

AVCC Health and safety policy

The AVCC is committed to providing and maintaining a safe and healthy working environment for its employees, contractors, volunteers, visitors and to continually improving the systems, practices and appropriate resources to achieve this.

To ensure a safe and healthy work environment, AVCC will develop and maintain a Health and Safety Management System. Specifically, AVCC will:

- Establish health and safety as an essential part of our culture and as a way of life.
- Set health and safety objectives and performance criteria for all staff and work areas.
- Annually review health and safety objectives and staff performance.
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries.
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action.
- Actively encourage the early reporting of any pain or discomfort.
- Provide a treatment and rehabilitation plan that ensures a safe, early, and durable return to work.
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any hazards deemed to be significant.
- Ensure that all staff are made aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner.
- Encourage staff consultation and participation in all matters relating to health and safety.
- Promote a system of continuous improvement, including the annual review of policies and procedures.
- Meet our obligations under the Health and Safety in Employment Act 1992, the Health and Safety in Employment Regulations 1995, Codes of Practices, and any relevant other legislation, Standards or Guidelines.

Every staff member of the AVCC is expected to share in the commitment to this policy.

- Every staff member has a responsibility for the health and safety of those staff and volunteers working under their direction.
- Each staff member is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - Observing all safe work procedures, rules and instructions.
 - The early reporting of any pain or discomfort.
 - Taking an active role in the company's treatment and rehabilitation plan, to ensure an 'early and durable return to work'.
- Ensuring that all accidents, incidents and unsafe conditions are reported to the appropriate person.

Signed by AVCC Co-chairs:

Date: 19/02/03

Renewal Date:

