

POLICY STATEMENT – OCCUPATIONAL HEALTH & SAFETY**POLICY NO: 06/05****OBJECTIVE: TO COMMIT TO PROVIDING A HEALTHY AND SAFE WORKPLACE FOR EMPLOYEES AND VISITORS****OUTLINE**

STE will provide resources commensurate with the commitment to comply with the relevant legislation to ensure the health, safety and welfare of employees. The company will address accident prevention and control, hazard control and rehabilitation in employee inductions.

1. Occupational Health & Safety is both an individual and shared responsibility of all employees. The following responsibilities are essential to the success of our policy.

Management is responsible for:

- integrating occupational health and safety into all aspects of the company's workplace and as far as practicable, in the host employer's workplaces
- promoting communication about occupational health and safety as a normal component of all aspects of work
- planning, developing, and implementing an induction process incorporating occupational health and safety in the workplace
- taking effective action to provide and maintain a healthy and safe workplace
- providing relevant training at regular intervals to all employees.

Employees are responsible for:

- working in a healthy and safe manner
- encouraging others to work in a healthy and safe manner
- discouraging others from working in an unsafe manner
- co-operating with, supporting and promoting occupational health and safety in the workplace
- reporting or rectifying any unsafe conditions that come to attention.

Host Employers are responsible for:

- providing a safe working environment wherever our apprentices are employed.
2. Every employee from the Chief Executive Officer to the most junior employee is responsible for reporting any breach to the health and safety of workers.
 3. Breaches of responsibilities may result in fines or goal sentences imposed by the courts.