



Level 1, 63-65 Bayview Cres
The Basin VIC 3154
0487 410 772
john@equalbytes.com.au
equalbytes.com.au

OCCUPATIONAL HEALTH AND SAFETY POLICY

Equal Bytes recognises its moral and legal responsibility, in particular to the Occupational Health and Safety Act 2004, to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the organisation's operations do not place the local community at risk of injury or illness.

Equal Bytes is committed to ongoing safety improvement and achieving an incident and accident free organisation. In doing this we are committed to:

- Make health and safety an integral part of doing our business.
- Provide our clients with solutions that provide safe outcomes.
- Provide and maintain safe plant and equipment.
- Recognise, assess and control all health and safety hazards arising from our business activities.
- Comply with all relevant legislation, regulations, standards, codes and licences and go further where there are clear benefits.
- Ensure the care of trainees and apprentices.
- Maintain a safe environment for employees, contractors and visitors to our premises. We expect you to report or rectify (if within your powers) any dangerous situations which you become aware of as soon as reasonably practicable.
- Maintain an incident and work-related illness free organisation.
- Ensure all employees and contractors have the knowledge and skills to undertake their work safely.
- Insist on all employees, contractors and visitors abiding by all OH&S policies, procedures and other directives.
- Maintain policies, procedures and work instructions consistent with the best practice for health and safety.
- Expect employees to co-operate with management for OH&S issues and not to avoid or abuse procedures, instructions, systems or equipment provided for OH&S purposes.
- Effect the Return to Work (Occupational Rehabilitation) process as soon as reasonable after an injury to enable the injured worker to the workplace.
- Ensure consultation arrangements are strongly implemented throughout the group.

*Working together
to help companies thrive
in a rapidly changing world*

BREACH OF THIS POLICY

All duty holders (i.e. all persons associated with the operation of workplaces and other undertakings) may be subject to WorkSafe's enforcement activities, including prosecution.

RELATED POLICIES AND PROCEDURES

Equal Bytes maintains a number of Policies and Procedures relating to OH&S. These include:

- Emergency Management Plan
- First Aid
- Incident Management Policy and Procedure
- Manual Handling and Ergonomics
- OHS Compliance Training
- Risk Management Policy and Procedure
- Working from Home Policy and Procedure
- Working in an Office Policy and Procedure
- Working Alone Policy and Procedure
- Working Well Policy and Procedure
- Privacy Policy
- Code of Conduct Policy
- Bullying, Discrimination and Harassment Policy and Procedure
- Family and Domestic Violence Policy and Procedure
- Duty of Care Policy

RELEVANT LEGISLATION

Occupational Health and Safety Act (2004)

Occupational Health and Safety Regulations (2017)

Author: Kaye Csorgo

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