

Work, Health & Safety Policy

1. Policy Statement

Catering Industries is committed to providing our Employees, Contractors and other Stakeholders with a safe work environment, free from hazards and where risks that we encounter in the delivery of Hospitality and Aged Care Support related services are appropriately controlled.

Catering Industries recognises there are unique risks and hazards faced by our Workers in our Aged Care sector and the risks of occupational violence, abuse and infection are central to our assessment of all risks and hazards. In all circumstances Catering Industries will ensure that these risks and their control are embedded in all areas of our Safety Management system.

By effectively implementing our Work, Health & Safety Policy, we will reduce and control the incidence of injury or harm in our workplaces and together with our Workers, Clients & Stakeholders will achieve our Safety Goal of "Nil Harm Across All Sites" as well as meeting our legislative obligations.

Safety is a mutual obligation and it is expected that our Workers will equally support and contribute to our Safety Management and Systems and exercise all Duty of Care.

2. Scope

- This policy applies to Catering Industries, our Employees and all Agency Personnel and Contractors. For the purpose of this policy, the term 'Workers' refers to all of these groups.
- All aspects of our Operations and support Operations, including our sub Contractors and our Clients who act in the capacity of A Person Conducting a Business Undertaking (P.C.B.U) in Facilities where we deliver services.
- On-site, off-site or after-hours work; work-related social functions; conferences – wherever and whenever staff may be as a result of Catering Industries' business.

3. Catering Industries Responsibilities:

Will provide and maintain as far as reasonably practicable:

- A Safe working environment free from hazards, including those environments where personal risk from infection, abuse or assaults or other Workplace or Domestic violence are identified.
- Safe systems of work.
- Ensure Plant and hazardous or dangerous substances used in our Operations are kept in a safe condition.

- Ensure our Workers are appropriately trained and competent to carry out their tasks Safely.
- Provide information, instruction, and supervision that is reasonably necessary to ensure that each Worker is safe from injury, harm and risks to health and well being.
- Consulting with our Employees, Contractors and Stakeholders in relation to the relevance and applicability of our assessment and elimination of risks and ongoing improvements to our Safety Plan.
- Providing all necessary resources and time to ensure our Safety Plan is implemented and that appropriate review of our Plan, Objectives and Safety Targets is carried out to continually improve Catering Industries Health and Safety performance.

4. Workers Responsibilities

Each worker has an obligation to:

- Comply with our safe work practices and Company Safety Rules, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
- Provide a Duty of Care for the health and safety of themselves and others.
- Wear personal protective equipment and clothing where necessary and recognise and know how to maintain or replace such equipment when required.
- Comply with any reasonable direction given by management for health and safety.
- Not misuse or interfere with anything provided for health and safety purposes
- Report all incidents on the job immediately, no matter how trivial.
- Report all known or observed hazards immediately to their Supervisor or Manager.

5. Application of this Policy

Catering Industries seeks the co-operation of all Workers, Contractors and other Stakeholders. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

6. Further Information

<p>Safe Work NSW</p> <p>92-100 Donnison St, Gosford NSW 2250 Phone: 131 050 Email: contact@safework.nsw.gov.au</p>	<p>Work Safe VIC</p> <p>1 Malop St, Geelong, VIC 3220 Phone: 1800-136-089 Website: www.worksafe.vic.gov.au</p>
<p>Work Safe QLD</p> <p>GPO Box 2459 Brisbane, QLD 4001 Phone: 1300-362-128 Website: www.worksafe.qld.gov.au</p>	<p>Work Safe (ACT)</p> <p>PO Box 158, Canberra City ACT 2601 Phone: 132 281 Website: www.worksafe.act.gov.au</p>
<p>Work Safe WA</p> <p>Mason Bird Building, 303 Sevenoakes St Cannington, WA 6107 Phone: 1300-307- 877 Website: www.commerce.wa.gov.au/worksafe</p>	

Associated Legislation	<p>Work Health & Safety Act 2011 Work Health & Safety Regulations 2011 Any other relevant State/Territory legislation</p>
Associated Policies	<p>Fatigue management policy Environmental policy Drug & alcohol policy Workplace discrimination & harassment policy Quality policy</p>
Associated Documents	<p>4321GO Safety Framework Code of Conduct Staff Handbook Grievance Policy & Procedure Grievance Reporting and Action Form Bullying Policy Equal Opportunity and Affirmative Action Policy Human Resource Management Policy Profanity Policy</p>



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