

Statement:

Civic Limited is committed to the protection of its employees and others from occupational injury/ill-health and the promotion of health, safety and wellness.

Our Directors and our Executive will:

1. Appoint a HSE Compliance Manager responsible for the management and monitoring of the company's health & safety system to ensure its continuing effectiveness.
2. Promote employee consultation and participation and regularly consult with the Health & Safety representatives and Union representatives or Occupational Health & Safety Committee.
3. Have appropriate policies for Health & Safety planning and business objectives; staff selection and training; Health & Safety representative selection and training.
4. Ensure provision of resources to make it possible for policies to be achieved effectively and efficiently.
5. Comply with all legislative requirements, regulations, standards, and Codes of Practice.
6. Ensure that health & safety systems, procedures and documents are reviewed periodically and are monitored for effectiveness.
7. Have a goal of continual improvement of health & safety.
8. Have a policy for early return to work of injured employees.
9. We will require accurate reporting and recording.

All Managers will be personally accountable:

10. For the health & safety performance criteria for work areas over which they have control, and have goals or targets for each department or area.
11. Managers will ensure their continued management competence in Health and Safety. They will have a performance review annually.

All Managers and staff will have individual responsibility for Health & Safety and will:

12. Promote Health & Safety, and maintain a safe workplace, safe equipment and proper materials.
13. Establish and insist upon safe methods and safe practices at all times and to ensure employee participation at all levels.
14. Ensure that Safety Representatives are selected and trained to help monitor conformance to safety standards.
15. Maintain his or her own safety, and the safety of others, within the workplace.
16. Ensure that all employees and contractors understand and accept their responsibility to promote a safe and healthy workplace.
17. Agree to go for Zero Workplace Accidents, and have a policy of continual improvement for safety performance.
18. Report all incidents and near-miss incidents.

Signed: 
John Carroll (General Manager)

Date: 13/2/2017

(Policy reviewed biannually or more often as required)