



WORK HEALTH AND SAFETY POLICY

Policy Statement

Global Public Safety Pty Ltd is committed to protecting the health and safety of all persons in the workplace including workers, contractors and visitors. We demonstrate this commitment through our "Health and Safety Plan" that is applied in all consulting and training services provided.

Our Objectives

Our objectives are to eliminate risks to health and safety so far as is reasonably practicable or if it is not reasonably practicable to eliminate risks to health and safety, to reduce those risks so far as is reasonably practicable for the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations. This approach will ensure all work-related activities are completed safely.

Responsibilities

GPS assumes responsibilities to ensure:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities are in place for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- Monitoring work to ensure health and safety standards are maintained

Workers are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- aligning workers align with health and safety standards and guidance as provided by GPS or client organisations whilst on a client's site
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by GPS or its client(s) for health and safety

Application of this Policy

We seek the co-operation of all workers, customers/clients and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero incident rate and immediate reporting of incidents to GPS. This policy applies to all business operations and functions including those situations where workers are required to work off-site.

Policy Authorised by MD:

A handwritten signature in black ink, appearing to read "J. Zuhke", is written over a light-colored rectangular background.

Date: 1 January 2014

WORK HEALTH AND SAFETY PLAN FOR OFF-SITE WORK

Overview

Most GPS consulting and advisory work is conducted off-site. This means workers will be required to attend sites where established safety and security practices are in place. To ensure our health, safety and welfare objectives are realised as outlined within our work health and safety policy, this WHS plan for off-site work must be strictly followed.

GPS responsibilities:

1. *Maintain ongoing WorkSafe "WorkCover Insurance" – VWA Employer 14676200*
2. *Maintain its commitment to safety in work as aligned with the GPS WHS Policy*
3. *Align with respective legislative duties pursuant to Occupational Health and Safety Act 2004 (Vic) and subordinate legislation; and*
4. *Follow relevant guides published by WorkSafe Victoria and Safe Work Australia in hazard and risk minimisation for a small business i.e. less than 20 employees*

Worker responsibilities:

1. *For site inspections, ascertain if any site induction is required and if so complete same prior to any work performed;*
2. *For site inspections, review and align with the client organisations system for emergency management;*
3. *For site inspections, ascertain/review safety plan in the context of the particular site/client organisation i.e. aisles and corridors, stairs and landings, floors, workspaces, machines, furniture, lighting, storage, electrical safety, rubbish and recycling, hygiene, fire safety, first aid, hazardous chemical safety, dangerous goods storage and security vulnerabilities.*
4. *For site inspection, note any obvious hazards i.e. vehicle movements, mandatory PPE and the like; and*
5. *Align with the GPS formal reporting strategy that includes immediate reporting of any circumstance where there is concern about any health, safety or welfare issue.*

Mandatory Site Reporting

All workers attending sites and prior to any work must ensure the above "worker" responsibilities are addressed and provide GPS Administration with a brief written report on Day 1 that confirms each of Items 1 – 5 above. This report can be submitted electronically or hard copy however must address each of the five issues individually i.e. "1. No formal induction required however OHS Rep provided tour of site and explained OHS approach" and "2. EM system explained and viewed Evac Diagrams" etc.

Action Where a Serious Hazard/Risk Identified

Work is to immediately cease and GPS Administration contacted for advice should a hazard/risk be identified that, in the opinion of the GPS worker places anyone at risk of injury.

Policy Authorised by MD:



Date: 1 January 2014