



WORKPLACE HEALTH AND SAFETY (WHS) POLICY

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Table of contents

Application of this policy.....	3
Policy aim	3
Policy scope	3
Head office and store managers	3
Department managers, supervisors and team leaders	4
Employees.....	4
Policy review.....	4

Application of this policy

This policy applies to all employees while they are in a workplace under the management and control of the Kingfisher Garden Centre or using or handling business plant or substances and/or performing work in the conduct of the business (including at a site away from their usual workplace).

Policy aim

Kingfisher Garden Centre is committed, so far as practicable, to providing and maintaining a working environment that is safe and without risks to health. This commitment is based upon the belief that workplace-related accidents, injuries and illnesses can be prevented.

To achieve this, Kingfisher Garden Centre will ensure

- (a) provision and maintenance of plant and systems of work that promote safety and minimise risks to health.
- (b) provision of systems which maximise safety in connection with the use, handling, storage and transport of plant and substances
- (c) maintenance of all sites to a standard which maximises safety and minimises risks to health
- (d) provision of adequate facilities for the welfare of employees at any site
- (e) provision of such information, instruction, training and supervision of employees as are necessary to enable employees to perform their work in a manner that is safe and without risks to health
- (f) that health and safety systems are continuously monitored, improved and regularly audited.
- (g) Kingfisher Garden Centre welcomes employee input into safety systems.

Policy scope

The following people have responsibility for administering the WHS policy.

Head office and store managers

- Take all reasonable steps to ensure compliance with WHS requirements and this policy, so far as is reasonably practicable.
- Ensure the provision of a safe working environment and safe systems of work within the place under your management.
- Monitor changes in WHS legislation and assist staff to keep abreast of such changes.
- Assist department managers to fulfil their duties under Acts and regulations in their areas of operation.
- Develop policies and procedures in line with company policy.

- Ensure the auditing of hazard register and Safety Data Sheets for all hazardous substances within the organisation.
- Arrange for the investigation of accidents, incidences and 'near misses' and, where appropriate, report to the relevant authorities.
- Provide suitable assistance to inspectors and auditors from government and regulatory authorities during site visits.

Department managers, supervisors and team leaders

- Take all reasonable steps to ensure compliance with WHS requirements and this policy as soon as practicable.
- Provide information, training and supervision for all employees in the correct use of plant, equipment and substances within their area of operation.
- Rectify any identified hazards, investigate hazards reported and conduct regular, formal WHS workplace audits.

Employees

You are responsible for ensuring that your own work environment is conducive to good occupational health and safety by:

- complying with occupational health and safety policies, procedures and instructions
- taking care of your own health and safety and the health and safety of others who may be affected by your actions
- taking action to avoid, eliminate or minimise hazards
- reporting all known or observed hazards to the appropriate person
- reporting immediately any work-related injury or 'near-miss' incident to the appropriate person
- actively participating in the management of WHS risks
- not wilfully placing at risk the health, safety or wellbeing of others at the workplace
- being familiar with emergency and evacuation procedures and cooperating with directions from emergency or evacuation wardens.

Kingfisher Garden Centre will ensure the people mentioned above have sufficient training and supervision to be involved in managing WHS.

We will verify that these people are discharging their responsibilities.

We will monitor and review the effectiveness of measures implemented to control WHS risk and we will measure the effective operation of the system.