



ABN 11 130 505 378

CBS Policy & Procedures:

Occupational Health and Safety

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Department: All

Purpose: The purpose of this procedure is to outline the Occupational Health and Safety obligations and requirements of CBS and its employees in relation to all business operations and functions, including those situations where employees are required to work offsite.

Stakeholders: All CBS employees and subcontractors.

Effective from: 1 January 2016

Policy:

Our safety vision is *Zero Harm to People, Equipment and Environment*. In line with this CBS will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work. Safety is CBS's major priority and we require that it must be considered during all work performed on our behalf.

We are committed to complying with all OHS Acts and Regulations, as well as Codes of Practice and Australian Standards, relevant to each of the jurisdictions that we operate in.

CBS aims to reduce the incidence and severity of accidents, injuries, and workplace illnesses caused by our activities, and to improve the health and wellbeing of people working for or on behalf of CBS.

To do this, CBS will:

- develop and maintain safe systems of work, and a safe working environment
- establish measurable objectives and targets for work health and safety to ensure continuous improvement aimed at eliminating work-related illness and injury
- consult with employees and health and safety reps on safety
- promote a culture of continuous improvement in work health, safety, and wellbeing
- disseminate OHS information to workers, PCBU's and others at the workplace
- make OHS an integral part of every managerial, supervisory and employee position
- ensure OHS is considered in all planning and work activities
- provide protective clothing and equipment, and enforce its use
- provide information and continuous training for employees in relation to safe work practices (see below)
- identify and control all potential hazards in the workplace through hazard identification and risk analysis

- assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
- remove unacceptable risks to safety
- provide employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)
- Provide effective injury management and rehabilitation for all employees

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace. All persons responsible for the work activities of other employees are accountable for:

- identifying practices and conditions that could injure employees, clients, members of the public or the environment
- controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
- making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
- making sure PPE is maintained and working properly

OHS Training

As part of our OHS policy, CBS provides training to all employees on:

- the nature of all potential hazards;
- the processes used for hazard identification, risk assessment and risk control;
- the need for, and proper use, of measures to control risk;
- CBS safety procedures; and
- the use, fit, testing and storage of personal protective equipment.

CBS's risk assessment procedure "Take 5" focuses on making employees stop and think before undertaking a task. The process is focused on five steps: thinking through the task; spotting the hazards; assessing the risk; making changes to control the hazards; and undertaking the task safely.

CBS has a compliant workplace incidents reporting system to support this policy.

CBS demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position. Employees are required to comply with all safety practices and procedures outlined by CBS as well as site specific safety regulations. All employees are required to play their part in the prevention of injuries and illness and are accountable for their performance in this regard. Accepting this responsibility is a condition of employment.

WHS Committee

The WHS Committee ensures a consultative approach is maintained and employees are advised and involved in changes that affect WHS.

The WHS Management System used by CBS provides the framework for setting and reviewing measurable objectives and targets to ensure continual improvement aimed at the elimination of all workplace injury and illness. Individual commitment and a team effort is essential to ensure that hazard identification and risk management become everyone's responsibility. Periodic reviews of the system will ensure that it remains relevant and effective for all of CBS's operations.

Safety Incident Reporting

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact one of CBS's first aiders. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.
3. The manager must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include:
 - employee's name and job details
 - time and date of injury/incident
 - exact location the injury/incident occurred
 - how the injury/incident happened
 - details of the injury/illness and the part/s of the body injured (if any)
 - names of any witnesses
 - name of the person entering details in the Register
 - date the employer was notified
4. CBS will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register.

The manager must report serious injuries to the relevant statutory authority (e.g. WorkSafe Victoria) immediately.

Monitoring

As part of its SWMS, CBS will undertake the following OHS monitoring activities:

- monitor the number or type of workplace accidents, health impact issues or near miss incidents
- ensure regular and meaningful consultation methods are in place
- review the number, type and close out of actions associated with workplace hazard reporting
- review the effectiveness and status of our risk register in identifying and controlling safety risks in the workplace.
- Monitor outstanding inspections, safety actions and reviews

Review of the CBS Occupational Health and Safety Policy

This policy will be reviewed every 12 months or where there are any major changes that occur in the workplace.