

Health and Safety Policy

Statement of Intent

Craggy Range recognises the importance of good health and safety management and will ensure, so far as is reasonably practicable, that the workplace, the entry and exit to the workplace and anything arising from the workplace or fixtures, fittings and plant do not put anyone's health and safety at risk.

Craggy Range recognises that this is an ever evolving process and as such is committed to:

1. Comply with the relevant health, safety and welfare Legislation and Codes of Practice.
2. Maintaining appropriate health and safety management systems and arrangements.
3. Monitoring and reviewing the effectiveness of its health and safety management systems and arrangements by means of inspections and audits and where appropriate, implementing any necessary changes to continuously improve health and safety in the workplace.
4. Identifying hazards, assessing risk and effectively managing these hazards and risks.
5. Ensuring that all workers are adequately informed of the identified hazards and any associated risk and where appropriate receive instruction, training and supervision.
6. Providing and maintaining safe and healthy premises and work equipment.
7. Consult with workers, customers and visitors regarding relevant health, safety and welfare matters through effective implementation and communication of the Health and Safety policy and related information.
8. Ensuring that training and safety form an integrated component of the day to day activities of the business.
9. Employing competent personnel and as a Company ensuring that employees have received and understood training, information and supervision which enables them to carry out their roles in a safe and responsible manner.
10. Have in place effective systems so that workplace injuries and near misses are reported and recorded accurately to enable assessment of Health and Safety performance.
11. Provide management commitment to health, safety and welfare so to ensure appropriate support and resourcing is available for the health, safety and welfare management and initiatives in the workplace.
12. Ensure all levels of Managers have an understanding of health and safety management relevant to their positions.

Every worker of the Company has a legal obligation to comply and co-operate fully in the day-to-day implementation of this policy and to take responsibility for their own health and safety and for ensuring that they act in a manner which does not endanger themselves or the health and safety of others.

Signed:

Dated: 04 September 2016



Michael Wilding, Chief Executive Officer

Organisational Responsibilities

The Board (Officers)

The Board have responsibilities to ensure Craggy Range (the PCBU) complies with its duties which include taking reasonable steps to:

- Maintaining knowledge of health and safety matters remaining up to date.
- Demonstrating continuous improvement through a systematic approach to occupational health and safety matters that includes setting specific objectives, systems, communication forums and programmes in partnership with Managers and relevant others.
- Expect all workers to share the responsibility for meeting their requirements of H&S legislation and maintaining ongoing accountability through the roles and responsibilities.
- Include H&S as an agenda item at all Board meetings to ensure an understanding of the operations of the organisation and the hazards and risks generally associated with the operations.
- Ensuring the appropriate processes for receiving information about incidents, hazards and risks and responding to these as required.
- Delegating H&S duties and the necessary authority and resources to discharge them.
- Developing a clear chain of responsibility for H&S matters through normal management channels.

Managers

Have responsibilities for implementing the Company's health and safety management system as an integral part of day to day operations. These include but are not limited to the following:

- Developing workers' commitment and supporting their participation to achieving excellent H&S standards including the election, selection and support for the H&S Representative for their given area of responsibility.
- Allocating the necessary human and financial resources to achieve H&S objectives.
- Participating in or arranging appropriate delegation for the participation in H&S audits and taking steps to remedy deficiencies as recommended.
- Implementing hazard management procedures in every work area under their control. This includes an annual review of existing hazards and risks and arranging for new processes, equipment and chemicals to be assessed for actual or potential hazards prior to use.
- Ensuring reasonably practicable steps are taken to ensure that hazards and risks identified are eliminated or minimised and that unsafe acts and unsafe conditions are appropriately addressed.
- Informing workers (temporary and permanent) of any hazards and risks which are known to be associated with the work they perform and the steps to be taken to control these.
- Ensuring that all workers (temporary and permanent) receive appropriate training and are involved in the improvement of systems and practices where relevant.
- Ensuring that all accidents, incidents and/or near misses are recorded accurately, investigated and reported to the H&S Coordinator and steps are taken to prevent any recurrence of a similar event.
- Including measurable H&S objectives (based on responsibility) in the overall performance objectives of workers.
- Ensuring good health and safety performance by suppliers and contractors.

Health and Safety Committee

Have responsibility for implementing, reviewing, monitoring and improving the Company's health and safety management system. These include but are not limited to:

- Promoting a positive H&S culture and overall commitment to health and safety performance.
- In conjunction with the Board, developing, consulting and communicating the H&S Policy and related documents with workers.
- Establishing, monitoring and reporting on health and safety objectives as part of the business and/or strategic plans.
- Maintaining up to date information on changes to H&S legislation, regulations and codes of practice and standards and communicating these to relevant work groups and the Board as appropriate.
- Advising the Board of any new or amended legislation on the management of H&S.
- Ensuring quarterly reporting of incidents, hazards and risks, or in the event of a notifiable incident immediate reporting to the Board.
- Formally acknowledging excellence in H&S activities and initiatives when appropriate.
- Developing, implementing, monitoring and reviewing all H&S processes, systems and procedures.

Human Resources Manager

Is responsible for but is not limited to:

- Providing specialist support to managers and workers when appropriate.
- Developing working relationship with local WorkSafe Inspectors and ACC Account Manager.
- Coordinating and/or conducting regular internal and external health and safety audits in partnership with Managers and H&S Representatives.
- Analysing audits, injury trends and hazards/risks and reporting to the Board, committee and workers on a quarterly basis.
- Advising on new processes or equipment relative to their health and safety impact.
- Assisting in the formation and implementation of Company-wide policies, plans and procedures.

Health and Safety Coordinator

Is responsible for but is not limited to:

- Compiling H&S Committee agendas and notifying members of time and location.
- Preparing minutes and ensuring these are circulated and posted on noticeboards.
- Ensuring that effective local arrangements are in place for the implementation of health and safety policies, procedures and codes of practice.
- Ensuring that arrangements are in place for and participating in the regular monitoring, auditing and review of health and safety performance.
- Maintaining, updating and distributing Company Health and Safety documentation.
- Providing support with the coordination of internal and external health and safety audits in partnership with Managers and H&S Representatives.

Health and Safety Representative(s) (HSR's)

Has delegated responsibilities for but are not limited to:

- Foster positive health and safety management practices in any place where they work through engaging with management, employees, trainees and visitors to its premises;
- Facilitate co-operation between management and workers in instigating, developing, and carrying out measures designed to ensure the workers' health and safety at work;
- Identify hazards and risks and work with the Company to manage them; if there's no resolution and the HSR is appropriately trained they can issue a hazard notice;
- Consult with inspectors on health and safety issues;
- Promote the interests of employees in a health and safety context, and particularly for employees who've been harmed at work including helping arrange rehabilitation and return to work;
- HSRs may also be involved in other activities such as inductions, training, and decisions about buying equipment;
- Making recommendations on health and safety;
- Being able to obtain relevant information and enter and inspect the workplace;

After training has been successfully completed:

- Issuing provisional improvement notices to address a health or safety problem; and
- Directing a worker to cease work that would expose them to serious risk arising from an immediate or imminent exposure to a hazard, which supports the existing right for a worker to cease work in this situation.

Workers

Are responsible for but not limited to:

- Taking reasonable care for his or her own health and safety and ensuring that any action or inaction does not adversely affect the health and safety of others.
- Becoming familiar with and abiding by all applicable Company policies and standard operating procedures and relevant statutory obligations.
- Following established procedures to ensure safe procedures of a given task.
- Reporting all injury, illness and/or near miss incidents, regardless of its severity immediately to a Manager or H&S Rep.
- Reporting hazards and risks which have the potential to cause harm to a Manager or H&S Rep and correcting any unsafe conditions when appropriate, possible and safe to do so.