



## **Occupational Health and Safety Policy**

One Step Ahead Electrical is committed to a proactive and positive approach towards the management of occupational health and safety (OHS). We are committed to strive for excellence in a workplace where people are not at risk to an unsafe environment or work practices.

We acknowledge that all levels of management must show leadership on the introduction of health and safety policies and that this will actively contribute to an accident free workplace throughout the company – which is our ultimate goal.

Every endeavor will be made to prevent injuries/illnesses and maintain a healthy and safe environment, through establishing, maintaining and promoting HSE management systems and processes.

One Step Ahead electrical acknowledges the need for systems to be flexible and evaluated to ensure continuous improvement in HSE performance. One Step Ahead electrical seeks to eliminate exposure to risk and injury and to provide adequate procedures and systems of work which create and maintain a safe working environment. This includes the implementation of accident prevention programs and the provision of protective clothing and equipment(PPE).

Our employees have the responsibility of eliminating hazards and complying with instructions given to them and to work in a manner that does not endanger the health or safety of him/herself or any other person. This policy shall be reviewed approximately every 12 months at a meeting attended by management to ensure that it remains relevant and appropriate.

One Step Ahead electrical has an active Occupational Health and Safety System which conforms to the requirements of AS/NZS 4801:2001.

Our aim is to identify, document and implement mitigation measures for all environmental hazards and risks associated with our business activities; to maintain a Zero harm record; and to develop and

implement safe and environmentally responsible systems for all projects and works undertaken by the company.

#### **Environmental Management**

One Step Ahead electrical are committed, as far as is reasonably practicable, to minimize environmental harm that could occur during or as a result of plumbing and maintenance work undertaken at the request of a customer, but it is not intended to constitute a full environmental management system at this time.

#### **Rehabilitation Policy**

We are committed to the rehabilitation of our employees who may suffer an injury or illness arising through their employment. Plans and programs for the rehabilitation of an injured/ill employee will be developed in consultation with all relevant parties. The objectives of the Occupational Rehabilitation Policy are to:

- Ensure rehabilitation procedures and plans are commenced as soon as possible following illness/injury to provide a speedy recovery and avoid long terms problems.
- Provide alternative duties where it is practicable to do so.
- Encourage a positive work environment for any affected employee.
- Provide adequate and appropriate rehabilitation services where required.
- Ensure that participation in a rehabilitation program will not prejudice any injured/ill employee.
- Encourage communication between all parties in the treatment of the injured/ill employee.

Safety is the responsibility of us all and management and employees have an important role in ensuring the best possible outcome for any injured or ill employee. A total commitment to occupational rehabilitation will ensure the success of this policy. This policy and its requirements and procedures apply to all one step ahead employees and contractors.

Signed:

Date: 23/03/18

Print name: Craig Niles