



3 John Street LIDCOMBE NSW 2141 - PO Box 42 LIDCOMBE NSW 1825
Telephone 02 8789 7050 Freecall 1800 424 181 Facsimile 02 9749 7765
ABN 88 050 041 480 ACN 050 041 480

OCCUPATIONAL HEALTH AND SAFETY POLICY OS019

Policy

Master Plumbers Apprentices Limited's Policy in the area of occupational health, safety and welfare is to provide a safe and healthy place to work for all staff, contractors and members of the public.

Management's Responsibility

The Management of Master Plumbers Apprentices Limited is committed to improving every aspect of health and safety by involving all staff and sub-contractors in reducing or eliminating any risks and hazards in the workplace and providing sufficient resources to comply with the Occupational Health & Safety Regulation 2001, Occupational Health & Safety Act 2000 No. 40, Workplace Injury Management and Workers Compensation Act 1998 No. 86.

Health and Safety Committees

The act states that occupational health and safety committees must be established in workplaces of 20 or more where the majority of employees request it.

- The WorkCover leaflet "OHS committees: Powers, functions, rights and duties" outlines the powers and functions of the committees.
- WorkCover's "The health and safety committee started kit" outlines the steps to be taken to set up a committee according to the Act.
- An apprentice may stand for a Host Employers Safety Committee if approved by the Host Employer.
- Master Plumbers Apprentices does not maintain more than 20 apprentices on a particular site and therefore operates an approved alternative. ie our Field Officers are trained as OH&S committee members and may take up any issue on behalf of an apprentice.

Occupational Health and Safety Programme

In order to implement the General provisions of this policy, Master Plumbers Apprentice Limited will set up and monitor a programme of activities relating to OH&S and include:

- OH&S Training and education
- Work design, workplace design and standard work procedures
- Safety rules and disciplinary procedures
- Changes to work methods
- Provision of OH&S equipment
- Workplace inspections
- Reporting and recording incidents, injuries and illnesses
- Provide OH&S information to employees, contractors and sub-contractors.

Specific Responsibilities



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A The General Manager, Directors and Management are required to ensure that this policy and the OH&S programme are effectively implemented in there area of control and to support supervisors and hold them accountable for their specific responsibilities.

B All Supervisors (Field Officers) are responsible and will be held accountable for taking all practical measures to ensure that the workplace they control is safe and without risk to health. The supervisor shall ensure persons working at that workplace are behaving in a safe manner without risking health.

More specifically: The supervisor will always be held accountable for detecting any unsafe or unhealthy condition or behaviour. If the Supervisors do not have the necessary authority to fix the problem, they will be held accountable for reporting the matter promptly with a proposed solution to their supervisor With the necessary authority to remedy the problem.

C Managers or Supervisors with the necessary authority will be held accountable for prompt action, so that unsafe, unhealthy conditions and unsatisfactory behaviour is eliminated.

D Employees and apprentices are required to cooperate and comply with MASTER PLUMBERS APPRENTICES LIMITED'S OH&S policy and programme to ensure their own health and safety and that of their fellow workers as well as the public. All employees are required to report any unsafe condition or act.

E Sub-contractors engaged to work for MASTER PLUMBERS APPRENTICES LIMITED are required as part of their contract, to comply with the OH&S.policy and programmes, in accordance with the Occupational Health and Safety Act and Regulations, observing directions on health and , safety matters from supervisors, employees or officers. Failure to comply or observe these directions will be considered a breach of the contract and sufficient grounds to terminate the contract.

F Visitors to MASTER PLUMBERS APPRENTICES LIMITED sites are required as part of their visiting rights to comply with the Occupational Health and Safety policy and programme, observing directions on health and safety matters from employees or designated officers. Failure to comply or observe these directions could result in visitors being required to leave the site.

Procedure

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Reviewed: 01 September 2003; 01 September 2006

Ken Saville
Deputy General Manager