



Natural Area Policy Document

Occupational Health & Safety Policy

POL-OHS-001



Health & Safety
AS/NZS 4801



The management of Natural Area Holdings Pty Ltd recognises and accepts that it has a legal and ethical obligation to provide a safe work environment for its employees, contractors and visitors to its work site(s), depots and offices in order to comply with state and federal OHS legislation and guidelines. We also recognise that occupational health and safety is the responsibility of all personnel within the organisation, including employees and management. Our occupational health and safety program relies on a consultative and team approach for its ongoing success and continued improvement in order to eliminate work-related injury and illness.

A risk assessment approach has been adopted; the risks associated with each work task are assessed to determine the potential for injury and accident. The hierarchy of control is applied in order to eliminate, or substitute, or isolate, or engineer out, or apply administrative controls, or provide PPE to prevent accident and injury. The aim of Natural Area's OHS management system is accident and injury prevention, hazard control, health preservation and promotion. Consultation occurs regularly with Health and Safety Representatives, employees and upper management.

Natural Area commits to:

- Ensuring that a Health & Safety Representative (HSR) is available at each working depot to consult with employees about health and safety matters within the workplace.
- Providing relevant training to all HSRs within two months of their appointment to the role.
- Ensuring that all employees fulfil the mandatory OHS training/licence/certification requirements within one month of commencing employment with Natural Area.
- Ensuring that all staff are fully informed about the work activities they have been assigned that have the potential to result in accident or injury via the completion of Job Safety Analysis (JSA) for all project work.
- Providing Personal Protective Equipment (PPE) for all situations where no alternative means for reducing risks is feasible.
- Regularly reviewing and assessing risks associated with workplace activities and applying appropriate strategies to reduce those risks as far as is practicable to do so via quarterly workplace inspections.
- Ensure OHS management is discussed at management meetings.
- Regularly reviewing the NAH Occupational Health and Safety Plan and Standard Operating Procedures to incorporate efficiencies, changes to legislation and changes to customer needs and to demonstrate our commitment to quality.
- Maintain documents to ensure records are kept and available for reference.

Luke Summers
Director
May 2nd, 2018