



Crown Security (WA) Pty Ltd  
1-10 Mercer Lane  
Joondalup  
Western Australia 6027

## **Occupational Safety and Health (OSH)**

In accordance with the Western Australian Occupational Safety and Health Act 1984 and supported by the Occupational Safety and Health Regulations 1996 and applicable statute.

# **Policy Document**

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## Organisation commitment

Crown Security (WA) Pty Ltd is committed to ensuring the safety, health and welfare of its employees and any other people who may be affected by Crown Security (WA) Pty Ltd operations. In securing workplace safety and health, this organisation promises to pursue 'best practice' in OSH and to fulfil its statutory duties with regard to OSH at all times.

## Resources

Resources in terms of personnel, time, effort and financial outlay commensurate with the priority which Crown Security (WA) Pty Ltd places on occupational safety and health will be made available in order to:

- Comply with all relevant legislation, and
- Ensure the safety and health of employees and others.

Where necessary, external consultants will be engaged to ensure that workplace safety and health is appropriately managed.

## OSH priorities

As priorities, this organisation will ensure that:

- an effective OSH program is introduced and maintained to ensure that all workplace hazards are identified, the associated risks assessed and appropriate measures introduced to control these risks
- once established, the OSH program is monitored and reviewed to take account of changing conditions and circumstances
- appropriate records are kept in relation to the risk management program
- employees, others and their representatives are consulted on OSH issues relevant to them
- all relevant documentation relating to OSH issues are made available to employees, others and their representatives and appropriate confirmation obtained
- it observes best practice standards with regard to the safety of its operations
- all work systems, plant and substances are subjected to testing and comprehensive risk management processes, prior to their introduction
- all necessary registration, certification and licensing requirements are complied with
- all necessary inspections, maintenance, repairs, cleaning, modifications and housekeeping are undertaken in a timely manner

- tasks requiring specific qualifications, skills or experience are only undertaken by those competent to do them
- all employees, others and contractors are appropriately trained, supervised and provided with adequate information to undertake their duties safely and without risk to health
- all visitors to the workplace are briefed on safety procedures, provided with identification badges (where appropriate) and any necessary protective equipment, and are effectively supervised to ensure workplace safety and health
- appropriate means are provided to prevent visitors and other unauthorised people from entering restricted areas or parts of the workplace where they may be at risk, or endanger others' safety and health
- any personal protective equipment needed to secure safety and health is provided free of charge and employees and other relevant people (such as contractors) are adequately instructed in its proper use, maintenance and storage
- accidents, incidents and near misses (as owned) are reported; the circumstances of the accident, incident or near miss are investigated and recorded; and measures taken to prevent a recurrence

and,

- this policy is regularly monitored and progressed, in the light of legislative, best practice or organisational changes.

## **Organisational responsibilities**

In order to ensure that safety and health is successfully managed within Crown Security (WA) Pty Ltd, the following responsibilities have been allocated.

### **I. Senior management**

The Director accepts overall responsibility for the effective management of workplace safety, health, and welfare within Crown Security (WA) Pty Ltd areas of statutory responsibility.

### **II. Duties of Organisation management**

Management at all levels are responsible, within the scope of their authority, for ensuring that:

- the objectives of this policy are integrated into work practices
- the tasks required for the successful implementation of this organisation's risk management program are undertaken
- employees and others are consulted on workplace safety and health matters which may affect them

- communication on OSH issues is promoted as a normal component of work
  - all plant, substances and work systems used are suitable for their intended purpose in the workplace and meet statutory safety requirements
  - adequate training, information, instruction and supervision are provided, so that work is conducted safely
  - contractors and visitors are made aware of safety procedures
  - immediate and appropriate steps are taken to investigate and rectify any risks to safety and health, arising from work activity
  - the attention of management is promptly brought to any relevant safety and health issues
  - all accidents and near misses are properly recorded and reported, and an investigation is carried out to determine causal factors,
- and,
- safe access to, and egress from, the workplace is maintained at all times.

### **Duties of employees and others**

Employees and others are responsible for:

- carrying out their duties in a manner which does not adversely affect their own safety and health or that of others
  - cooperating with measures introduced in the interests of workplace safety and health
  - undertaking any training provided in relation to OSH
  - immediately reporting all matters which may affect workplace safety and health
  - correctly using any information, training, personal protective equipment and safety devices provided
  - refraining from intentionally misusing or recklessly interfering with anything that has been provided for safety and health reasons
- and
- undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

### **Duties of the OSH Team**

The OSH Team has a duty to:

- promote fulfilment of this policy's objectives
- support the successful implementation of the safety management program and facilitate consultation on OSH matters plus other areas as defined.
- encourage cooperation with agreed OSH measures and objectives
- immediately report any issue which may affect workplace safety and health, participate and cooperate in workplace investigations into accidents, incidents or near misses.

## OSH assistance

Competent persons have been appointed to assist this organisation in meeting its safety and health obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the OSH policy is being adhered to.

The job titles, names, locations and contact details of these people are listed below:

⇒ **OSH Chairperson**

Name: Steve Aldridge

Location: Crown Security, 1-10 Mercer Lane Joondalup WA 6027.

Contact details: Phone: 9301 2220, fax: 9301 2224, mob: 0411 760 402, [steve@crown-security.com.au](mailto:steve@crown-security.com.au)

⇒ **OSH Co-ordinator / Vice OSH Chairperson**

Name: Nicholas Brien

Location: Crown Security, 1-10 Mercer Lane Joondalup WA 6027.

Contact details: Phone: 9301 2220, fax: 9301 2224, mob: 0403 463 407

⇒ **Assistant OSH Co-ordinator**

Name: Steve Smith

Location: Crown Security, 1-10 Mercer Lane Joondalup WA 6027.

Contact details: Phone: 9301 2220, fax: 9301 2224, mob: 0411 760 403, [ssmith@crown-security.com.au](mailto:ssmith@crown-security.com.au)

⇒ **Safety Advisor**

Name: Graham Forman

Location: Hawk Safety Advisory Solutions, Level 2, 52 Davidson Terrace, Joondalup. WA 6027.

Contact details: Phone: 9301 4274, fax: 9300 4470, mob: 0438 694 414, [gforman@bigpond.net.au](mailto:gforman@bigpond.net.au)

⇒ **First Aid Co-ordinator**

Name: Jean Aldridge

Location: Crown Security, 1-10 Mercer Lane Joondalup WA 6027.

Contact details: Phone: 9301 2220, fax: 9301 2224, mob: 0403 463 410, [admin@crown-security.com.au](mailto:admin@crown-security.com.au)

⇒ **Fire Representative**

Name: Jean Aldridge

Location: Crown Security, 1-10 Mercer Lane Joondalup WA 6027.

Contact details: Phone: 9301 2220, fax: 9301 2224, mob: 0403 463 410, [admin@crown-security.com.au](mailto:admin@crown-security.com.au)

⇒ **Welfare / Rehabilitation Contact**

Name: Jean Aldridge

Location: Crown Security, 1-10 Mercer Lane Joondalup WA 6027.

Contact details: Phone: 9301 2220, fax: 9301 2224, mob: 0403 463 410, [admin@crown-security.com.au](mailto:admin@crown-security.com.au)

⇒ **Assistant Welfare / Rehabilitation Contact**

Name: Steve Smith

Location: Crown Security, 1-10 Mercer Lane Joondalup WA 6027.

Contact details: Phone: 9301 2220, fax: 9301 2224, mob: 0411 760 403, [ssmith@crown-security.com.au](mailto:ssmith@crown-security.com.au)

## Special Arrangements

### **First aid**

Crown Security (WA) Pty Ltd will maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements. The identities of first aid personnel will be displayed throughout the workplace. (See also separate first aid policy.) - TBD

### **Emergency procedures**

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety. The manager is responsible for ensuring that all employees, sub contractors and visitors within the area are informed of, and are fully conversant with, emergency procedures.

Periodic evacuation drills will be conducted in accordance with legislative requirements. All emergency personnel will be given adequate instruction and training to ensure their effectiveness. (See separate emergency procedures and fire safety policies, depending upon worksite.) - TBD

### **Health surveillance and workplace monitoring**

Crown Security (WA) Pty Ltd will ensure that health surveillance of individuals, and workplace monitoring, are undertaken in accordance with legislative requirements and specific professional advice in order to ensure that work-related hazards are identified and appropriately managed. The confidentiality of medical records will be protected.

### **Information and communication**

Crown Security (WA) Pty Ltd will ensure that appropriate and relevant information relating to safety, health and welfare at the workplace is disseminated to staff, Organisations and relevant non-employees (such as contractors). Statutory notices will be displayed throughout the workplace.

Crown Security (WA) Pty Ltd's OSH committee will meet regularly. Prior notice of the agenda and committee resolutions will be publicised in the workplace.

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Signed:

Steve Aldridge

Managing Director

Crown Security (WA) Pty Ltd

Date: \_\_\_\_\_ 1<sup>st</sup> Review Date: \_\_\_\_\_

