



## **WORK HEALTH & SAFETY POLICY**

### **Obligations**

Bruce Interiors and Constructions (BIC) is committed to complying with all Work Health and Safety legal and other requirements, and ensuring, as far as is reasonably practicable, that all workers are safe from injury and risk to their health whilst at work.

BIC will ensure that appropriate resources and processes to eliminate hazards (both physical and psychosocial) from the workplace are available. BIC's objective is the prevention of all incidents, injuries and illness to workers and other persons who may be affected due to its products, services and workplace activities, through the implementation and communication of safe work practices and procedures.

BIC acknowledges that active co-operation of all workers is required to ensure a safe working environment and is committed to effective ways of consulting and participating with the workforce and their representatives on all health and safety issues.

### **Responsibilities of Bruce Interiors & Constructions are:**

- Implementation of measurable objectives and targets to ensure continued improvement of health and safety performance, aimed at elimination of work-related injury and illness.
- Conduct risk assessments prior to works beginning and during works.
- Identify hazards that have the potential to cause injury or illness and implement appropriate control measures.
- Provide information, instruction, training, and supervision.
- Document and investigate any accident, injury and near miss incident.
- Regularly inspect all workplaces, monitoring safe work conditions.
- Ensure that employees are not, by the consumption of drugs or alcohol, in such a state as to endanger their own safety at work, the safety of other workers or members of the public.
- Ensure workers' overall wellbeing as far as reasonably practicable.
- Provide any PPE necessary for health and safety purposes.

### **Responsibilities of all workers are:**

- Workers are to take care to protect their own health and safety at work.
- Ensure that they do not endanger any other person through any act or omission at work.
- Workers are to report all accidents, injuries and near miss incidents to BIC as soon as possible. Reporting mechanisms are in place and all workers are encouraged to use these mechanisms.
- Ensure that all workers correctly use all PPE prescribed for health and safety purposes.
- Obey all instructions, such as policies and procedures issued to protect their own personal health and safety and the health and safety of others.
- Report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding working conditions or methods.
- Ensure that they are not, by the consumption of drugs or alcohol, in such a state as to endanger their own safety at work or the safety of any other person at work.

### **Application of this policy**

We value the co-operation of all workers, customers, and other persons. We are committed to and encourage suggestions for continually improving our health and safety performance, to create a safe working environment with zero harm.

