

## **Purpose**

This policy exists to establish the requirements for compliance to the Workplace Health and Safety Acts in each respective state as required to be met by Omni-Com.

This policy applies to all employees, sub-contractors and vehicles being operated (irrespective of size) and associated activities including the scheduling, loading, movement and maintenance of any vehicle.

## **Commitment**

Omni-Com Management is committed to:

- Providing leadership to comply with all requirements of various legislations.
- Ensuring appropriate training is available to all staff to undertake all duties.
- Ensure effective emergency response plans are in place and acted upon when needed.
- Ensure there are established procedures when work is deemed unsafe and processes to handle the situation.
- Ensure the health and safety of the workforce is considered prior to the commencement of any works.
- Ensure that risk assessments are undertaken and reviewed on a tri-yearly basis or as the equipment/procedures change.
- Ensure procedures are established for reporting and notifying regulators of serious injuries.
- Ensuring process around internal reporting and documentation control ensuring the right information is received.
- Provide methods of consultation with the employee collective in the interest of creating a better, safer and healthier workplace.

## **Responsibility**

### All

- Obey all relevant legislation whilst employed with Omni-Com.
- Obey all directives from Directors, Managers and Supervisors of Omni-Com.
- Ensure your actions do not place other staff or third parties at unnecessary risk.
- Participate in an active safe just culture.
- Promote a risk minimisation approach with all staff and third parties.

### Manager or Supervisors

- Ensure that records of all training attended externally or internally are recorded.
- Ensure work is ceased if deemed unsafe and only resumed when adequate control methods are applied to ensure it is safe to undertake the works.
- Ensure that all processes are adhered to in relation to company Policies, Procedures and Safe Work Instructions.
- Report any breaches to the relevant Senior Manager or Director for disciplinary action.
- Ensure that all staff are not placed in situations of unnecessary risk.

### Directors and Senior Managers

- Ensure processes are established to manage and where possible eliminate or minimise the risk to all staff in all facets of the business.
- Fund hierarchy of control measures to ensure that best action is taken to minimise risk.

**Legal Requirements**

- Work Health and Safety Laws
  - Omni-Com will ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertakings.  
Workers also have duties to take reasonable care for their own health and safety and that of other persons in the course of their duties.

**Failure to Comply**

Failure to comply with the Omni-Com policy will result in an investigation and potential disciplinary action being taken against the individual and/or Company identified during the investigation process.

The Omni-Com Disciplinary Procedure is to be referenced for more information on process and potential Actions to be taken against an Individual or a company.

*M. Bekdach*

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Director  
Omni-Com Pty Ltd

*A. Wawi*

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Director  
Omni-Com Pty Ltd