millennium Services Group Limited (MIL) Occupational Health and Safety (OHS) policy is designed to promote and take all reasonably practical steps to:
  - 1.1.1 Protect the health and safety of all employees.
  - 1.1.2 Prevent accidents and ill health caused by working conditions.
  - 1.1.3 Protect employees from health hazards and which may arise out of their work or the conditions in which it is carried out.
  - 1.1.4 Place and maintain employees in an occupational environment designed to satisfy their needs for health, safety and welfare at work.
- 1.2 Our policy is to take all reasonable steps to ensure that members of the public and contractors working within MIL are not exposed to any risk while within MIL's premises and are not exposed to any risk while within or near our premises or whilst utilising the services of MIL.

## Purpose of the OHS Policy

- 1.3 The purpose of the OHS Policy is to:
  - 1.3.1 Outline the respective responsibilities of management and employees to achieve the aims for MIL in a safe and responsible manner; and
  - 1.3.2 Outline the structural framework to meet those responsibilities.
- 1.4 Our goal is that management and employees all recognise the importance of developing and maintaining healthy and safe working conditions at MIL workplaces and the importance of keeping the health and safety standards in these workplaces under review. This goal can best be achieved through joint involvement of management and employees at all levels.

# 2 Guidelines

## Policy items

- 2.1 The policy provides for:
  - 2.1.1 The safe use, handling, storage and maintenance of plant, equipment and establishment of an occupational environment which is safe and minimises risk to health.
  - 2.1.2 All levels of management and supervising staff to be responsible and accountable for minimising the potential for occupational injury and illness of staff within their area of responsibility.
  - 2.1.3 All operational managers and supervisory staff to be trained so that health and safety hazards in the workplace can be identified and controlled.
  - 2.1.4 Training, placing and supervising all employees to enable the safe performance of duties.
  - 2.1.5 Each staff member to perform duties according to established safe work procedures and in a safe environment, and to report all hazards and accidents to the immediate supervisor.
  - 2.1.6 Establishing and maintaining Occupational Health and Safety Committees in each MIL office to review occupational health and safety policies, programs and practices, advise of any modifications considered necessary and consult with staff on health and safety matters.
  - 2.1.7 All occupational incidents, accidents and injuries to be investigated.
  - 2.1.8 Appropriate remedial action taken to prevent similar occurrences.

## Practical steps

- 2.2 MIL will take all reasonably practicable steps to maintain:
  - 2.2.1 Appropriate medical and first-aid services for employees.

2.2.2 Occupational health promotion and counselling.

2.2.3 Preventative strategies which include workplace and job design, the identification of hazards in the workplace and the taking appropriate remedial action to control the hazards.

### 3 Agreed Responsibilities

The joint participation of management and staff will be achieved through the following agreed responsibilities and structural arrangements.

#### Management Responsibilities

The Management of MIL will:

- 3.1 Take all reasonably practicable steps to integrate safe working practices into all areas of operations.
- 3.2 State the health and safety responsibilities of all levels of management and the actions required for implementing occupational health and safety policy.
- 3.3 Identify workplace hazards and implement counter-measures.
- 3.4 Implement agreed standards and codes relating to safe working practices.
- 3.5 Develop and implement appropriate procedures for the monitoring of the health of staff, and the conditions of workplaces.
- 3.6 Provide advice to line management, Health and Safety Representatives and Occupational Health and Safety committees on matters relating to the occupational health and safety of staff.
- 3.7 Maintain appropriate information and records relating to staff health and safety.
- 3.8 Provide training, including induction training, on occupational health and safety to assist staff to perform duties safely.
- 3.9 Provide management and supervisory staff with training to enable them to meet their responsibilities for the occupational health and safety of staff.
- 3.10 Provide all employees with workplace-based, easily found and understood information which describes hazards, the method of protection and where to get the necessary equipment and clothing to do the job safely.
- 3.11 In the purchase of plant and equipment, ensure that agreed standards relating to occupational health and safety are specified and that all new plant and equipment conforms to those standards.
- 3.12 Ensure no new chemical, physical agent or related processes, which may be harmful to employee health and safety are knowingly introduced until available data concerning their likely adverse occupational effects have been evaluated against agreed standards.
- 3.13 Establish designated work groups and Occupational Health and Safety committees in each MIL office in consultation with employees.
- 3.14 Notify the Health and Safety Representative of all accidents, hazardous situations, dangerous occurrences or immediate risks to health and safety.
- 3.15 Not dismiss, injure, prejudice or threaten a staff member from complaining about a health and safety matter.

#### Employee Responsibilities

All employees will at all times while at work, take all reasonable practical steps:

- 3.16 To the extent of their control and influence over working conditions and methods, to ensure that they do not take any action, or make any omission, that creates a risk, or increases an existing risk, to the health and safety of themselves, or of other persons, (whether employees or not) at or near the place at which the employees work.

- 3.17 In respect of any duty or obligation imposed by MIL, or any other person, by or under the legislation or its regulators, to co-operate with MIL, or that other person, to the extent necessary to enable MIL or the other person to fulfil that duty or obligation.
- 3.18 To use equipment including safeguards, safety equipment, and personal protective equipment, in accordance with any instructions given by MIL consistent with its safe and proper use, that is:
  - 3.18.1 supplied to employees by MIL; and
  - 3.18.2 necessary to protect the health and safety of themselves, or of other persons (whether employees or not) at or near the place at which the employees work.

#### **Confidentiality of Information**

- 3.19 All personal and health records will be secured and stored in and in-confidence basis in accordance with the Privacy Act 1988.

## **4 Occupational Health and Safety Committees**

Health and Safety Committees in each MIL office will be established and maintained to facilitate the joint contribution of management and staff.

#### **Structure of OHS Committees**

- 4.1 Health & Safety Committees will be structured along the following general lines:
  - 4.1.1 Health & Safety Committees will be established on an appropriate basis agreed between management and staff.
  - 4.1.2 Health & Safety Committees are provided with relevant information about risks to the health and safety of employees. However, of a confidential nature will not be made available where there is an entitlement to claim legal professional privilege, or where the information is of a medical nature and staff member concerned has not provided written authority for the information to be made available to the committee.

#### **OHS Responsibilities**

- 4.2 Health & Safety Committees will:
  - 4.2.1 Hold meeting at least once every three months and keep minutes of those meetings which are to be retained for a period of no less than three years.
  - 4.2.2 Assist MIL to develop and implement measures designed to protect the health and safety of employees at the workplace, and review and update those measures.
  - 4.2.3 Facilitate co-operation between MIL and employees in relation to occupational health and safety matters.
  - 4.2.4 Assist management to disseminate information among employees relating to health and safety at work.
  - 4.2.5 Review safety and health reports as appropriate and prevention initiatives.
  - 4.2.6 Consider any matter relevant to occupational health and safety raised by staff, management.
  - 4.2.7 Monitor resolution of all matters relating to the prevention accidents and ill health due to working conditions.
  - 4.2.8 Have the authority to do all things necessary and convenient in order to exercise their function.
  - 4.2.9 Not override the direct lines of communication between management and employees / Health and Safety Representatives.

4.2.10 Make the workplace safe by ensuring:

- (a) appropriate procedures are in place for fire security, accident prevention and management;
- (b) designated personnel have undertaken recognised first aid courses;
- (c) that the signage throughout MIL premises is appropriate;
- (d) first aid kits are easily located; and
- (e) emergency numbers and contacts such as ambulance, fire brigade and other services are made known to employees.

### **Health and Safety Representatives**

4.3 There shall be a Health and Safety Representative, and where it is considered necessary, for each designated department. This representative shall represent the interests of all staff in that designated department. When the representative is not present the Deputy Health and Safety representative shall fill the position.