

THE APPRENTICESHIP FACTORY


OCCUPATIONAL HEALTH AND SAFETY POLICY

It is The Apprenticeship Factory policy that each of its employees shall be provided with a safe and healthy place in which to work. To achieve this policy, management will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to the extent to which they are able. These aspects of working conditions will be given top priority in company plans, procedures, programs and job instructions.

In conjunction with this policy, a series of rules and procedures on specific individual safety and health matters has been established by The Apprenticeship Factory and is issued to all employees.

Health and safety at work is both an individual and shared responsibility of all employees (thereby providing opportunities for various forms of employee participation) and Host Employers. Accident prevention is strongly emphasised. The reporting of hazardous conditions is essential and where matters are not addressed through the normal workplace processes, employees must ensure that they are not being exposed to dangers, which could result in injury. If they are they should immediately contact The Apprenticeship Factory.

The success of The Apprenticeship Factory Safety policy and program ultimately rests on the willingness of everyone to co-operate and work collectively with a team spirit and with open channels of communication.

A handwritten signature in black ink, appearing to read 'R. O. B.', with a long horizontal line extending to the right.

CEO

The Apprenticeship Factory.