



Occupational Health & Safety Policy

KAB Seating is committed to the establishment of an accident free, safe and healthy workplace, safe working methods, and the provision of safe equipment. Health and safety is considered by management to be an integral and vital part of the successful performance of any job. This policy sets out the responsibilities of the Company and its employees with the aim that together we can keep the workplace safe and productive.

Responsibilities of the Employer:

- Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
- Ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced;
- Encourage consultation in addressing safety issues;
- Develop and implement safe systems of work;
- Provide adequate safety information, training and supervision;
- Design, purchase, install and maintain a safe site and machinery;
- Ensure that the workplace under their control is safe and minimise risks to health. The Company will always be held accountable for identifying any unsafe or unhealthy conditions or behaviour;
- Take all reasonable steps to ensure that the behaviour of all persons in the workplace is safe and without risks to health; and
- Ensure all incidents are reported and investigated in a timely manner;
- Encourage regular safety committee meetings to address issues and take action as required;
- Establish measurable objectives and targets to ensure elimination of work related injury and illness;
- Regularly reviewing the performance of, and continually improving the Safety Management System.

Responsibilities of Employees:

- Adhere to safe work practices, instructions and rules;
- Immediately report any unsafe work condition or equipment to the Employer;
- Not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- Perform all work duties in a manner which ensures individual health and safety and that of all other employees;
- Undertake risk assessments of tasks in conjunction with the Safety Advisor where required;
- Participate in safety related training and information sessions/toolbox talks as required.
- Encourage fellow employees to create and maintain a safe and healthy work environment; and
- Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved.

Communication and Consultation

We recognise that employee consultation and participation in our safety system is vital and improves decision-making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices.

Employees of KAB Seating shall be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to the Safety Committee and management. Regular meetings to consult and inform employees on safety issues shall be conducted through staff meetings.

Employees shall be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed. One of the following methods shall be used:

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KAB Seating Pty Ltd

Notice board – to alert employees to OH&S issues, changes to policies, procedures or safe work practices, recent incidents on site.

Mail out – safety information may be conveyed through a mail out (or email) to employees. This would most likely occur with the regular mailing out of pay slips.

Verbal contact – for more immediate safety concerns, employees shall be contacted verbally.

Procedures for communication and consultation are maintained and reviewed as necessary with input from employees. An issues resolution procedure shall also be maintained and reviewed, which allows for an agreed process of resolving OH&S issues arising.

Communication and consultation with employees is a significant aspect of our safe working culture.

We expect our employees to be committed to working with management in order to effectively manage health and safety on the job. Employees are encouraged to contribute to decisions that may affect their health and safety in the workplace, through the safety committee, contact with management and staff meetings.

Management shall work in conjunction with employees to review and update this, and other, policies and procedures.

Workplace Injuries – Rehabilitation and Return to Work

KAB Seating is proactive in its approach to injury management and places strong emphasis on the safe, timely and sustainable return to work program for injured or ill workers.

We are committed to:

- Prompt injury notification;
- Communication and consultation with all parties to develop an appropriate return to work program;
- Accountability and responsibility for injury management being clearly understood;
- Provision of suitable meaningful activities during the return to work process; and
- Dispute resolution as required.

KAB Seating will ensure the following positive approach in meeting these objectives is taken, including:

- Early reporting of injuries;
- Appropriate and timely medical intervention and return to work planning;
- Provision of suitable resources and productive duties for the injured worker;
- Positive support and encouragement during the rehabilitation process; and
- Review of incidents and accidents to seek preventive measures and continuous improvement.

Responsibility for the implementation of this policy lies with the Managing Director in consultation with Management and employees. Management shall work in conjunction with employees to review and update this, and other, policies and procedures.

Paul Davies

Managing Director
KAB Seating

Date: 06/11/2012

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