

OCCUPATIONAL HEALTH AND SAFETY POLICY

Hospitality Group Training is committed to providing a safe and healthy working environment for all employees in which they are not exposed to hazards. We will comply with all applicable legislation, codes of practice and Australian Standards. These standards will represent the minimum level to be achieved, however we will always strive to make our workplace standards even higher. *The General Manager is ultimately responsible for occupational health and safety and on a day-to day-basis this will be management's responsibility to carry out.*

To comply with the Occupational Health and Safety Act 1984 we will:

- Provide and maintain plant and systems of work so that employees are not exposed to hazards;
- Provide information, instruction, training and supervision to employees to enable them to perform their work in a manner such that they are not exposed to hazards;
- Consult and cooperate with employees regarding workplace health and safety;
- Where it is not practicable to avoid the presence of hazards, provide to employees adequate personal protective equipment and clothing;
- Ensure that the use, cleaning, maintenance, transportation and disposal of plant, and the use handling, processing, storage, transportation and disposal of substances is carried out in a safe manner;
- Report injuries as prescribed in the Act to the WorkSafe WA Commissioner within the required timeframe; and
- Ensure that all contractors maintain, as a minimum, our safety standards.

Consistent with the requirements of the Occupational Health and Safety Act 1984, our employees will:

- Take reasonable care to ensure their own health and safety at work;
- Take reasonable care to avoid adversely affecting the health and safety of other persons in the workplace;
- Follow all reasonable instructions given to them by their supervisors in the interests of health and safety. This includes the use of safety-related equipment;
- Use all personal protective equipment provided to them, in the appropriate manner, and immediately report any damage or deterioration in its condition;
- Report all hazards that could present a risk to themselves or other persons; and
- Report all incidents and injuries arising as a result of work activities, or that may impact on their work.