

Work Health and Safety

Policy Group	Safety Management System
SMS	Element 1 Safety Commitment
P & P Reference	P01002
Revision	7
Approved	Peter Ogden – Amanda Ogden
Date	March 2023

Statement of Intent

As the Person Conducting this Business, it is the policy and practice of Ogden's Coaches to protect the health, safety and welfare of all workers and others who may be affected by our operations, and to fully comply with the NSW Workplace Health and Safety Act, 2011. And the Work Health and Safety Regulation 2019. To achieve this, we will work towards...

- Involve workers in consultation, through the WHS Committee, about any policy or procedure that impacts on their health and safety
- Maintaining safe working conditions through regular workplace inspections
- Using procedures designed to ensure the safety of our employees and the public, as far as is reasonably practicable.

Responsibilities

The PCBU has the overall responsibility for WHS policies in the company.

Directors and Officers (personnel who make decisions affecting policy or procedure) also have a Duty of Care to ensure WHS policies are in place and are carried out.

All workers have a responsibility, under law, to adhere to policies and procedures as they apply to workplace health and safety. All workers have a responsibility to follow any reasonable instruction concerning a safety issue.

Managers and Supervisors

Managers and supervisors are responsible for ensuring that they...

- Integrate this policy into work practices
- Consult with employees about health and safety matters, which may affect them
- Promote communication on WH&S issues as a normal component of work
- Ensure equipment and systems are suitable for use and meet safety requirements
- Provide adequate training, instruction and supervision so that work is conducted safely
- Advise contractors and visitors of safety procedures
- Take immediate steps to investigate/rectify any risks arising from work

- Maintain a process for receiving and considering information regarding, hazards and risks and respond in a timely way to such information
- Advise senior management of any relevant health and safety issues

Safety duties may be delegated, but the responsibility remains as outlined above.

Employees

Employees must...

- Take reasonable care of their own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instruction by Ogden's Coaches
- Co-operate with any reasonable policies and procedures of Ogden's Coaches
- Undertake any training provided in relation to WH&S
- Report all matters, which may affect workplace health and safety to their supervisor
- Correctly use any training, personal protective equipment and safety devices provided
- Not misuse or recklessly interfere with anything provided for health and safety reasons
- Undertake only those tasks they are authorised for and/or have the necessary training

Implementation

This policy will be carried out through a WH&S Program that includes...

- Active involvement and commitment of the PCBU and managers
- Identification and control of hazards
- Investigation and reporting of all accidents and dangerous incidents
- Participation of, and consultation with, employees on safety matters of significance
- Provision of first aid and emergency procedures
- Provision of all necessary information, training and supervision

Review

This policy will be reviewed

- When required by changes in legislation or when company operations require it
- At least every two years



Jeffrey Neill
General Manager
13/03/2023