

# Occupational Health and Safety Policy

## Health and Safety Policy

BSI People Pty Ltd (including BSI Contracting Pty Ltd) is committed to the provision of a healthy and safe environment for all our people at each of our offices and is committed to the responsible management of the natural environment. Our commitment is based on the principle of controlling risk to a level, which is as low as reasonably practicable. The commitment to health and safety by BSI People management is a basic foundation of our culture. Our Employees, Contractors and Consultants are required to share this commitment and its inherent responsibilities.

People at BSI People are empowered to work together as a team, to implement our people and systems orientated health and safety program. Each person is responsible and accountable for Health, Safety and Environmental Management. Together, we will continue to proactively implement our policy through ethical conduct, consultation within the workplace and teamwork.

Policy objectives include:

- Incorporation of the highest recognised safety, occupational health and environmental standards into the work methods implemented at all of our workplaces.
- Adoption of Australian and other recognised standards, applicable codes of practice and relevant statutory provisions as the base upon which BSI People develop its own high standards.
- Provision of effective training, efficient communication and continuous performance review are inherent in our health and safety management system.
- Establishment of realistic and challenging tasks for individuals and performance targets for our workplaces.

It is the responsibility of the Managing Director to approve and to provide for the implementation of this Policy. It is the responsibility of all BSI People personnel to implement this Policy.

## Training

All BSI People employees are trained in the BSI People Health, Safety and Environmental Management requirements and the specific requirements of the particular workplace.

## Communication

Health, Safety and Environmental Management information will be disseminated through the use of emails and specific meetings. This includes any appropriate changes or amendments to the Policy.

## Inspections and Audits

The Implementation of the safety management system and the general work place condition will be monitored through regular inspections and audits. Employees from the particular workplace will conduct inspections. External audits are conducted by BSI People, or by other personnel who are external to the workplace being audited.

## Emergency Procedures

Emergency procedures will be implemented at all BSI People offices. It is the responsibility of BSI People management to ensure that emergency procedures are known and understood by all employees.

## Evacuation Procedures General

In the event of a fire, earthquake, bomb threat or other disaster, follow the office building management procedures. In the event that these procedures are not in place we advise that you should comply with the following procedures.

### Fire and Natural Disasters

When a fire alarm sounds or verbal warning is given of a disaster, we advise you:

- Do not panic
- Do not use the lifts
- Walk in an orderly fashion
- Exit by way of stairwells and exit doors
- Touch and look out all exit doors before opening to ensure fire or smoke is not present. If the exit is clear, open the door and proceed with caution. If smoke or fire is present, the closest alternative exit should be used
- Locate to a safe area.

### Bomb Threats

Notify your manager immediately of a bomb threat. An evacuation decision is the responsibility of the building security or BSI People Supervisor. Follow the office building's evacuation procedure. If these are not in place:

- Stay calm
- Priority of evacuation is determined by the suspected location of the bomb
- Leave all light switches in the position they are at the time of evacuation
- Take personal belongings such as purses and briefcases with you. During a bomb threat the removal of these items may simplify the search for the bomb
- Locate to a safe area.

### Bomb Threat Checklist

Most bomb threat calls are very brief the caller usually states the message in a few words and hang-ups. Therefore, it is essential that switchboard operators, receptionists and secretaries remain calm and obtain as much information from the caller as possible.

### Earthquakes

During an earthquake, follow the existing emergency procedures. If this is not possible:

- Stay away from windows to protect yourself from flying glass
- Seek shelter under desks to protect yourself from falling objects
- Evacuate the building to a safe area when it is safe to do so

After an earthquake follow the fire evacuation plan or procedure outlined previously.

### Reporting Incidents and Injuries

All incidents and injuries must be reported and may be investigated to prevent a reoccurrence. The investigation report will be reviewed by the Managing Director.

BSI People employees must report details of all incidents and injuries in accordance with OH&S regulations of the State. If you require further information, contact **Michael Lynch** or **William Maudlin on 02 9216 4000**.

### Workers Compensation

Contact **Michael Lynch** or **William Maudlin on 02 9216 4000**, for the procedures to be followed to lodge a Worker's Compensation claim.

## Injury Management Program

In the event of an employee being injured, BSI People will provide every practical assistance to enable the employee to remain at work or alternatively to return to work at the earliest opportunity. This Injury Management Program will apply to both work related and non-work related injuries and illnesses.

### General Office Guidelines

- Flammable liquids and aerosol cans must not be stored in desk drawers, file cabinets or completely enclosed areas. Use only approved non-flammable cleaning fluids.
- Do not place cords in aisles as they create trip hazards. Replace defective electrical cords and do not overload extension cords and electrical circuits.
- Look for visitors' violations of safe practices and immediately correct the unsafe practice.
- Pick up waste paper, paper clips, pencils, etc from the floor.
- Keep your fingers and those of others clear of closing drawers, cabinets and doors.
- Close desk drawers and filing cabinets after use. Do not pull out more than one file drawer at a time. Place materials in the bottom drawer if only one drawer of a two drawer file cabinet is used.
- Keep chairs pushed in close to desk when not occupied. Do not tilt chairs beyond the design limits. Do not use desk chairs to travel out of your immediate work area.
- Open doors slowly. When using double doors, always use door on the left-hand side. Stand or walk clear of doorways.
- Use your legs when lifting heavy boxes use mechanical aids if necessary or get help.
- Use handrails on the stairs. Do not run or read on the stairs.
- Do not leave electrical machinery such as fans and heaters unattended.
- Office chairs should be sturdy, adjustable and comfortable. They should never be used for any purpose other than sitting.
- A leading cause of office injuries is carelessness in handling various types of office supplies and equipment that have sharp edges or points. Your hands and fingers together form the most versatile, natural tool in the world; however, fingers are not staple removers, screwdrivers, wrenches or clamps. Machines with exposed moving parts must have appropriate guards and should be properly mounted so that they do not "crawl" during operation.
- If you handle large amounts of unpacked paper, you probably realise what a hazard the sharp edge of paper can be... Envelope flaps can cut the lip and tongue.
- Unusual glare or improper focus on a video monitor can cause eyestrain. Look at modifying your workplace to remove the glare and as a last resort; request an anti-glare guard be fitted to your screen where appropriate.
- When entering or exiting a room or building, you should be careful when approaching, opening and closing the door.
- When walking in hallways or around blind corners, constantly keep to one side of the corridor or aisle.
- Wet floors may be slippery. Walk on them with extra care.
- Shoes should be worn at all times in your work areas.
- Torn carpets, loose or curled mats, liquids spilled on floors, failure of lights, or any other condition, which could cause tripping or slipping should be reported immediately to your supervisor.
- Heavy objects should be stored near floor area.
- Use a suitable ladder or platform for reaching high objects. Do not stand on a chair, carton, or other substitute.
- In coffee machine areas, be aware of spills on the floor. If a spill occurs, either clean it up yourself or get the attendant to clean it up.
- Make certain you know what to do in the event of fire, the presence of smoke or fumes, or other emergencies.
- Furniture and equipment, which is defective or hazardous should be removed from service and reported to supervision immediately.
- Horseplay can cause injury and will not be tolerated.
- Follow the instructions provided by your supervisor. Seconds count in such instances.
- Know where the fire extinguishers are.

## First Aid and Medical Treatment

### First Aid

If an accident occurs, you may need to render First Aid to an Injured Person until a Qualified First Aid person arrives. First Aid should be given in this order of priority, no matter what the injury is:

- *Safety*: Preserve life - yours and the injured person's. Prevent the injury from getting worse. (Move patient only if necessary).
- *Promote recovery*: Apply the "ABC of life" (A = Airway, B = Breathing, C = Circulation) and other necessary aid.
- *Protect Unconscious*: Place patient in coma position.

Render First Aid > Seek Assistance > Raise Alarm

***DO NOT DISTURB THE SITE OF A SERIOUS ACCIDENT OR MOVE ANY EQUIPMENT IN THE AREA UNLESS NECESSARY TO MAKE THE AREA SAFE.***

### Electric Shock

Make sure that the current is turned off. If you cannot turn the current off, use a dry piece of timber or other material with similar insulation qualities to free the casualty.

***DO NOT TOUCH THE CASUALTY'S SKIN BEFORE THE CURRENT IS TURNED OFF.***

If the casualty has stopped breathing, start resuscitation immediately he/she is free of the current.

### Emergency Resuscitation

On your floor there will be a First aid attendant - they should be contacted first in the case of such an emergency.

### Airway

Check for free airway. Remove any foreign material. Place the patient's head and jaw in the correct positions, e.g. tilt head back, gently pull jaw down. Check breathing and watch for chest movement.

### Breathing

If the patient is not breathing, use mouth-to-mouth or mouth to nose resuscitation. Give 5 full inflations.

Give 12 inflations a minute; e.g. fill casualty's lungs with your breath until spontaneous breathing returns. It is recommended that you hold (or quickly find someone who holds) a Senior First Aid certificate or have had prior training before attempting this procedure on a live patient.

### Circulation

- Check the neck pulse. If it is absent, continue the ventilation and use external cardiac compression.
- Place the patient flat on his/her back on a firm surface
- Depress the lower half of the breastbone 45 cm, (1.5" - 2") 60 times a minute
- Keep your fingers off the patient's chest
- Make certain you know what to do in the event of fire, the presence of smoke or fumes, or other emergencies.
- Follow the instructions provided by your supervisor. Seconds count in such instances. Know where the fire extinguishers are.

### Coma Position

Turn the unconscious person on his/her side as long as there is no question of spinal injury. Make sure the head is tilted backwards so that the chin juts out. In this position the tongue will fall forward clear of the airway and the mouth can drain. The patient must be kept on his/her side if it will not make any injuries worse:

- Bend the uppermost leg and knee until the thigh is at a right angle to the body.
- Bend the uppermost hand and elbow so that the hand lies near the face.
- Gently pull back the underneath arm so that it lies on the ground behind him/her.
- If this would make any injuries worse, use a rolled blanket or something similar to keep him/her in this position.
- Observe the person constantly and check for pulse and breathing.

### Control of Bleeding

Apply pressure by pressing over the wound with your hand or squeezing the edges of the wound together. Keep pressure on the wound with a thick pad, bandaged firmly into place. The pad must cover the whole wound. If bleeding continues, apply a further pad and bandage over the first.

### Treatment of Burns

- If the patient's clothes are on fire, smother the flames by wrapping a blanket or similar large non-synthetic article around the patient and lay him or her flat
- Cool all burnt parts of the body with cold water for at least 10 minutes.
- Never put creams or lotions on the burns.
- Never remove burnt clothing that is stuck to the skin

### Fire Prevention/Protection

Types of Fire & How to extinguish them:

Type of Fire	Water All Red	FOAM All Blue	CO Red with Black Band	DRY POWDER Red with White Band
A. Combustible Solids e.g. Wood, paper, clothing				
B. Flammable Liquids e.g. oil, paint, petrol				
C. Fires involving Electrical Hazards				

I confirm that I have read and will abide by the BSI People Pty Ltd Health, Safety and Environment Management Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_