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FSS 39

STATEMENT OF INTENT

This Policy aims to ensure, so far as is reasonably practicable, that all employees are safe from injury and risk to health while at work.

Fire System Services is committed to meet all legal responsibilities under the provisions of the Occupational Health, Safety and Welfare Act, 1986 and relevant Regulations, Approved Codes of Practice and Australian Standards.

Accountability for employee Occupational Health and Safety rests with the General Manager of Fire System Services. As such, the General Manager is the Responsible Officer as prescribed under the Occupational Health, Safety and Welfare Act, 1986. To assist with the duties of the Responsible Officer, the Supervisor, Technical Training and OHSWS&E has been appointed, pursuant to Section 61 of the Occupational Health, Safety and Welfare Act, 1986 and is responsible for the implementation of the requirements of this Act for Fire System Services.

Fire System Services will take all reasonable action to provide and maintain healthy and safe working conditions and raise the awareness of all employees, contractors, visitors and the public about safe and healthy work practices

OBJECTIVE

Fire System Services will, so far as is reasonably practicable, provide a safe and healthy work environment. This will be achieved by striving to continually improve our health and safety systems and practices, and by comparing those against industry standards.

The Company is committed to ensuring that all employees are informed of both their rights and responsibilities relating to Occupations Health, Safety and Welfare.

In adopting these objectives Fire System Services aims to achieve:

- A safe work place and safe systems of work where employees are free from potential risks to safety and health.
- A safe and healthy working environment, that promotes physiological and psychological health and well-being.
- Practices that address all health, safety and welfare issues expediently, to ensure all worksites are more productive, and the capacity for service delivery and a safe and healthy work environment which increases employee satisfaction.
- Practices that ensure all service vehicles, machinery, equipment, appliances, tools and substances are maintained in a safe condition and manner.
- Effective consultation of, and active involvement with employees on all issues which may affect health and safety at work.
- Effective injury/illness and incident/hazard reporting, recording and investigation mechanisms.
- Early intervention and effective rehabilitation services for employees who suffer work related injuries and illness.
- Effective monitoring and review of procedures and systems to ensure optimum effectiveness.



STRATEGIES

Fire System Services acknowledges the need to manage occupational health, safety and welfare through effective policy development, management systems and prevention programs which will be developed and implemented incorporating the following strategies:

- Senior management commitment and active involvement.
- Manager's and supervisors' responsibilities clearly established for the occupational health safety and welfare of employees under their control.
- Effective consultation with employees.
- Clearly defined and assigned roles, responsibilities and procedures for achieving Fire System Services' aims and objectives.
- Managers, supervisors and employees provided with appropriate and adequate training, instructions and information to enable them to fulfil their responsibilities.

ROLES AND RESPONSIBILITIES

Fire System Services believes that the provision of a safe work environment requires active involvement of individuals in all roles within the organisation.

All employees have an obligation to themselves, their co-workers and other business associates, and to the Company, not to act, or instruct or allow others to act, in a way that could reasonably result in foreseeable harm to another person or property.

General Manager

The General Manager is responsible for the implementation of the requirements of the Occupational Health, Safety and Welfare Act 1986, and ensuring that health, safety and welfare policies and programs are implemented effectively.

In fulfilling the responsibility as an employer in providing a safe and health workplace and working environment, the General Manager is responsible for:

- Comply with the Occupational Health, Safety and Welfare Act, 1986 and associated regulations.
- Provide and maintain a safe and healthy working environment.
- Providing adequate resources to meet OHS&W objectives.
- Ensuring all levels of management have the responsibility and authority to achieve the successful implementation of this Policy.
- Ensuring that all levels of management are accountable for the implementation of OHSW programs.

Supervisor, Technical Training and Occupational Health, Safety, Welfare and Environment

It is the role of the Company OHS Management to:

- Identify technical and OHS training needs and conduct associated audits to ensure that Fire System Services is an industry leader in technical proficiency and skill, as well as safe work practices.
- Ensure regular evaluations of occupational health and safety and rehabilitation policies and programs and revise action where necessary to ensure proper measures are maintained at all times.
- Establish and maintain accident, injury and incident records and statistics, hazard identification, assessment and control and arrangements for prompt accident investigation. With the aim of monitoring performance, identifying groups at risk and prevention injuries and incidents of the same or similar scope.
- Investigate accidents, injuries and incidents immediately after the event and complete the appropriate documentation.
- Ensure that equipment, safety protective equipment and protective personal provisions are maintained in a safe and appropriate manner.
- Maintaining an up to date material safety data sheet register and ensure access is readily available to relevant employees.
- Ensure that all known work task hazards are identified and communicated to all employees involved.

Private Contractors / Work Experience Persons/ Casual and Contracted Employees

Private contractors, work experience persons, casual and contracted employees have a duty to safeguard their own Health and Safety and not endanger the health and safety of members of the public and employees of Fire System Services. They shall comply with and observe all relevant requirements of Fire System Services Policy and abide by all other relevant legislation and regulations pertaining to contractual work. Refer to OHS Obligations for Contractors and Sub-Contractors FSS40.

POLICY IMPLEMENTATION

This Policy is to be implemented through the procedures and arrangements established under Fire System Services' Health and Safety program, which has been designed to provide the highest possible level of employee health, safety and welfare while at work.

CONSULTATION

Fire System Services is committed to encouraging consultation and cooperation between management and employees on health and safety issues.

The arrangements for consultation are:

- Employees to contact their manager with any feedback or discuss issues it with the Supervisor, Technical Training and OHSW&E.
- Feedback during training sessions.
- Written feedback on memo's or e-mail sent out.

DISSEMINATION OF POLICY

A copy of this policy will be provided to each employee and a copy placed on prominent display in each work area. The intent of this policy will be clearly explained, communicated and clarified to each employee.

REVIEW OF POLICY

This health and safety policy will be reviewed every twelve months (or earlier should the need arise), in consultation with employees, using established consultative mechanisms, and revised as necessary to keep up to date with new legislation and company changes.

POLICY ENDORSEMENTS

This policy is endorsed by the undersigned on 01 / 03 / 2011.

Nick Papamichael

General Manager

Implementation Date: 01/03/2011
Reviewed : 01/03/2011

