Policy Rationale

- This policy recognises that CCAE 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.

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

Procedure – Management Responsibility

- Is responsible for the effective implementation of this policy.
- Must fulfil their responsibilities under the Acts and Regulations that apply.
- Must ensure that the agreed procedures for regular discussion between the owner/manager and employees are followed.
- Must make regular workplace inspections.
- Must provide information, training and supervision for all employees in the correct use of plant, equipment, chemicals and other substances used.

Procedure – Employee Responsibility

- Have a duty to take care of their own 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.

Procedure – Visitor and Contractor Responsibility

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

Evaluation

This policy will be reviewed bi-annually.