

# Health & Safety Policy Statement

DKW Personnel Ltd are committed to providing and maintaining a safe and healthy working environment for our employees, visitors, and all people using our premises as a workplace and ensuring the safety of personnel representing DKW Personnel on sites not directly in the control of DKW Personnel Ltd.

To ensure a safe and healthy work environment, DKW Personnel Ltd will develop and maintain a Health & Safety management system.

## Management will:

- Set health and safety objectives and performance criteria for all managers and work areas
- Annually review health and safety objectives and managers' performance against these
- Actively encourage the accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are developed to take corrective action
- Actively encourage people to report any pain or discomfort early on
- Provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to significant hazards
- Ensure all employees are aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner
- Encourage employee consultation and participation in all matters relating to health and Safety
- Promote a system of continuous improvement, this includes reviewing policies and procedures each year
- Meet our obligations under the Health and Safety in Employment Act 1992, the Health and Safety in Employment Regulations 1995, codes of practice, and any relevant standards or guidelines.

## Every employee is expected to share in this commitment to Health and Safety in the workplace by:

- Every manager, supervisor or foreperson has a responsibility for the health and safety of employees working under their direction.
- Each employee is expected to help maintain a safe and healthy workplace through:
  - Follow all safe work procedures, rules and instructions
  - Properly using all safety equipment and clothing provided
  - Reporting any pain or discomfort early on
  - Taking an active role in the DKW Personnel Ltd treatment and rehabilitation plan, to ensure an "early and durable return to work"
  - Ensuring all incidents, injuries and hazards are reported to the appropriate person.

The Health and Safety Committee includes senior management representatives and union and other elected Health & Safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning Health & Safety policies, systems and practices.

Rani Rangimoekau  
(Director - DKW Personnel Ltd)  
22 February 2015

Grant Richardson  
(Health & Safety Officer- DKW Personnel Ltd)  
22 February 2015