



REID
INDUSTRIAL
GRAPHIC PRODUCTS
PTY LTD

ABN 13 062 533 822

HEALTH & SAFETY POLICY

This policy recognises that Reid Industrial Graphic Products is responsible for the health and safety of all employees in the workplace. In fulfilling this responsibility we have a duty to provide and maintain a working environment that is safe and without risks to health.

To meet the objectives of this policy, we are committed to regular discussions with employees to ensure that health and safety issues are regularly reviewed. Health and safety is most effective when a joint owner/ manager and employee approach is used to identify and solve problems.

Owner/Manager/Supervisor must ensure:

- *Effective implementation of this policy.*
- *Their responsibilities under the OHS Act and Regulations are met.*
- *Agreed procedures for regular discussion between the owner/manager and employees are followed.*
- *Regular workplace inspections are conducted.*
- *Information, training and supervision for all employees in the correct use of plant, equipment, chemicals and other substances used, is provided.*

Employees:

- *Have a duty to take care of their health and safety and that of others.*
- *Must comply with safety procedures and directions.*
- *Must not wilfully interfere with or misuse items or facilities provided in the interest of health and safety.*
- *Must inform the business owner of dangers and accidents and near accidents occurring at the workplace.*

Visitors and contractors:

- *Must not put themselves or any of our employees at risk.*
- *Must abide by our safety policy and rules.*
- *Must not enter restricted areas without permission.*

This policy will be regularly reviewed in the light of changes to the workplace and changes in legislation.

Management seeks cooperation from all employees in realising our health and safety objectives and creating a safe work environment.

Clem Johnson

Director

Reid Industrial Graphic Products

28th January 2016