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## Work Health and Safety Policy

### 1. Purpose

- 1.1 JPJ Audio Pty Ltd ('JPJ Audio') is committed to providing a safe working environment for employees, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.
- 1.2 JPJ Audio undertakes to review this Policy on a yearly basis to take account of changes in legislation, activities, services and products.

### 2. Commencement of Policy

- 2.1 This Policy will commence 1<sup>st</sup> March 2019, and replace all other work health and safety policies (whether written or not).
- 2.2 This Policy will be reviewed, by the authorised party (Human Resources), 12 months following the commencement date stated in clause 2.1.

### 3. Application of Policy

- 3.1 This Policy applies to:
  - a) employees (whether full-time, part-time or casual) and persons performing work at the direction of, or on behalf of JPJ Audio (for example contractors, subcontractors, consultants, temporary staff) collectively referred to in this Policy as 'workplace participants'.
  - b) JPJ Audio workplaces and other places where workplace participants may be working/representing JPJ Audio for example, when working at a venue or discussing services with a customer/client (collectively referred to as 'workplace').
- 3.2 This Policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for services.

### 4. Work Health and Safety Objectives

- 4.1 JPJ accepts responsibility for implementing and maintaining Work Health and Safety (WHS) Policy. The Policy and WHS objectives will ensure:
  - a) workplace participants are trained on health and safety matters relevant to their work;
  - b) contractors are fully aware of the hazards associated with their work and implement appropriate hazard control measures;
  - c) managers, supervisors, employees and other persons are inducted and are held accountable for enacting their roles and responsibilities as defined in his/her Position Document;
  - d) we provide a safe and healthy work environment for our workplace participants;
  - e) we provide safe and healthy methods of work;
  - f) we comply with relevant laws, rules, standards and codes of practice;
  - g) consultation with workplace participants is undertaken on matters related to health and safety as per the WHS Consultation Policy;
  - h) we continually monitor and improve work health and safety; and,
  - i) we identify and eliminate or reduce hazards and risks to health and safety.

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## **5. Health and Safety System**

5.1 The Work Health and Safety system relates to aspects of health and safety including:

- a) exercising due diligence;
- b) health and safety training and education;
- c) adopting a risk management approach to manage health and safety risks;
- d) consultation with workplace participants on matters related to health and safety;
- e) emergency procedures;
- f) defined WHS responsibilities;
- g) incident / accident reporting; and,
- h) management of injured workplace participants.

## **6. Management Responsibilities**

6.1 Officers, Managers and Supervisors are responsible and accountable for the safety of workplace participants and company property under their control so far as reasonably practicable. Managers and Supervisors are responsible for ensuring policies, procedures, safe work practices and safe work procedures are followed.

## **7. Employee Responsibilities**

7.1 Employees are required to comply with the health and safety legislation and JPJ Audio policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Workplace participants must report hazards and incidents to their manager as soon as practically possible to ensure their own health and safety and the health and safety of others.

## **8. Contractors**

8.1 Contractors engaged to perform work for JPJ Audio are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of JPJ Audio as they relate to work health and safety and to observe direction on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.



Chief Executive Officer

11<sup>th</sup> November 2016

Date