

DUKE OF MARLBOROUGH BUSINESS LIMITED HEALTH AND SAFETY AT WORK POLICY

1. Organisation Commitment

The health and safety of all employees is of primary importance to **DUKE OF MARLBOROUGH BUSINESS LIMITED**. We are committed to providing a work environment that is safe and free from risk to the health and wellbeing of all employees and other visitors to the workplace.

2. Policy Objectives

The **DUKE OF MARLBOROUGH BUSINESS LIMITED** will conduct its activities in accordance with these objectives and provide a work environment that:

- Makes safety a priority for management and staff;
- Takes reasonable and practicable steps to ensure exposure to health and safety risks are eliminated or minimised;
- Complies with the *Health and Safety at Work Act 2015 (HSWA)*
- Actively encourages the reporting of work health and safety issues;
- Builds safety awareness and understanding amongst all employees;
- Ensures all employees are provided initial and refresher training as required by current operating procedures and legislative requirements;
- Strives for continuous improvement by actively reviewing industry best practice and applying this to the workplace; and
- Ensures all employees are fit for duty and capable of undertaking their assigned work tasks in a safe manner.

3. Responsibilities

Work health and safety is both an individual and shared responsibility for all managers, supervisors and employees. Together, managers and employees will endeavour to reach consensus through the consultation process. We all have a duty of care to ensure that our health and safety responsibilities are met and the policy is enacted in this workplace. The following responsibilities are essential to the success of this policy:

3.1 Management Commitment

Managers and supervisors are responsible (within the scope of their authority and area of responsibility) for:

- Actively consulting with all stakeholders in the maintenance of a safe workplace;
- Integrating health and safety at work into all aspects of the workplace;
- The provision of appropriate resources to meet the objectives of this policy;
- Promoting communication about health and safety at work as a normal component of all aspects of work;
- Ensuring the provision of any safe machinery, tools and personal protective equipment if required; and
- Taking effective and timely action to ensure a healthy and safe workplace is maintained.

3.2 Employee Commitment

Employees are responsible for:

- Working, and encouraging others to work, in a healthy and safe manner;
- Cooperating with, supporting and promoting health and safety in the workplace;
- Reporting or rectifying any unsafe conditions that comes to their attention;
- Ensuring compliance with work health and safety instructions;
- Using personal protective equipment if the equipment is provided by the employer and the employee is properly instructed in its use; and
- Ensuring they do not wilfully place at risk the health and safety of any person, including themselves, at the workplace.

I/We have committed to this policy and its implementation to ensure a healthy and safe work environment.

Acknowledgement

I, _____ (full name) have read and understood the above information relating to this Health and Safety at Work Policy. I understand that this policy is binding on me but does not form part of my employment contract.

Signature of employee _____ Date _____

Signature of supervisor/manager _____ Date _____