	BUZZWORKS WORKPLACE HEALTH & SAFETY POLICY	Doc Type:	Policy
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Policy Statement

Buzzworks is committed to providing and maintaining a safe and healthy workplace for all Workers as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable.

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace. We are committed to complying with the *Work Health and Safety Act 2011*, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material.

Scope

This Policy applies to all Workers who are engaged by Buzzworks in any capacity or location during business hours or hours of work.

Workers includes managers and supervisors, full-time, part-time or casual, temporary or permanent employees, apprentices, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Buzzworks, a work experience student or a volunteer.

Responsibilities

Management will:

- Ensure the business complies with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

Workers will:

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment in accordance with their designed purpose and without modification

Our goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

Policy Updates

This Policy may change from time to time and is available on our website https://buzzworks.net.au/policies.

Policy Complaints and Enquiries

Buzzworks is committed to providing an environment which is safe for all Workers. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

If you have any queries or complaints about our Workplace Health & Safety Policy please contact us at:

Buzzworks

Enquiries: info@buzzworks.net.au

Complaints: complaints@buzzworks.net.au

Telephone: +61 7 3366 5080