



Occupational Health and Safety Policy

Date prepared: April 2013

Date reviewed: August 2015

Authorised by: Managing Director

1. Policy Statement

Hotelstaff Pty Ltd is committed to ensuring that as far as practicable all employees, contractors, subcontractor and volunteers work in an environment free from any hazard that may cause injury or may be detrimental to their physical or mental health.

Hotelstaff Pty Ltd is committed to meeting all of its obligations under the various occupational health and safety acts, codes of practices and standards.

Hotelstaff Pty Ltd is committed to ensuring organisation leaders, managers and all employees, contractors or subcontractors are educated and trained in the organisation's obligations, safe work practices, reporting hazards and what to do in the case of an accident or injury.

All employees, contractors and subcontractors and the executive are expected to commit to actively support all Occupational Health and Safety objectives and procedures of the organisation, take steps to prevent accidents and promote safe work practices across the organisation.

Hotelstaff Pty Ltd will ensure emergency procedures are in place for all areas where work is performed, training in emergency equipment is completed where appropriate and that appropriate signage is visible at all times.

Any protective equipment including clothing items will be made available to ensure all statutory requirements are met.

Hotelstaff Pty Ltd will ensure appropriate reporting procedures are in place, regular audits are completed and a formal process for review of all hazards, accidents and near misses occurs on a regular basis.

2. Scope

The scope of this policy applies to all employees, contractors, subcontractors and executive team members of Hotelstaff Pty Ltd when working with or representing Hotelstaff Pty Ltd.

It is expected that the Managing Director endorse and support this policy in the execution of their responsibilities.

This policy applies during all hours of work at Hotelstaff Pty Ltd as well as outside of working hours when dealing with team members and clients of the organisation including social engagements.

3. Application

In accordance with Occupational Health and Safety legislation Hotelstaff Pty Ltd will maintain appropriate information and documented records regarding employees, contractors, and sub-contractors health and safety, equipment upkeep and audit processes.

Hotelstaff Pty Ltd agrees to form a representational committee to monitor, review and analyse all records on a regular basis.

All employees, contractors or subcontractors must at all times have access to appropriate medical and first aid services. This includes having access to first aid kits and where appropriate trained medical personnel.

Proper fire and emergency procedures must be in place and all employees, contractors or subcontractors educated and trained regularly. A fire drill / evacuation must be held at least annually.

All Hotelstaff Pty Ltd work areas are smoke free.

Any employee using personal protective equipment or emergency equipment incorrectly or taking actions compromising the health or safety of another shall be subject to disciplinary action which may result in termination of the engagement agreement.

All employees, contractors, subcontractor and volunteers agree to comply with all occupational health and safety policies and procedures while working or volunteering with the organisation.

Where any duties performed require use of, or exposure to, chemicals or hazardous materials up to date Material Safety Data Sheets will be accessible at all times.

It is the responsibility of all employees, contractors or subcontractors not to wilfully place at risk any person within the workplace.

Where an injury does occur an Accident report must be completed and returned to the organisation within 24 hours of the accident. The process for reporting and managing an injury that occurs in the workplace are outlined in 'Had an Injury at Work?'

The Injury Register must be kept updated at all times.

Where a hazard has been identified or in the case of an injury the workplace manager is responsible for investigating the cause, assessing the safety of the workplace and implementing steps to rectify any potential further cause for injury before allowing an employee, contractor or subcontractor to return to the workplace.

All legislative signage will be displayed at all times and made accessible to all employees, contractors or subcontractors.

All documentation relating to an individual's injury and treatment are to be stored safely and securely in line with the organisation's Privacy Policy.

Any grievances or disputes that may arise surrounding occupational health and safety are to be handled as per the Grievance / Dispute Resolution Policy.

4. Related Legislation

Fair Work Act 2009 (cth)

Occupational Health and Safety Act 2004 – VIC

Occupational Health and Safety Act 1989 No 18 – ACT

Occupational Health and Safety and Welfare Act 1986 - SA

Work place Health and Safety Act 1995 – TAS

West Australian Occupational Health and Safety Act 1984 – WA

Occupational Health and Safety Act 2000 – NSW

Workplace Health and Safety Act 2007 – NT

Workplace Health and Safety Act 1995 - QLD

5. Related policies

Privacy Policy

Sexual Harassment Policy

Drug and Alcohol Policy

Grievance and Dispute Policy