



Hunter Marine Surveyors

OCCUPATIONAL HEALTH, SAFETY & ENVIROMENT POLICY

General Policy

Hunter Marine Surveyors ('HMS') is committed to providing a safe and healthy working environment for all workers, and other persons. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.

Resources will be made available to comply with all relevant the WHS&E Act and Regulations to ensure that the workplace is safe and without risk to health.

Scope

This policy applies to:

- all employees of HMS (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of HMS (for example contractors, subcontractors, agents, consultants, temporary staff and 'workers' as otherwise defined under relevant occupational/work health and safety (OHS/WH&S) legislation) (collectively referred to as '**workplace participants**'); and
- all of HMS's workplaces and to other places where workplace participants may be working or representing HMS, for example, when visiting a customer, client or supplier (collectively referred to as '**workplace**')

Work Health and Safety Program

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of WH&S&E including:

- WH&S training and education
- Consultation with Persons Carrying on a Business or Undertaking and employees on matters related to health and safety
- Recording of reviews, audits and changes to system
- workplace inspections and evaluations
- standard work methods including hazard awareness and risk management programmes
- Changes to work methods and practice, including those associated with technological and legislative change.
- safety rules, including penalties

- provision of OH & S equipment, services and facilities
- reporting and recording of incidents, accidents, injuries and illnesses and provision of information to employees

Targets

HMS stated aim is to have zero workplace injuries and / or deaths whilst promoting a healthy lifestyle for its personnel.

Company's Responsibility

The promotion and maintenance of occupational health and safety and care of the environment is the responsibility of everybody in the company including its directors, employees, contractors and sub - contractors.

Specific Responsibilities

a) Directors

Each director is required to ensure that this policy and the WHS&E program in general is effectively implemented in their areas of control, to support employees and hold them accountable for their specific responsibilities.

The director once alerted to a problem and who has the necessary authority will be held accountable for taking prompt remedial action to eliminate any unsafe or unhealthy conditions or behaviour.

b) Employees

All employees are required to comply with health and safety legislation and HMS's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in our workplace, including contractors and third parties.

If the employee does not have the necessary authority or ability to fix a problem, they will be held accountable for reporting the matter promptly together with any recommendations for remedial action to a supervisor, manager or director who does have the necessary authority.

c) Contractors and Sub-contractors

All contractors engaged to perform work for HMS are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of HMS as they relate to work health and safety and to observe all directions on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Volunteers

All volunteers of HMS are required to comply with health and safety legislation and HMS's policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety both themselves and that of other persons. Volunteers must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others in the workplace, including employees, contractors and third parties.

Definitions

In this policy:

'Person Carrying on a Business or Undertaking' means an individual or organisation that arranges, directs or influences work to be done or contributes something towards the work being done. It can include partners in partnerships, sole traders, trustees of trusts or committee members of unincorporated associations, public or private companies and incorporated associations

Review & Consultation

The OH&S system employed by HMS will be reviewed by a director and one surveyor on an annual basis and the findings recorded and acted upon. In addition, all employees will be required to read all associated documents on an annual basis, make any changes or recommendations they deem necessary, sign and date to this effect.

HMS will also ensure that WHS&E consultation is an integral part of general internal discussions and meetings involving staff and will be a standing agenda point for monthly meetings.



Andrew Graver (Director)

25/11/2017



Louis Koutelas (Director)