

HEALTH & SAFETY POLICY

Trade Assist is committed to providing a safe and healthy working environment for our employees, contractors and visitors. Trade Assist specifically recognises its duty under the law to eliminate injury, illness and risk in the workplace as far as is reasonably practicable and as such is committed to ensuring:

- Health and safety is integrated into our regular operations and activities
- Management are held accountable for their health and safety performance within their delegated level of responsibility and against established performance objectives and targets
- Best practice principles are applied and statutory requirements are fulfilled. In particular, meeting the obligations of the Health and Safety at Work Act 2015, and all other relevant and applicable regulations and codes of practice as far as is reasonably practicable
- Adequate instruction and information is given to employees and contractors on safe working procedure
- Employees and contractors are informed of any hazard to their well-being or health that may be known to be associated with the work in which they are involved
- Employees understand their duty of care to work in a safe manner, to report health and safety incidents and to correctly follow safe systems of work
- Regular communication and consultation occurs with employees at all levels, and where necessary with contractors, to ensure health and safety standards are maintained to the highest practicable level
- Accurate reporting of all workplace incidents and injuries in a timely manner.
- A safe and healthy work environment is maintained by assessing and effectively managing the risks which arise from our activities, products and services through the application of effective risk management strategies and practices
- Procedures are in place to support the safe and early return of injured employees

Responsibilities

Management are responsible for ensuring that they:

- Acquire and keep up-to-date knowledge of health and safety matters
- Maintain an understanding of the nature of the operations of the business or undertaking and generally of the hazards and risks associated with those operations
- Ensure that Trade Assist has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety
- Ensure appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- Deal with health and safety issues raised by employees and contractors in accordance with the procedures set out here
- Consult with employees and contractors on issues that may affect their health and safety
- Ensure that all employees, contractors and visitors receive a safety induction that includes information pertaining to emergency response procedures
- Ensure that employees and contractors receive the appropriate information, instruction, and training necessary for them to perform work safely and information on the hazards to which they are exposed

- Ensure that the work environment and equipment provided are safe and suitable for the types of work to be carried out
- Counsel workers regarding safety compliance as required
- Assist injured workers to return to work in a safe and timely fashion
- Ensure that all occupational injuries, illnesses and near misses that are reported are investigated allowing for corrective measures to be undertaken, preventing recurrences and reducing risk

Employees, contractors and visitors have a duty to look after their own health and safety and the safety of others in the workplace. Workers have a responsibility to:

- Comply with health and safety instructions, policies and procedures including safety manuals and handbooks
- Report any hazards, incidents or near misses to a manager/delegate
- Take action to avoid, eliminate or minimise hazards
- Make proper use of all safety devices and personal protective equipment (where applicable)
- Comply with the instructions given by emergency coordinators such as emergency personnel and first aiders
- Not wilfully or negligently placing at risk the health and safety of any person
- Seek information, training or advice where necessary before carrying out new or unfamiliar work
- Familiarise themselves with emergency and evacuation procedures for their workplace

Health and Safety Representatives

Trade Assist liaise regularly with employees on Health and Safety matters and have a robust health and safety consultation and communication policy. That said, given the nature of Trade Assist’s business, they have determined it would be appropriate to establish Health and Safety Representatives on site and undertake monthly Health and Safety Committee meetings.

Document Management

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