



Cadden Crowe is committed to the provision of the highest possible standard of occupational health and safety to ensure that employees, contract workers and visitors are safe from injury and risks to health whilst at work. In realising this commitment, Cadden Crowe will comply with relevant occupational health and safety legislation.

As a provider of contracting services we recognise that there are multiple parties involved in managing our employee's safety.

Cadden Crowe is committed to regular consultation with employees, contract workers and suppliers of equipment to achieve our health and safety objective. In addition Cadden Crowe aim for continual improvement to the management of workplace health and safety.

Principals Responsibilities

Cadden Crowe acknowledges the primary legal responsibility is with those in positions of management. The Principals will ensure occupational health and safety responsibilities are defined and delegated to managers and that appropriate training is received and resources are available. Managers are responsible, so far as reasonably practicable for the provision of a safe working environment, which is without risk to health. To achieve their responsibilities they must:

- Ensure occupational health and safety policies and procedures are effectively implemented, regularly revised and monitored to minimise the impact of any work related incidents and assist Cadden Crowe in meeting health and safety responsibilities.
- Provide relevant information, instruction, training and supervision to employees, contract workers and visitors, as appropriate.
- Identify workplace hazards; assess the risks, implement and review control measures to provide optimum levels of safety.
- Investigate and report incidents and accidents and undertake preventative action.
- Ensure occupational health and safety roles and responsibilities are identified.
- Maintain effective communication on occupational health and safety issues with all stakeholders including management, employees, contract workers and clients
- Provide a genuine opportunity for employee and contractor involvement and consultation on matters affecting health and safety, rehabilitation and compensation.
- Ensure legislative compliance by keeping informed of changes.
- Ensure suppliers of equipment meet legislative requirements.
- Take a pro-active approach to providing effective rehabilitation for 'workers' injured at work.

Employee Responsibilities

Employees, including consultants and administration staff, are responsible for:

- Following Cadden Crowe's Occupational Health and Safety Management System and procedures.
- Avoiding activities that may adversely affect the health or safety of any other person through any act or omission at work.
- Co-operating with reasonable instructions provided by Cadden Crowe on safety programs and procedures.
- Keeping the workplace clean and tidy.
- Identifying any accident or incident, unsafe situation or unsafe activity and report it promptly to your supervisor.
- Using equipment and tools in a safe manner.
- Wear and use of personal protective equipment in accordance with instructions.
- Working with other employees and management to help maintain safety standards and meet responsibilities.



- Ensuring they do not attempt to perform a new job without training and being considered competent to perform the job safely.
- Ensuring they do not attempt to work under the influence of alcohol or drugs
- Participating in an induction and sign off to show that you understand what is expected of you.

Contract Workers Responsibilities

Contract Workers are responsible for:

- Following Cadden Crowe's and client safety system and procedures.
- Avoiding activities that may adversely affect the health or safety of any other person through any act or omission at work.
- Co-operating with any reasonable instruction that Cadden Crowe and/or its clients may give in relation to health and safety at work.
- Behave and conduct oneself in an appropriate manner.
- Keep the workplace clean and tidy.
- Identify any accident or incident, unsafe situation or unsafe activity and report it promptly to your supervisor and to a Cadden Crowe Representative.
- Using equipment and tools in a safe manner.
- Wearing and using personal protective equipment in accordance with instructions.
- Avoiding the performance of work, which falls outside the scope of work as, outlined or approved by Cadden Crowe and report changes in work requests to Cadden Crowe.
- Working with other staff and management to help maintain OHS standards and meet responsibilities.
- Ensuring they do not attempt to perform a new job without training and being considered competent to perform the job safely.
- Ensuring they do not attempt to work under the influence of alcohol or drugs.
- Participating in an induction and sign off to show that you understand what is expected of you.

Cadden Crowe will regularly review their occupational health and safety policy and take into account new work processes and legislative requirements. The management of Cadden Crowe seeks the cooperation of all employees, contract workers and visitors in realising our occupational health and safety objectives and in creating a health and safe working environment.

Every employee will be given a copy of this policy as part of his or her induction. Other safety policies and procedures, operating procedures and safety rules will be documented. Management and supervisors will be aware of these and should be able to help employees resolve any health and safety issues.

Signed

Date

Principal, Cadden Crowe Pty Ltd