



SITEMEC ENGINEERING

OCCUPATIONAL HEALTH AND SAFETY POLICY

1. Statement

Sitemec Engineering understands Occupational Health and Safety is an integral part of its business operations. We believe no business priority comes before safety and most work-related injuries and diseases are preventable and that a "zero accident" target is desirable.

2. Purpose

This policy states the commitment of Sitemec engineering to the health, safety and welfare of all its employees and details the key actions required to meet these commitments and the responsibilities of both management and employees in adopting a risk management approach to control occupational hazards in the workplace.

3. Scope

This Policy applies to all staff, visitors and contractors of Sitemec Engineering.

4. General principles

Sitemec Engineering will provide a safe and healthy workplace for all staff, contractors and visitors in compliance with the *OH&S Act 1984 (WA) Regulations* and associated legislations through:

- Demonstrating strong leadership in setting and achieving its OHS goals;
- Identifying and eliminating as far as reasonably practicable, or controlling, all health and safety hazards and associated risks;
- Consulting with its staff on decisions that may impact their health and safety;
- Integrating OHS risk management principles into all of its operations;
- Encouraging a culture of cooperation, initiative and responsibility across the company to maintain a safe and healthy workplace; and
- Continually reviewing and improving its Occupational Health and Safety Management System (OHSMS) to eliminate as far as reasonably practicable all workplace injury and illness.

5. Responsibilities

5.1 To comply with the *OH&S Act 1984 (WA)* and the associated legislations we will:

- 5.1.1 Provide and maintain plant and systems of work so that employees are not exposed to hazards;
- 5.1.2 Implement and monitor procedures for identifying hazards, assessing and controlling risks.
- 5.1.3 Provide information, instruction, training and supervision to employees to enable them to perform their work in a manner such that they are not exposed to hazards;
- 5.1.4 Consult and cooperate with employees regarding workplace safety and health;



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- 5.1.5 Where it is not practicable to avoid the presence of hazards, provide to employees adequate personal protective equipment and clothing;
- 5.1.6 Conduct regular reviews and evaluations of Health and Safety Management Systems including audits and workplace inspections.
- 5.1.7 Investigate and report on OHS incidents.
- 5.2 Consistent with the requirements of the *OH&S Act 1984 (WA)* and associated legislations, our employees will:
 - 5.2.1 Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of other persons in the workplace;
 - 5.2.2 Follow safe work procedures and instructions given to them by their supervisors in the interests of health of safety.
 - 5.2.3 Wear and maintain all personal protective equipment provided to them, in the appropriate manner, and immediately report any damage or deterioration in its condition;
 - 5.2.4 Assist management in the identification of occupational hazards and report all hazards that could present a risk to themselves or other persons; and
 - 5.2.5 Report all incidents and injuries arising as a result of work activities, or that may impact on their work.

Adrian Wescombe
Managing Director

A handwritten signature in blue ink that reads "Adrian Wescombe".

15/05/2014