

PROCEDURES MANUAL

1.3.2 WORKPLACE HEALTH AND SAFETY POLICY

Q One Property Services is committed to the health and safety of all workers and others that may be affected by our work activities. This includes the elimination of workplace injury and illness by complying with WHS legislation, health department requirements, demonstrating due diligence and the application of best practice strategies for the cleaning industry.

This is achieved through:

- Complying with statutory requirements, codes, standards including ISO45001:2018 and guidelines;
- Setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services;
- Defining roles and responsibilities for occupational health, safety and environment.

Strategies will include:

- Continuously improve the effectiveness of the Safety Management System;
- Monitoring progress toward achieving our quality objectives through the use of the Incident / Improvement Report system and quarterly Improvement Review Meeting and taking further preventative actions, as necessary;
- We will set and regularly review quality objectives which are measurable, realistic and achievable;
- Ensuring occupational health and safety management principles are included in all organisational planning activities;
- Providing ongoing education and training to all of our employees;
- Consulting with employees and other parties to improve decision-making on occupational health and safety matters;
- Ensuring incidents are investigated and lessons are learnt within the organisation and providing an emergency response program;
- Providing enough resources to ensure occupational health, safety and environment is a central part of the organisation;
- Ensuring effective injury management and rehabilitation is provided to all employees;
- Provision of adequate facilities for the welfare of workers.

Managers and supervisors have the responsibility for implementing this and other policies as an integral part of their accountabilities; they may delegate their WHS duties and activities, but not abdicate their responsibilities.

Workers have an obligation to take reasonable care of the health and safety of themselves and others, and to cooperate and comply with reasonable policy, procedures and instructions.

The Work, Health and Safety Policy shall be reviewed at least annually in consultation with staff.

Q One Property Services
Director

Signed: _____

Date: _____

25/1/22