OHS Policy

General policy
We are committed to the safety and welfare of all employees, all contractors, and all visitors to our workplace. We will ensure that policies, procedures and resources are in place to comply with the requirements of the Occupational Health and Safety Act, 2000 and to maintain a safe and risk-free work environment.

Management’s responsibility
All employees are responsible for contributing towards a safe workplace. However, the promotion and maintenance of occupational health and safety is primarily the responsibility of management. All levels of management are required to contribute to the health and safety of everyone in our workplace, including employees, contractors and visitors. To this end it is management’s responsibility to develop, implement and review, in consultation with employees, our OH&S program.

Specific responsibilities

a) Directors
The ultimate responsibility for health and welfare of Savv-e employees lies with the directors. The directors are responsible for developing OHS policy and procedures, ensuring they are implemented throughout the company and reviewing them regularly.

b) Managers
The managers are required to ensure policy and procedures are effectively implemented in the day to day working of the business. They will provide support to team leaders and employees and hold them accountable for their specific responsibilities.

c) Team leaders
Team leaders are responsible, and will be held accountable, for taking all practical measures to ensure that:
- all members of their team, including contractors, are trained in, and comply with, OHS procedures
- employees are consulted in issues which affect their health and safety
- any concerns, risks, hazards or incidents are referred to management

d) Employees
All employees are required to co-operate with our OHS policy and procedures to ensure their own health and safety and the health and safety of others in our workplace. This includes understanding and following safe working procedures, reporting any hazards, following the instructions of management with regard to OHS, and reporting any injuries or incidents.

e) Contractors and sub-contractors
All contractors and sub-contractors engaged to perform work on our premises or client locations are required, as part of their contract, to comply with our OHS policies and procedures and to observe any safety directions from employees of the company. Failure to comply will be considered a breach of contract and may result in termination of the contract.

Occupational 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 occupational health and safety including:
- OHS training and education
- Work design, workplace design and standard work methods
- Changes to work methods and practice
- Emergency drills and procedures
- Provision of OHS equipment, services and facilities
- Workplace inspections and evaluation
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to employees, contractors and sub-contractors

Signed:
Date: