

WORK HEALTH AND SAFETY POLICY

TRAVHOTEC PTY. LTD.

This policy:

- shows the commitment of the management and workers in this workplace to health and safety
- aims to remove or reduce risks to the health and safety of all workers, contractors and visitors to this workplace and anyone else who may be affected by our operations
- aims to ensure all work activities are done safely
- recognises that health and safety is most effective when a collaborative approach is used to identify and solve problems
- commits to continuously improving work health and safety by addressing hazards and reviewing outcomes.

The Person Conducting a Business or Undertaking (PCBU) must:

- ensure their responsibilities under the *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulations 2012 (SA)* are met
- take reasonable steps to provide and maintain a safe working environment, plant and substances in a safe condition, and facilities for the welfare of all workers
- provide ways for workers to be informed about and involved in health and safety issues at work
- provide information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health and safety
- conduct regular workplace inspections
- ensure this policy and all safe work procedures are kept up-to-date.

Workers must:

- take reasonable care for their own health and safety, and ensure that their acts or omissions do not adversely affect the health and safety of others in the workplace
- follow reasonable instructions given by the PCBU to protect their health and safety
- identify and report any workplace incidents or hazards to their supervisor
- not willfully interfere with or misuse items or facilities provided.

Visitors and contractors must:

Date:

Signed:

Date to be reviewed: