

OCCUPATIONAL HEALTH AND SAFETY POLICY & PROCEDURE

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Occupational Health and Safety in the workplace

2. Scope

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

It is expected that the Executive 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 colleagues and clients of the organisation including social engagements.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

3. Definitions

Chemicals	includes all compressed gases, cryogenic liquids, dangerous goods, combustible liquids, hazardous substances, hazardous chemicals, paints, glues, solvents, fluxes, scheduled poisons, fuels, glues, laboratory chemicals, epoxy resins, thinners, cement powder and swimming pool and cooling tower water treatment chemicals.
Committee	to provide consultative forums of employees who share similar workplace health and safety concerns and conditions
Hazard	anything that has the potential to cause harm, injury, illness
Personal Protective Equipment (PPE)	worn by people to provide protection
Likelihood	the probability or frequency of an adverse event happening
Manual Handling	refers to the physical exertion required by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object
OHS risk	a description of the likelihood and consequence of a hazard causing an injury or illness. Refer to the Risk Management Procedure for risk matrix and ratings.
Risk analysis: Risk Assessment	a quantitative or qualitative method to rank a risk using a matrix the overall process of risk identification, risk analysis and risk evaluation

4. Policy Statement

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

Hotelstaff 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 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 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.

5. Procedures

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

Hotelstaff 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 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 Incident Report report must be completed and returned to the organisation within 24 hours of the incident. 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.

6. Guidelines

Worksafe Victoria, 'What to do if a worker is injured: A guide for employers',

<https://www.worksafe.vic.gov.au/resources/what-do-if-worker-injured-guide-employers>

7. Related Documents and Further Information

7.1. Legislation

Fair Work Act 2009 (cth)

Occupational Health and Safety Act 2004

Workplace Injury Rehabilitation and Compensation Act 2013

7.2. Documents

Privacy Policy

Bullying Policy

Employee Code of Conduct

Sexual Harassment Policy

Grievance and Dispute Resolution Policy

7.3. Links

Worksafe Victoria, 'Industry Guidelines: Hospitality', <https://www.worksafe.vic.gov.au/hospitality>

Safe Work Australia, 'Industry Guidelines: Food Services',

https://www.safeworkaustralia.gov.au/industry_business/food-services

8. Revision History

Effective	Version	Amendment
01/07/2014	1.0	Initial
07/05/2018	1.1	- Reformatted
28/05/2019	1.2	- Review – No Change, Reformatted
01/06/2021	2.0	- version disclaimer added, definitions added for clarity, guidelines and links added

9. Document Information

Effective	Version	Authorised
01/06/2021	2.0	SZPRINC, Nathan
Location	https://hotelstaf.sharepoint.com/sites/Hotelstaff-Shared/Shared Documents/Human Resources/Policies and Procedures/HOTELSTAFF Policy - Occupational Health and Safety.docx	