



# OCCUPATIONAL HEALTH & SAFETY POLICY

Altec Australia Holdings Pty Ltd. recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, casual staff, contractors, clients and the general public. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

## OBJECTIVES

The following objectives apply to employees, contractors, clients and the general public.

- Provide safe plant and systems of work
- Provide written procedures and instructions as necessary to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- Provide support and assistance to employees.

## RESPONSIBILITIES

All employees are accountable for implementing this policy in their area of responsibility. This will be measured via inspections and audits.

Management is responsible for:

- The provision and maintenance of the workplace in a safe condition
- Involvement in the development, promotion and implementation of health and safety policies and procedures
- Training employees in the safe performance of their assigned tasks
- The provision of resources to meet the health and safety commitment

Employees are responsible for safety and must:

- Take appropriate action, be proactive and intervene where unsafe practices are observed
- Follow all health and safety policies and procedures
- Report all known or observed hazards to their immediate supervisor or manager

## CONSULTATION

Altec Australia Holdings Pty Ltd is committed to consultation and co-operation between management and employees. We will consult with any elected employee health and safety representatives and employees with any workplace change that will affect the health and safety of any employees.



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