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## Occupation Health, Safety and Environment policy

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Revision date:	Feb 2020
Review date:	Feb 2021

### Purpose and Scope

This policy states the commitment of 2020 electrotechnology to the health, safety and welfare of all people who directly work for, are contracted by, or can otherwise be affected by the work of this organisation and the minimisation of our effect on the environment.

### Definitions

**Consultation:** OHS consultation involves the sharing of relevant occupational health and safety (OHS) information between the employer and the employee. Consultation includes giving employees the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of OHS issues.

**Hazard:** A hazard is a source of potential harm or a situation with the potential to cause harm to people, property or the environment.

**Occupational Health & Safety Management System (OHSMS):** A set of plans, actions and procedures to systematically manage health and safety in the workplace that is actively endorsed by a committed employer.

**Risk Assessment:** The overall process of estimating the magnitude of risk and deciding whether the risk is acceptable.

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**Risk Management Program:** The Risk Management Program describes the requirements and procedures used to facilitate the early identification of foreseeable hazards, to assess the risk associated with these hazards, and implement appropriate control mechanisms.

**Workplace:** Any place that our employees or sub-contractors attend while performing their duties. These include at our workshops, in their vehicle to or from a job or on-site at a client's premises. Within the context of client services or attending events, the workplace extends to temporary accommodations.

## Policy Statement

2020 electrotechnology is a leading Australian Electrical contractor and health and safety are intrinsic to the way we do business. Our overall aim is "Zero Harm", with the expectation that no person shall come to harm while in the workplace.

The following values form the basis of achieving our aim of "Zero Harm":

- People are our most valuable asset and we are all committed to ensuring the health, safety and wellbeing of everyone in the workplace.
- Everyone has a responsibility for safety, their own and others.
- Injuries can be prevented and an incident-free working environment is actively pursued.
- Communication and consultation are central to working together for a safer workplace.

## Legal & Policy Framework

As a minimum, 2020 electrotechnology will fully comply with the Western Australian Occupational Health, Safety and Welfare Act (1984) and other relevant State and Commonwealth legislation, Standards, codes of practice and guidelines. 2020 electrotechnology

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will also meet its obligations with regards to maintaining and complying with workers compensation legislation.

It is important to realise that failure to follow safe systems of work, misuse of OHS equipment, bypassing of a risk control measure or interfering with another person's efforts to work safely, may lead to prosecution under the OHS Act and will be dealt with under the appropriate 2020 electrotechnology Code of Conduct.

## Implementation

Strategies to implement this policy include:

- ensuring occupational health, safety and environment management principles are included in all organisational planning activities;
- ensuring that risk assessments are undertaken for all operational activities and the responsible person is satisfied that all foreseeable hazards are identified, assessed and controlled;
- ensuring incidents are investigated and lessons are learnt within the organisation;
- the provision of appropriate OHS training and the dissemination of health and safety information to all employees and sub-contractors;
- consulting with staff, sub-contractors and stakeholders about decisions that may affect their health and safety;
- providing sufficient resources to ensure occupational health, safety and environment is a central part of the organisation; and
- the communication of this policy via induction and on-going training.

## Roles & Responsibilities

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- The 2020 electrotechnology management team has ultimate responsibility for providing a safe and healthy working environment for staff, sub-contractors and visitors. The Managing Director will establish OHS strategic objectives and targets in line with the requirements of this Policy and ensure these targets are being met.
- Team supervisors are responsible for meeting the OHS objectives and targets set by the Managing Director and reporting regularly on their progress.
- Employees and sub-contractors are responsible for following the OHS policy and procedures and ensuring that their conduct does not endanger themselves, others or the environment.