



Health, Safety and Rehabilitation Policy NAT-POL2

Naturelinks Vision: *Sustainable in everything we do*

Core Value: *Safety – a workplace that is safe through our culture, systems and training*

This policy recognises that Naturelinks is responsible for the health and safety of all employees and the public under its control. In fulfilling this responsibility, the company is committed to providing and maintaining a workplace that is safe and without risks to health. Naturelinks shall comply with applicable legislative and other requirements and endeavour to eliminate all risks to health and safety. Where elimination is not reasonably practicable, Naturelinks shall minimise these risks. Management will at all times seek co-operation from all employees to enable the company to realise our health and safety objectives.

Objectives

Naturelinks will:

- Develop and maintain a culture that encourages all staff to actively manage health and safety risks
- Establish and maintain a health and safety management system consistent with the nature and scale of the company operations
- Ensure the provision of health and safety induction and training for all staff
- Provide sufficient financial and physical resources for the effective implementation of the health and safety management system
- Define, document and communicate health and safety responsibilities for staff at all levels
- Actively identify and manage health and safety risks, through the systematic identification of hazards, evaluation of their risks and the implementation of effective risk controls
- Ensure hazards and incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of recurrence
- Develop and maintain effective consultation to ensure all staff are included in the decision making processes
- Maintain physical infrastructure, including buildings, plant and equipment, in a condition that is safe to use
- In order to ensure continuous improvement, establish, maintain and monitor measurable objectives and targets aimed at the elimination of work-related illness and injury, namely:
 - OHS induction for new staff to be completed on first day. All relevant Health Safety Environment Procedures (HSEPs) and Safe Work Method Statements (SWMS) completed prior to commencement of work activities
 - HSEP's and Safe Work Method Statements developed for all relevant activities
 - Plant, Equipment and Facilities will be maintained to ensure a safe productive and pleasurable workplace
 - Reduce the number and severity of injuries from one year to another

Responsibilities

Management

- Is responsible for, and accepts ultimate responsibility for the effective implementation of this policy
- Will fulfil its responsibilities under all applicable legislation, codes of practice and industry guidelines
- Will provide appropriate information and training for all employees
- Will provide appropriate supervision to ensure that all appropriate safe work procedures are implemented
- Will make regular assessments of health and safety performance and resources
- Will provide an appropriate return to work program for any injured employee

Employees

- Have a duty to take care of their health and safety and that of others affected by their actions at work
- Will comply with safety procedures and directions
- Will not interfere with or misuse items provided in the interest of health and safety
- Will take a pro-active approach to maintain and continually improve the Naturelinks OHS system

Rehabilitation

If an employee is injured at work Naturelinks is committed to providing an appropriate rehabilitation plan aimed at returning the employee to their pre-injury duties at the earliest opportunity, unless this is not medically possible. If an employee cannot return to their pre-injury duties every effort will be made to place the person in another position appropriate to their capabilities.

To achieve this aim, the Company is committed to providing a return to work co-ordinator, who will work with the person and the person's medical advisors to prepare an appropriate return to work plan, which may include changes to the workplace or work procedures. In return, the employee is required to participate in any agreed return to work plan.

This policy will be regularly reviewed in the light of changes in the workplace and legislation.

Endorsed by:

Patrick Deasey – Director

08/08/2018

Rob Scott – Director