

H e a l t h & S a f e t y

Felicity Wilson t/a Business Systems Sorted [the PCBU] is committed to providing a safe and healthy work environment for herself, other PCBUs [her clients and their workers] and others.

To ensure a safety and healthy work environment, **Felicity Wilson t/a Business Systems Sorted** will:

- Engage with, provide all relevant information and give all other PCBUs and their workers that she comes in contact with, reasonable opportunity to participate effectively in improving work health and safety.
- Provide a safe work environment for herself including managing stress, providing safe facilities, equipment, substances and work practices and ensure that they are adhered to and used at all times, including when she is working at other PCBU's [her client's] premises.
- Establish effective methods for systematically identifying hazards and/or risks. **Felicity Wilson t/a Business Systems Sorted** will also do whatever is reasonably practicable to control those identified hazards and/or risks using an appropriate hierarchy of risk control.
- Be adequately trained to enable her to carry out her work in a safe manner, and continue to up-skill herself as required.
- Ensure she has established effective emergency preparedness procedures in place.
- Ensure that safety takes precedence over shortcuts and/or expediency at all times.
- Carry out her duty of care to all other PCBUs to the extent she has the ability to influence and control the matter by consulting, co-operating with and co-ordinating activities with other PCBUs.
- Comply with the Health and Safety at Work Act and all other relevant legislation, Standards and Code of Practice.
- Support the safe and early return to work if injured.
- Review **Business Systems Sorted's** health and safety management system and this policy annually in January each year ie next System review date: January 2025 & next Policy review due: January 2025).

As the sole officer, delegated H&S representative and worker of **Business Systems Sorted**, Felicity Wilson is responsible for:

- Ensuring that **Business Systems Sorted** as the PCBU complies with its duties and will give the required support (including financial) to comply;
- Ensuring she has an adequate understanding of the nature of the business's operations, hazards and risks of her clients;
- Ensuring a safe and healthy work environment for all workers and other persons under her control or influence by carrying out **Business Systems Sorted's** health and safety responsibilities;
- While working, taking reasonable care for her own health and safety;
- While working, taking reasonable care that her acts or omissions do not adversely affect the health and safety of other persons;
- While working, complying as far as she is reasonably able, with any reasonable instruction that is given by any client PCBU to allow that PCBU to comply with the Health and Safety at Work Act;
- While working, co-operating with any reasonable policy or procedure of any client PCBU relating to health or safety at their workplace that has been notified to **Felicity Wilson t/a Business Systems Sorted**.



Signed by Felicity Wilson t/a Business Systems Sorted, the PCBU

Dated this 15th day of January 2024