

## PICKLES WORK HEALTH SAFETY POLICY

### 1.0 Purpose

Pickles being a Person Conducting Business or Undertaking (PCBU), in accordance with the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011 will protect the health, safety and welfare of workers and other visitors who are in the workplace. To ensure compliance and in order to implement this policy, a management system will be implemented which will include policies and procedures, to be followed, reviewed and modified.

The Pickles Work Health and Safety Management System will address all aspects of work, health and safety including but not limited to:

- Workplace Consultation;
- Work Health and Safety information, training and supervision;
- The Risk Management Process and systems;
- Roles and responsibilities;
- Review of work methods and practice when required;
- Emergency procedures and drills;
- Providing Work Health and Safety equipment, training, services and facilities, including personal protective equipment (PPE);
- Workplace inspections and evaluations;
- Reporting and recording of incidents and injuries;
- Injury management, rehabilitation, suitable duties and return-to-work; and
- Planning, Implementation, Measurement, Evaluation and Management Review of Work Health and Safety.

### 2.0 Scope

This Work Health and Safety policy applies across the organisation of Pickles and all Branches and sites which are under control of Pickles. Subcontractors, vendors, buyers and all visitors must comply with this policy.

### 3.0 Objectives and Targets

Pickles through continuous improvement, system reviews and regular workplace audits will work towards a zero harm workplace and the elimination of all work related injury and illness. To achieve these goals Pickles will continue its cultural change and continue to measure workplace objectives and report on safety targets. A reduction in workplace injuries, lost time injuries, workers compensation claims and early return to work will ensure the objectives and targets are continually reached.

### 4.0 Roles and responsibilities

#### 4.1 Officers and Supervisors

- Develop and implement procedures;
- Investigate reported hazards and injuries and make appropriate corrective action;
- Make sure equipment is safe and properly maintained
- Identify hazards, assess risks and eliminate or control risks;
- Provide and implement emergency procedures;
- Provide first aid kits, facilities and trained first aid personnel;
- Make sure work areas are kept safe and free from hazards;
- Provide the necessary information, instruction, training and supervision to all workers;
- Keep up to date with changes in Work Health and Safety legislation and standards, update procedures accordingly and provide all workers with updates;
- Make sure workers compensation insurance is up to date and procedures for prompt rehabilitation is provided to workers;
- Have a return to work program;
- Make sure contractors comply with the current statutory safety standards;
- Provide the training and facilities for the safe handling, storage and transport of plant, equipment and hazardous substances;
- Provide safety equipment and personal protective equipment (PPE) to comply with Australian Standards and make sure it is worn;
- Consult with workers about Work Health and Safety matters so workers can contribute to decisions effecting their health, safety and welfare;
- Keep up-to-date records of all injuries and make sure correct procedures are followed and appropriate forms filled out; and

# Pickles

- Review Work Health and Safety management system and procedures regularly and make appropriate changes.

## 4.2 All Workers

- Work in a safe manner to protect their own health and the health and safety of other persons in the workplace;
- Participate in Work Health and Safety consultation, procedures, training and wear appropriate personal protective equipment and clothing provided;
- Cooperate with Pickles in their efforts to comply with Work Health and Safety requirements by following the safety procedures, using equipment properly, keeping work areas clean and tidy and evacuating when told;
- Report all hazards, incidents, accidents, near misses, injuries and illness
- Participate in rehabilitation and return to work on suitable duties.

## 4.3 Subcontractors

- Take work in a safe manner to protect their own health and safety and the health and safety of others in the workplace;
- As part of their contract, comply with Work Health and Safety policies, procedures and programs; and
- Observe directions on health and safety from officers, supervisors or Health and Safety Representatives (HSR) appointed by Pickles at various branches.

## 5.0 Related Documentation

How to Manage Work Health and Safety Risks Code of Practice 2011  
Managing the Work Environment and Facilities Code of Practice 2011  
Work Health and Safety Act and Regulations 2011

This Work Health and Safety policy will be reviewed by the Executive on an annual basis.



**Chief Executive Officer**  
**PICKLES**  
**1 September 2018**

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