

## Document 3 (OHSMS) - OH&S Policy

### 1. Policy Purpose and Company Commitment

CORE recognises its moral and legal responsibility, in particular to the *Occupational Health and Safety Act 2000, NSW* (and associated regulations), to provide a safe and healthy work environment for employees, sub-contractors and visitors. This commitment also extends to ensuring the organisation's operations does not place the local community at risk of injury or illness.

This document has been developed to provide all staff, sub-contractors and visitors with access to the policies and procedures on Occupational Health and Safety. This policy is not intended to be a complete guide to safety issues, but to be an initial point of reference.

### 2. Policy Objectives

The policy aims to:

- Provide safe equipment, plant and tools and systems of work;
- Provide written procedures and instructions to ensure safe systems of work are implemented;
- Ensure compliance with legislative requirements and current "state of knowledge" standards;
- Provide employees and sub-contractors with regular information, instruction, training and supervision to ensure their safety;
- Provide support mechanisms that will assist employees to maintain and improve their psychological and physical health; and
- Require safe use of equipment, plant and tools by sub-contractors.

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## 3. Policy Statement

3.1 The OH&S policy of CORE is to:

Provide a physically safe, healthy and secure working environment for all staff, sub-contractors and visitors. To achieve this goal requires everyone attending a CORE workplace to ensure their actions do not adversely affect the health and safety of others. This is facilitated through the establishment of an OH&S management and consultation system including an OH&S committee that is integrated with each area of responsibility within the organisation. This operational structure addresses health, safety and emergency matters on an ongoing basis by:

- Monitoring of health, safety and emergency hazards;
- Monitoring and maintaining the effectiveness of safety and emergency equipment and warning systems;
- Implementing and maintaining emergency evacuation and drill procedures;
- Implementing and maintaining a system of first response to minimise the effects of fire and other emergencies; and
- Provide for the training of staff.

## Company Responsibilities

CORE recognises that management will have the overall responsibility to provide a safe workplace. The CORE committee and management representative will be held accountable for implementing this policy in their area of responsibility. These responsibilities are contained in full in our OH&S Handbooks but broadly encompass:

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# DOCUMENT 2b – OH&S POLICY

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- Providing and maintaining the workplace in a safe condition
- Ensuring all OH&S policies and procedures are implemented
- Actively promoting and being involved in those policies and procedures
- Providing the resources to meet the OH&S commitment
- Minimise activities that adversely impact on environmental conditions

Employees will ensure that they:

- Follow all OHS policies and procedures
- Report all hazards to their supervisor
- Report all potential & actual environmental hazards

## Consultation Process

CORE has a total commitment to encouraging consultation and co-operation between management, employees and sub-contractors. It formally involves elected employee health and safety representatives in any workplace change, which will affect the health and safety of employees in any workplace.

## Review

The policy will be reviewed annually from the date of creation of this document.

## Authorisation

Eric Love – Chairman.

A handwritten signature in blue ink, appearing to be 'Eric Love', written in a cursive style.

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