



STEDMANS HOSPITALITY PERSONNEL & TRAINING PTY LTD

WORK HEALTH AND SAFETY POLICY

General Policy

The work health and safety of all persons employed within the organisation and those visiting the organisation are considered to be of the utmost importance. Resources in line with the importance attached to occupational health and safety will be made available to comply with all relevant Acts and Regulations and to insure the workplace is safe and without risk to health.

Managements Responsibility

The promotion and maintenance of work health and safety is primarily the responsibility of management. Management at all levels is required to contribute to the operational process of work health and safety with the primary responsibility of maintaining a healthy and safe work environment for all employees, visitors and tradespeople. To this end it is management's responsibility to develop, implement and continuously review, in consultation with employees, Stedmans work health and safety program.

Specific responsibilities

a) Managers

Each manager is required to ensure that this policy and the WHS program is developed and effectively implemented in their areas of control. To support supervisors and hold them accountable for their specific responsibilities.

b) Supervisors

Each first line supervisor is responsible and will be held accountable, for taking all practical measures to ensure:

- That in the area of their control the WHS program is understood and all employees are supervised and trained to meet documented requirements under this program.
- Those employees are consulted in issues that concern their health and safety and any concerns they have are referred to management.

c) Employees

All employees are required to co-operate with the WHS policy and programs to ensure their own health and safety and the health and safety of others in the workplace.

d) Contractors and sub-contractors

All contractors and sub-contractors engaged to perform work on the premise of Stedmans offices are required as a part of their contract to comply with the WHS policies, procedures and programs of the organisation and to observe directions on WHS from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of contract and sufficient grounds for termination of the contract.

Work health and safety program

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of occupational health and safety including:

- WHS training and education
- Work design, workplace design and standard work methods
- Changes to work methods and practice
- Emergency procedures and drills
- Provisions of WHS equipment, services and facilities
- Workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries and illness
- Provision of information to employees, contractors and sub-contractors

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Mandy Foley-Quin
Managing Director
Stedmans Hospitality Personnel & Training P/L