



## Work Health and Safety Policy

### Policy

ERA Personnel is committed to the health, safety and welfare of its employees, and to providing timely and cost effective rehabilitation to injured employees to minimize any long term injury or disability.

### Our WHS objectives are

1. To comply with all legislative requirements related to Work Health and Safety.
  2. To continually improve our approach to WHS and to integrate WHS best practice into our business plan.
  3. To provide our management, employees and client organisations with a clear understanding of our WHS policy and their responsibilities.
  4. To promote effective Work Health and Safety at every opportunity.
  5. To develop and monitor our WHS procedures to mitigate risks in all activities.
  6. To continually consult with employees regarding WHS issues.
2. To identify and report any workplace incidents or hazards to your supervisor.
  3. To be actively involved in discussions concerning the resolution of work health and safety issues in the workplace.
  4. To protect your health and safety and that of others by not working while under the influence of alcohol or other drugs.
  5. To not interfere with, or remove any safety guards, safety devices or protective equipment provided by the employer.
  6. To reporting each injury on the day it occurs.

### Contractors and Visitors obligations

1. To co-operate with ERA Personnel in complying with its obligations under the Work Health and Safety Act.
2. To follow any reasonable instructions and advice while in our workplace.
3. To take reasonable care not to place others at risk due to their acts or omissions.
4. To report any hazards or risks identified at ERA Personnel workplaces, within a reasonable time.

### Our responsibilities

1. To ensure that we comply with work health and safety legislation.
2. To provide a safe workplace and safe ways of working.
3. To provide ways for employees to be informed about and involved in health and safety issues at work.
4. To ensure this document and all safe work procedures are kept up-to-date.

### The employee's responsibilities

1. To follow reasonable instructions and use the equipment provided by the employer to protect your health and safety while at work.

*Approved by: Christine Ribarovski, Operations Manager*