



## SECTION B

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# ***OCCUPATIONAL HEALTH, SAFETY & REHABILITATION MANUAL***

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ANC FOSTER PTY LTD

## ***OCCUPATIONAL HEALTH AND SAFETY POLICY***

### **General Policy**

**ANC FOSTER PTY LTD'S** Policy in the area of occupational health, safety and welfare is to provide a safe and healthy place to work for all staff, contractors and members of the public.

### **Management's Responsibility**

The Management of **ANC FOSTER PTY LTD** is committed to improving every aspect of health and safety by involving all staff and sub-contractors in reducing or eliminating any risks and hazards in the workplace and providing sufficient resources to comply with the Occupational Health & Safety Regulation 2001, Occupational Health & Safety Act 2000 No. 40, Workplace Injury Management and Workers Compensation Act 1998 No. 86.

### **Health and Safety Committees**

*Refer to Code of Practice - OHS Consultation, Section 6 OHS Committees.*

### **Occupational Health and Safety Programme**

In order to implement the General provisions of this policy, **ANC FOSTER PTY LTD** will set up and monitor a programme of activities relating to OH&S and include:

- \* OH&S training and education
- \* work design, workplace design and standard work procedures
- \* safety rules and disciplinary procedures
- \* changes to work methods
- \* provision of OH&S equipment
- \* Workplace inspections
- \* reporting and recording incidents, injuries and illnesses
- \* provide OH&S information to employees, contractors, and sub-contractors

### **Specific Responsibilities**

- a. The General Manager, Directors and Managers are required to ensure that this policy and the OH&S programme are effectively implemented in their area of control and to support supervisors and hold them accountable for their specific responsibilities.
- b. All Supervisors are responsible and will be held accountable for taking all practical measures to ensure that the workplace they control is safe and without risk to health. The supervisor shall ensure persons working at that workplace are behaving in a safe manner without risking health.

More specifically: The supervisor will always be held accountable for detecting any unsafe or unhealthy condition or behaviour. If the Supervisors do not have the necessary authority to fix the problem, they will be held accountable for reporting the matter promptly with a proposed solution to their supervisor with the necessary authority to remedy the problem.

- c. Managers or Supervisors with the necessary authority will be held accountable for prompt action, so that unsafe, unhealthy conditions and unsatisfactory behaviour is eliminated.
- d. Employees are required to cooperate and comply with **ANC FOSTER PTY LTD'S** OH&S policy and programme to ensure their own health and safety and that of their fellow workers as well as the public. All employees are required to report any unsafe condition or act.
- e. Sub-contractors engaged to work for **ANC FOSTER PTY LTD** are required as part of their contract, to comply with the OH&S policy and programmes, in accordance with the Occupational Health and Safety Act and Regulations, observing directions on health and safety matters from supervisors, employees or officers. Failure to comply or observe these directions will be considered a breach of the contract and sufficient grounds to terminate the contract.
- f. Visitors to **ANC FOSTER PTY LTD** sites are required as part of their visiting rights to comply with the Occupational Health and Safety policy and programme, observing directions on health and safety matters from employees or designated officers. Failure to comply or observe these directions could result in visitors being required to leave the site.

**CHARLES FOSTER****SIGNATURE:** **DIRECTOR****DATE: 01.02.2007**



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## ***WASTE MANAGEMENT AND MINIMISATION POLICY***

### **GENERAL POLICY**

With a growing concern for our environment **ANC FOSTER PTY LTD** have implemented a systematic approach to waste management and minimisation and its impact on the environment. Consideration for our environment is of the utmost importance.

Resources in line with the importance of waste management and minimisation will be made available to comply in all respects with the Waste Minimisation and Management Act, 1995 (NSW) as amended.

### **MANAGEMENTS RESPONSIBILITY**

The promotion and maintenance of the environment in which we work is mainly the responsibility of management. Management at all levels of the organisation is required to contribute to the overall implementation of waste management and minimisation conditions at our place of work.

### **SPECIFIC RESPONSIBILITIES**

- (a) Each manager is required to ensure that this policy and the programme is effectively implemented in their areas of control and to support supervisors and hold them accountable for their specific responsibilities.
- (b) Each supervisor is responsible and will be held accountable for taking all practical measures to ensure that:-
  - \* the workplace under their control is free from polluting the environment  
and
  - \* any refuse or waste product is to be removed, controlled, or treated to prevent pollution of the environment  
and
  - \* all legislative requirements are being met

### **Systematic Approach to Waste Management and Minimisation**

1. Identify and conform to legislative requirements pertaining to our industry
2. Consult with the necessary authorities regarding waste disposal
3. Design and implement safe systems of operation
4. Design and implement correct disposal procedures
5. Implement an environmental preventative maintenance programme at each work site
7. Implement an employee awareness programme



Waste Management Hierarchy

1. Reduce or avoid your use of materials
2. Reuse materials
3. Recycle/reprocess materials
4. Disposal (Only if the first three options are not possible)

More Specifically

- (i) the supervisor will always be held accountable for detecting any unsafe or unhealthy condition
- (ii) if the supervisor does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly together with any recommendations for remedial action to a person who does have the necessary authority

(c) Managers/Supervisors

The supervisor or manager who has the necessary authority will be held accountable for taking prompt remedial action to prevent or eliminate any unsafe occurrence and to provide the necessary control mechanisms to assist in the management of the environment where appropriate.

(d) Employees

All employees are required to co-operate with management so that the policy, programmes and legislative requirements ensure that the environment remains in a safe and healthy condition.

**CHARLES FOSTER****SIGNATURE:****DIRECTOR****DATE: 01.02.2007**