



Close the Loop Limited

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OCCUPATIONAL HEALTH AND SAFETY POLICY MAY 2010

Obligations

Close the Loop recognises its moral and legal responsibility to provide and promote a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness, or property damage.

Objectives

Close the Loop will:

- Provide safe plant and systems of work in all of its operations
- Provide written procedures and instructions to ensure safe systems of work
- Ensure group compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to employees, contractors and visitors to ensure their safety
- Provide support and assistance to all employees
- Continuously improve OH&S performance through consultation and self assessment via a Health and Safety Committee at each operation

Responsibilities

Each management group is accountable for implementing this policy in their area of responsibility.

Management is responsible for:

- Provision and maintenance of the workplace in a safe condition
- Involvement in the development, promotion and implementation of health and safety policies and procedures
- Training employees in the safe performance of their assigned tasks
- The provision of resources to fulfil this Policy

Employees are responsible for:

- Following all health and safety policies and procedures
- Abiding by the requirements to wear personal protective equipment in the workplace
- Reporting all known or observed hazards to their immediate supervisor or manager
- Reporting immediately any work related injury to management

Application of the Policy

This Policy is applicable to all Close the Loop operations and functions, including where employees are required to work off site.

In the interests of maintaining safety, contractors, their employees, visitors and customers are required to observe and comply with all health and safety standards and procedures. This includes any safety signage or warnings, or instructions given by any company employee whilst on our premises.

Greg Turnidge - CEO

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