

Purpose

Emprevo will apply specific processes aimed at ensuring that risks to the health and safety of employees, contractors and members of the public are minimized while they are at Emprevo.

Scope

Emprevo recognises that health and safety is vital to the combined well-being of our employees, contractors, residents and visitors and contributes to continuous improvement. Residential Manager seeks to develop a co-operative, consultative relationship with all our employees and contractors to achieve the highest standards of Occupational Health and Safety, which regard this as of equal importance to our other objectives.

To this end, Emprevo acknowledge that:

- › Management (both internally and that of our customers) have a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to health, and will:
 - Fulfil its responsibility under the OHS Act and Regulations and take practical steps to provide and maintain a safe and healthy work environment for all employees & contractors
 - Undertake regular assessments of OHS and consult with employees and contractors on all OHS matters
 - Provide applicable information, instruction, training, measurable targets and supervision to all employees
 - Ensure that specific policies are periodically reviewed and that they remain consistent with current legislation and company health and safety objectives
 - Ensure continuous improvement in OHS management systems, policies, procedures and practices.
- › Employees and contractors have a duty to take reasonable care for their own health and safety and of others affected by their actions at work and must:
 - At all times comply with and maintain all safety procedures and directives as agreed to between management and employees
 - Ensure that all items or facilities that are provided in the interest of health and safety are correctly used and not interfered with or misused
 - Report all incidents/accidents to their supervisors/managers, and Emprevo consultant.

Communication

Emprevo is committed to encouraging consultation and cooperation between management and its employees. It will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to all staff in a timely manner.

Occupational health & safety checklist – client sites

OH&S Risk Management Checklists will be maintained for each client by the designated person for each department (refer OH&S Risk Management Checklist – SS Procedures).

Reporting

If an employee or a Supervisor/Manager (Client) contacts us regarding an injury of an Employee, request a copy of their completed Incident Report. The consultant will also complete an Emprevo Incident Report form accurately detailing the Employee's details, the nature of their injury, medical treatment and supervisor details at the site. If an Employee wishes to make a WorkCover claim the consultant should provide them with a Workers Injury Claim Form. The WorkCover Manager will manage all claims after the initial reporting has been completed by internal staff.

Related policies

- › WorkCover

Related forms

- › Risk Management Checklist
- › Emprevo Incident Report Form
- › Workers Injury Claim Form