



Level35 Occupational Health & Safety Policy

Responsibility

This policy recognises that the health and safety of all Level35 employees and contractors within the home office environment is the responsibility of Level35 Management. In fulfilling this responsibility, Level35 Management has a duty to provide and maintain so far as is reasonably practicable, a working environment that is safe and without risk to health.

This includes:

- providing and maintaining safe plant and systems of work
- making and monitoring arrangements for the safe use, handling, storing and transport of plant substances
- maintaining the work place that is safe and without risks to health
- providing adequate facilities for the welfare of all employees and visitors
- providing such information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner

Level35 Management is responsible for the implementation and monitoring of this policy.

The health and welfare of all employees at their home office is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

In fulfilling the objectives of this policy, Level35 Management, is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

Duties

Level35 Management will take all reasonable practicable steps to provide and maintain a safe and healthy work environment for all employees, contractors volunteers and visitors.

Level35 Management is responsible for the effective implementation of the health and safety policy and shall:

- observe, implement and fulfil its responsibilities under the Occupational Health and Safety Act and regulations that apply within the state
- ensure that the agreed procedures for regular consultation between Level35 Management and those with designated and elected health and safety functions are followed
- ensure that all specific policies operating within the home office, are periodically revised and are consistent with health and safety objectives
- provide relevant information, training and supervision for all employees in the correct use of plant, equipment and substances used within the home office

- ensure that all employees, contractors and visitors inform Level35 Management of incidents and accidents occurring on the grounds so that health and safety performance can be accurately gauged

All Employees

- have a duty to take reasonable care of which they are capable for their own health and safety and of others affected by their actions of work
- should comply with the safety procedures and directions agreed between Level35 Management, volunteers and employees
- will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of volunteers and employees
- must act in accordance with agreed procedures for accident and incident reporting and report potential hazards to Level35 Management

Contractors

Outsourcing work to contractors does not remove an employer's occupational health & safety obligations.

Level35 Management shall, as far as practicable, ensure that a contractor and its employees:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work on the grounds and buildings also have obligations to ensure safe work practices and shall comply with the Policy.

The contractor and Level35 Management will complete a Job Safety Analysis. See Attachment No 1.

Contractors need to be:

- (i) Suitably experienced to perform tasks;
- (ii) In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;
- (iii) Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

Level35 Management has a list of contractors who regularly undertake maintenance or improvements. They and the quality of their work are well known to us.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other Contractors to carry out some of their work.

Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the school's environment.

Prior to the commencement of work the contractor shall

- Confirm with Level35 Management that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Provide copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure the workplace is free of hazards

Upon the completion of work Level35 Management will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

Level35 Pty Ltd.

2A Castle View, Maribyrnong Victoria, 3032