



## Work Health & Safety (WHS) Policy

CVGT Australia (herein referred to as CVGT) acknowledges its moral and legal responsibility to provide a safe and healthy work environment for all of its workers, contractors, customers and visitors, in accordance with the Victorian Occupational Health and Safety Act (2004,) and the Work Health & Safety Acts of NSW (2011), Queensland (2011) and South Australia (2012). This commitment extends to ensuring the organisation's operations do not place the local community at risk of injury or illness. By providing WHS leadership and commitment to the employment & training sector, CVGT aims to maintain its WHS focus in all areas of business.

While CVGT recognizes that management has the overall responsibility to ensure a safe workplace, each management representative will be held accountable for implementing WHS in their area of responsibility. These responsibilities will broadly encompass:

- Providing supervision to ensure CVGT workplaces are maintained in a safe condition as far as reasonably practicable which includes the monitoring of Host employer worksites
- Ensuring compliance with legislation and 'state of knowledge' standards and Compliance Codes
- Ensuring all WHS policies and procedures are implemented, adhered to and actively promoted in the workplace
- Providing the resources to meet their staff WHS commitments
- Providing instruction and training to ensure workers, contractors and customers can undertake activities at CVGT in a safe manner
- Acknowledging the importance of consultation to resolve identified WHS issues

Further, CVGT has an expectation that all workers, contractors and customers will:

- Follow all WHS policies and procedures applicable in the workplace including workplace activities
- Report all hazards to their supervisor, Manager or Health & Safety Representative
- Protect their own health and safety and that of fellow workers
- Take reasonable care that his or her acts or omissions do not adversely affect the health & safety of others
- Comply with any reasonable instruction given by the person conducting the business or undertaking (formally referred to as the employer)
- Participate in WHS training, programs and meetings as required
- Participate in the resolution of Health & Safety issues

CVGT's current WHS Management system will be measured and strengthened by:

- Following best practice and implementing continuous improvement strategies wherever and whenever possible
- Annually reviewing, amending and redistributing WHS policies / procedures and resources
- Undertaking regular audits of the WHS Management system in accordance with AS / NZS 4801 : 2001 and identified risks to Health & Safety within the workplace
- Targeting & monitoring hazards, injuries and accidents in the workplace to ensure preventative actions are implemented
- Raising the awareness of WHS in all facets and programs of the business function
- Managing WorkCover claims to minimize WorkCover premium costs to the organisation
- Ensuring that company Strategic Plans, Business Plans and the company's Balanced Scorecard has WHS targets firmly embedded
- Providing employees/workers with training opportunities relating to WHS


This policy will be reviewed annually through consultative processes in the light of legislative, corporate and industry best practice developments. It is authorized by the Chairman of the Board of Directors and the Chief Executive Officer and will be displayed at all CVGT branches and on the CVGT Intranet.



Chairman- Board of Directors

29.11.2013

Date

  
Chief Executive Officer

28.11.2013

Date