



## Occupational Health & Safety Policy

Entice Me Trust will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To do this, Entice Me Trust will:

develop and maintain safe systems of work, and a safe working environment

consult with employees and health and safety reps on safety

provide protective clothing and equipment, and enforce its use

provide information and training for employees

assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks

remove unacceptable risks to safety

provide employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

Ultimately, everyone in the workplace is responsible for ensuring health and safety standards at that workplace.

All persons responsible for the work activities of other employees are accountable for:

identifying practices and conditions that could injure employees, clients,

members of the public or the environment

controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager

making sure workers use personal protective equipment (PPE), training workers to use PPE correctly

making sure PPE is maintained and working properly.

Entice Me Trust demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

Manual handling policy

It is Entice Me Trust's policy to provide all employees with a safe and healthy workplace by identifying, assessing and controlling manual handling risks.

While management is responsible for the health, safety and welfare of all staff, all employees must report potential and actual manual handling hazards.

Never lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, do not hesitate to ask for help.

Workers' compensation policy

All employees may be eligible for workers' compensation benefits if injured while at work.

## Injury procedure

If there is an injury:

The first priority is medical attention. The injured worker or nearest colleague should contact one of Entice Me Trust's first aiders. For a serious injury also call an ambulance.

Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.

The manager must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include:

employee's name and job details

time and date of injury

exact location the injury/incident occurred

how the injury/incident happened

details of the injury/illness and the part/s of the body injured

names of any witnesses

name of the person entering details in the Register

date the employer was notified.

Entice Me Trust will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register.

The manager must report serious injuries to WorkSafe immediately.

## Smoking policy

Entice Me Trust has a non-smoking policy. Smoking is not permitted on Entice Me Trust property or in offices at any time.

Smokers who need to take breaks should do so in their allotted breaks. Breaks are of half an hour and will be given on a six-hour shift

or longer. Cigarette breaks are up to the managers discretion; however the breaks must be limited to four minutes from leaving the workplace to recommencing work. These breaks must not be taken at the entrance to Entice Me Trust offices. Excessive smoking breaks will be regarded as absenteeism and performance improvement action may be taken.

## Alcohol & drugs policy

Entice Me Trust is concerned by factors affecting an employee's ability to safely and effectively do their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

Entice Me Trust will do its utmost to create and maintain a safe, healthy and productive workplace for all employees. Entice Me Trust has a zero-tolerance policy regarding the use of illicit drugs on their premises or the attending of other business-related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Entice Me Trust does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.