

Purpose

This Policy exists to establish the requirements for compliance to the national Workplace Health and Safety Requirements 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:

- **Hazard Management**
 - Ensure adequate preventive measures are put in place to ensure that risks to any persons are eliminated if so far as it is reasonable or minimise the risk of the activity to all persons.
 - Ensure processes are established to uniformly assess the risk to the health and safety of all staff, visitor and contractors.
 - Ensure all processes utilise consultation with all relevant stakeholders for effective risk management.
 - Establish period review processes to validate and update processes as there are changes to operations or Legislation
- **Manual Handling**
 - Ensuring that plant and equipment used in the workplace are designed, constructed and maintained so far as to be as reasonably practicable considered safe and without risk to health and safety when handled manually
 - Work practises involving manual handling are designed, implemented and so far as to be as reasonably practicable safe and without risking a person's health or safety.
- **Mobile Phone**
 - Restrict mobile phones from use in certain areas of concern where their use may have a detrimental effect on a person's health or safety
 - Private phone calls, texts and access to social media during acknowledged rest breaks only.
 - No phones or smart devices in use whilst walking around workshops or in the mechanical pits.
 - No phones or smart devices in use whilst operating a Company vehicle including forklifts on any Omni-com site or public roadway
 - No use whilst walking outside of an approved walkway
 - Headphones or Bluetooth devices must not be worn whilst operating a Company vehicle on our sites.
- **High Visibility Clothing**
 - Ensure all parties are made aware of their responsibilities whilst conducting business on our sites
 - Ensure that all staff operating on site is visible in all traffic areas.
 - Omni-com will supply high visibility uniforms of the required standard for all staff. All staff are required to wear high visibility vests upon exiting Omni-com vehicle in our sites or customer premises as required.
- **Confined Space**
 - Omni-com will clearly identify all confined spaces
 - Ensure processes are established to control the entry and exit of confined spaces by authorised competent persons.
 - Ensure contractors are trained and inducted to site requirements established for the entry and exit of a confined space
- **Noise management**
 - Ensure adequate preventive measures are put in place to ensure that all excessive noise is eliminated if possible or reduced.
 - Ensure where risks are identified that corrective actions are applied through the correct hierarchy of control
- **Personal Protective Equipment**
 - Ensure all employees have access to and are provided with all personal protective equipment required to undertake their duties.
 - Ensure that any PPE supplied meets applicable legislation at the time issued.

- Training
 - All Staff are trained in all requirements of their role upon induction.
 - Ensure a system is in place to record and manage all employees training.
 - Ensure processes are in place to identify based on risk, any training required to be undertaken by employees to fulfil their duties
 - Ensure systems in place to train subcontractors and visitors to the site rules and obligations

Responsibility

All

- Obey all relevant Legislation whilst employed with Omni-com
- Obey all directives from Directors, Managers and Supervisors Omni-com
- Ensure your actions do not place other staff at unnecessary risk
- Promote a risk minimisation approach with other staff
- Report any breaches to the relevant Senior Manager or Director for disciplinary action.

Managers and Supervisors

- Ensure that all staff are not placed in situations of unnecessary risk
- Report any breaches to the relevant Senior Manager or Director for disciplinary action
- Promote a risk minimisation cultural approach to all staff activities.

Directors and Senior Managers

- Ensure processes are established to manage 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 actions being taken against the individual(s) 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(s) or a company.

M. Bekdach

Director
Omni-Com Pty Ltd

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