1 OH&S PRESENTATION

OH&S Officer on arrival of new staff or contractor is to give the company OH&S induction presentation in the conference room.

2 DOCUMENTATION

OH&S Officer will supply a hard copy of the presentation plus any further OH&S and company information in the form of an orientation and information kit.

3 WALK THROUGH

OH&S Officer will conduct an OH&S walk through of the premises. The location of all exits, safety equipment and OH&S information will be pointed out. Contact information for the OH&S officer will be made available.

4 THREE MONTH REVIEW

OH&S Officer will hold a review to ensure that all information regarding OH&S policy is being followed and understood. OH&S Officer will make themselves available for questions and input regarding any issues that have arisen.

5 ONGOING

OH&S Officer will hold informal meetings or pass on by email or hard copy any changes to OH&S Act, OH&S issues during the year on a regular basis.
1 FIRE EQUIPMENT

If you have a recent certificate showing training and proficiency in the use of fire extinguishers please bring it in to the office so that we can sight it.
In the case of a fire notify your immediate supervisor/s and leave the building immediately via the front exit and assemble in the assembly point. Do not take your work. Take only personal items that are within reach. Do not attempt to fight a fire if you do not have certified training.
The Directors will notify the fire authorities and will deal with extinguishers and checking the building if required.

2 REPORT SAFETY ISSUES IMMEDIATELY

If you are aware of a safety issue, even a seemingly small one, notify your supervisor or the OH&S Officer Immediately. Do Not Wait. The sooner we are notified of a problem the quicker it can be resolved. There is no need to put yourself or others in danger, we encourage you to speak up.

3 FAULTY EQUIPMENT

Notify management of any faulty equipment immediately. Do not continue using it. Do not try to repair it. If it can safely be switched off at the wall to prevent fire or injury, do so and notify management, if not leave the area immediately and notify management.
YOUR PART

Keep a tidy workstation.
Use the bins.
Clean up any spills in the kitchen to help prevent slipping.
Do not leave unconsumed food or drinks on desks or tables.
Your part of helping to keep our workplace safe is to have a work ethic of pride in your work and your work area.
Keep your desk clear of clutter, do not pile items on the floor.
Use all the bins that are made available and if you see something that could cause a hazard, report it immediately.
When parking on site, drive slowly and enter and exit the property slowly and with care for others.
We recommend a speed limit of no more than 50kph for safer driving on our unsealed road as it is also used for walking by neighbours.
5 ILLNESS

We understand that everyone gets sick now and then. Many people are keen to still come into work when ill, thinking that they are letting the team down or that the work is more important and needs to be done. We believe that NOTHING is more important than your health. Coming into work and spreading an illness if it is contagious can hurt production and cause others to have to take time off work. Coming in to work with an injury can aggravate it or can cause injury to another person if you are unstable on your feet for example. Coming in to work and driving when ill can also be dangerous for you and other road users.
If you are ill or injured STAY HOME.
If you are ill or injured you may supply a doctor’s certificate which can be supplied to you OH&S Officer or either Director of the company.

6 PROFESSIONAL BEHAVIOUR

Behaviour at work is an OH&S issue.
Unprofessional and bullying behaviour will not be tolerated at Nemostar.
All staff is to behave in a professional and courteous manner at all times. Workplace stress and illness can be caused by poor behaviour. Any incidents of dangerous pranks or bullying will be met with an official caution in writing. It will be recorded in your employee records. The third warning will be followed by notice of dismissal.

7 YOUR RECORDS

All employee records are kept strictly confidential. All confidential records are kept for the minimum amount of years required by law and then securely destroyed.