



OCCUPATIONAL HEALTH & SAFETY (OH&S) & ENVIRONMENTAL POLICY

The purpose of this policy is to outline the Occupational Health and Safety program at Mike Carney Toyota and to explain the responsibilities of Mike Carney Toyota, its managers, employees, contractors and visitors in relation to health and safety in the workplace.

Mike Carney Toyota seeks to maintain an effective Occupational Health and Safety program that recognises its obligations under relevant occupation health and safety legislation and all other relevant workplace injury management and workers compensation legislation, regulations and codes of practice.

Mike Carney Toyota is committed to:

- The understanding of risk management activities to adequately control risks to persons in the work environment
- Assessing and monitoring each workplace for OH&S and Environmental risks and compliance
- Establishing, documenting and maintaining practices and procedures to identify and manage OH&S and Environmental risks within the workplace and to minimise our impact on the environment and maintain a safe workplace
- Compliance with all relevant legislation and standards
- Ensuring plant, equipment and substances are safe and without risk to health when properly used
- Providing, monitoring and maintaining safe systems of work for the use, handling, storage and transportation of plant, equipment and substances
- Providing adequate facilities to protect the health, safety and welfare of all employees
- Providing information and supervision for all staff enabling them to work in a safe and healthy manner
- Consulting with all employees and contractors to enhance the effectiveness of the OH&S Management System

The Occupational Health and Safety Program

Mike Carney Toyota has set up a program of activities and procedures which will be continually reviewed and effectively carried out. This program relates to all aspects of occupational health and safety including:

- OH&S training and education
- Review of work design, workplace design and standard work methods
- Changes to work methods and practice, including those associated with technological change
- Safety rules, including penalties
- Emergency procedures and drills
- Provision of OH&S equipment, services and facilities
- Workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to employees

Everyone has a responsibility and a duty of care regarding health and safety in the workplace.

Responsibilities of Managers

Management has the responsibility to:

- Identify hazards, assess risk and implement control strategies to minimise risk of injury and property
- Ensure the relevant Acts & Regulations that apply to working conditions and the work environment are observed and enforced
- Encourage consultation in addressing safety issues
- Design, purchase, install and maintain a safe site and machinery
- Develop and implement safe systems of work
- Provide adequate safety information, training and supervision

Responsibilities of Supervisors

Supervisors have the responsibility to:

- Ensure that the workplace under their control is safe and without risks to health – the supervisor will always be held accountable for identifying any unsafe or unhealthy conditions or behaviours
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health
- Attempt to remedy all problems relating to occupational health and safety. If the supervisor does not have the authority to fix the problem, they will be held accountable for reporting the matter promptly – together with any recommendations for remedial action – to a manager who does have the necessary authority. The manager who does have the authority will be held accountable for taking prompt remedial action to eliminate any unsafe or unhealthy conditions or behaviours.

Responsibilities of Employees

All employees have the responsibility to:

- Adhere to safe work practices, instructions and rules
- Immediately report any unsafe work condition or equipment to management
- Not misuse, damage, refuse to use or interfere with anything provided in the interest of occupational health and safety
- Perform all work duties in a manner which ensures individual health and safety and that of all other employees
- Encourage fellow employees to create and maintain a safe and healthy work environment
- Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved