

## SCOPE

This policy applies to all Workers of Glad across all workplaces where work for Glad is performed.

## OBJECTIVES

Glad is committed to ensuring the health and safety of its employees, contractors and visitors to its workplace. Accordingly, the objectives of the policy are to ensure that all staff members understand their obligations in relation to workplace health and safety (WHS) legislation and codes of practice.

## GLAD'S OBLIGATIONS

Glad has a number of obligations under health and safety laws. This policy is aimed at assisting Glad to comply with those obligations and retain certification for standard AS/NZS 4801:2001 by:

- a. ensuring health and safety in the workplace;
- b. consulting with Workers;
- c. identifying hazards, assessing risks and work with the controllers of the workplace in eliminating or controlling hazards;
- d. maintaining and regularly update Glads Hazard, Risk and Environmental Aspects Register applicable to cleaning, security and maintenance work carried out by the company;
- e. ensuring Hazard, Risk and Environmental Aspects registers and associated Safe Work Instructions (SWI) are updated when new hazards are identified (as part of the continual improvement process);
- f. ensuring where this is a high risk task, a Risk Management Plan or a Safe Work Method Statement or Job Safety Analysis will be compiled before the commencement of works (see procedure WHS-001);
- g. working with building manager to provide adequate facilities for the welfare of workers in carrying out their tasks (see procedure WHS-002);
- h. reducing of the risk of musculoskeletal disorder (manual handling) through training and provision of mechanical aids (see procedure WHS-005)
- i. ensuring safe use, maintenance, handling and storage of plant, structures and chemicals (see procedures WHS-007, WHS-011, WHS-014, WHS-010)
- j. providing instruction, training, information and supervision of staff;
- k. ensure our personnel have received first aid training where applicable (WHS-012);
- l. ensuring health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the carrying out business activities;
- m. recording how Glad complies with its obligations;

## WORKER'S OBLIGATIONS

Workers are required under this policy to:

- a. adhere to Glad WHS policies, procedures, directions, instructions and rules including safe work instructions;
- b. comply with any reasonable client policies, procedures, directions, instructions and rules in respect of WHS when performing work at a client's site or workplace;
- c. cooperate with any Glad initiatives or systems relating to WHS;
- d. look after their own health and safety and the health and safety of others in the workplace and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- e. ensure they do not attend or remain at work if they are not fit to do so, including if they are intoxicated, impaired or under the influence of drugs (legal or illegal);
- f. cooperate with each other and with Glad to promote WHS awareness;
- g. report any incident, injury, illness, unsafe equipment or hazards immediately to the relevant manager or supervisor or elected health & safety representatives;
- h. only operate equipment where if competent, qualified and authorised to do so;
- i. follow all instructions relating to the correct use of Glad equipment and chemicals, if unsure of the correct procedures, ask for instructions from a supervisor before using them;
- j. ensure that work areas are kept clean and tidy;
- k. Ensure Personal protective equipment is maintained and used correctly –(see procedure WHS-006)
- l. Reduce slip, trip and fall incidents on site (see procedure WHS-008)
- m. Handling of sharps is conducted properly (see procedure WHS-009)
- n. implement safe handling, storage and disposal of chemicals (see procedure WHS-011)
- o. comply with all security systems and protocols in the workplace;
- p. notify Glad of any matter that may affect Glad's ability to comply with its workplace health and safety obligations;
- q. as required by Glad, attend WHS training and actively participate in WHS activities and consultation such as inspections, investigations and meetings.

## CONSULTATION WITH WORKERS

Glad has an open door policy and will consult with Workers about workplace health and safety (see procedure WHS-004)

## REHABILITATION AND RETURN TO WORK

Glad understand the importance of early commencement of injury management and will commence the injury management process as soon as possible after an injury or illness has occurred in the work place.

Glad is aware that the most effective environment for full recovery is the work place, and therefore, Glad fosters the concept of early return to work. A safe and early return to work by an injured employee is a normal and expected outcome. Glad will provide, as far as reasonably practicable, suitable duties to partially incapacitated employees. The Human Resources Department is responsible for arranging suitable duties in the work place.

Glad is committed to ensuring that participating in a Return to Work Plan will not disadvantage an injured employee. Employees are informed of their rights, responsibilities, and the Glad "Return to Work Program" through induction and regular WHS meetings.

The Return to Work Co-ordinator shall prepare a rehabilitation plan for the effected employee and manage all aspects of their rehabilitation, including the co-ordination and processing of documentation, i.e. insurance company and work cover.

See procedure WHS-003 Incident, Injury & Rehabilitation Procedure for more detailed information. To discuss rehabilitation options and return to work procedures, please contact either the Return to Work Coordinator or Claims Manager on (02) 9567 4779.

## REPORTING OF INCIDENTS

It is our policy to have all incidents reported within 24 hours of occurrence. All Workers must immediately report any unsafe equipment or hazards, or any other thing they consider poses a risk or potential risk to their health and safety at work immediately to their relevant manager or supervisor.

## EMERGENCIES

Our staff receives site inductions. Further, our security guards are an integral part of any emergency preparedness process on site and must therefore receive comprehensive emergency response training from client (see procedure WHS-015). In cases of emergency, Workers situated in Glad offices should comply with any emergency procedure implemented by Glad. If it is necessary and/or if you do not know what to do in an emergency situation, call 000.

Nick Iloski

**Managing Director**

**Glad Group**, comprising of:

Glad Group Pty Ltd | ABN 62 092 928 115

Glad Cleaning Service Pty Ltd | ABN 43 054 617 891

Mutual Cleaning and Maintenance Pty Ltd | ABN 53 006 516 810

Glad Maintenance Pty Ltd | ABN 85 127 522 481 | Contractor's Licence: 215410C

Glad Security Pty Ltd | ABN 122 097 590 | Security Licences: NSW 409557154, ACT 17502081, QLD 3199590, VIC Licence 763-211-20S, WA SA40606

