

## **WORK HEALTH AND SAFETY POLICY**

Aster Services provides multi-disciplined services to a wide range of clients. Our policy is to promote the health, safety and welfare of the company's employees, contractors, clients, visitors and the general public in accordance with the legislative requirements of the NSW WHS Act 2011, WHS Regulation 2011 and all relevant Codes of Practice and Standards.

In support of this policy, Aster is committed to the following health and safety objectives:

- Compliance with all applicable health and safety legislation and requirements
- Implementation of a formal Occupational Health and Safety Management System that meets the requirements of AS 4801:2001
- In consultation with staff, to identify any foreseeable hazards that may arise in the workplace
- In consultation with staff, to assess the risk of harm arising from identified hazards as per AS/NZS ISO 31000:2009 Risk Management Principle and Guidelines
- To identify and put in place the actions necessary to eliminate or control risks
- Promotion of a safety conscious culture throughout the organization
- Provision of appropriate information, instruction and training in health and safety
- Development of safe working practices
- To establish, set and measure targets and objectives for continual safety improvement

### **Actions and Responsibilities**

Every person has a fundamental duty to ensure the health and safety of themselves and others at work and as such -

The Executive Director will:

- Provide the strategic direction, resources and support required to meet the organisation's safety obligations
- Managers and supervisory staff must:
- Implement, promote and maintain WHS systems
- Actively consult with employees and contractors on safety issues
- Maintain information and records relating to the health and safety of employees

Employees must:

- Cooperate in the process of safety management
- Follow WHS procedures and systems
- Identify and report hazards
- Participate in WHS consultation and training
- Take action necessary to eliminate or minimize hazards

This policy is approved and issued by the Executive Director of Aster Services



**Michael Walshe**  
**Executive Director**  
**10 March 2014**

System	Issue Date	Version No.	Any printed copy is considered an <b>uncontrolled</b> document
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