



JAYS VENTURES PTY LIMITED
T/As SIGNPAC SALES
A.B.N. 80 092 205 206

Signpac Occupational Health and Safety Policy

Revised: 21 January, 2011

Next Revision Due: 21 July, 2011

As per the Occupational Health & Safety Act 2000 and the Occupational Health & Safety Regulation 2001, Signpac commits to the points below.

Our commitment is subject to a regular review process and input is encouraged and welcomed from:

- Staff
- Visitors/ Customers
- Contractors

1. Control of Risks/ Risk Management

Substitution Where possible, remove and replace any task that involves a known hazard

Isolation Isolate any known hazard task, either from the operator or from other staff, or visitors to the workshop.

Engineering Creating other ways to perform a task or machine with a known risk.

Administration

- Careful and appropriate training on any task that has a known risk
- Warnings (inc Signage & documents) about any task or machine that has a know risk
- Electrical tagging for all power leads

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is available to all staff and should be used whenever a hazard cannot be avoided.

In the workshop

- Steel capped shoes are mandatory
- Hi Visibility shirts are mandatory
- Ear & Eye Protection should be used whenever appropriate

On Site:

- Steel capped shoes are mandatory
- Hi Visibility shirts are mandatory
- Hard Hats should be worn when appropriate or when directed by the site manager
- Ear & Eye Protection should be used whenever appropriate
- 2 Staff working together on any site at a time to ensure safety.

2. Places of Work

The NSW OHS Act & regulation applies at all places where work is conducted for Signpac. In all places, Signpac:

- Maintains a risk management approach to all work
- Understands the responsibility of the Employer to manage risk at all places of work.

Signpac aims to maintain a clean, tidy and health workplace. Signpac has:

- Regular Cleaning
- Evacuation Map clearly shown
- 2 Fire extinguishers- Regularly checked and certified
- OH&S Policy + Safe work method statement available to all staff and visitors
- All electrical items regularly tested and tagged

3. Consultation

Signpac Employees and manager regularly discuss matter concerning OH&S.

Signpac is not large enough to need

- OH&S Committee
- OH&S Representative

Therefore, Signpac conducts Toolbox Talks. These are informal meetings whereas Management and Staff meet once a month to discuss:

- All safety concerns arisen since last meeting
- Updates on action taken from matters from previous meetings

These meetings are recorded for reference.

4. Work Premises

- At Hornsby Factory
- Travelling Between work sites
- On a customer's site
- On a building site controlled by another operator

5. Plant

Every effort is made to eliminate risk by substitution or engineering. When this is not possible, the following exists

- Safe Work Method Statements
- Personal Protective Equipment (PPE) is provided

6. Hazardous Substances

- Hazardous Substances are handled, used and stored in accordance with the manufacturer's instructions.
- Material Safety Data Sheets (MSDS) are displayed in storage areas

7. Certification of Workers

All Signpac Staff Have:

- White Card
- Some Signpac Staff Have
- First Aid Certificate
 - Working at heights certification

8. Incident Reporting

Signpac has an incident reporting system that includes.

- Correct Worker's Compensation Insurance & recording procedure
- Accident report form
- Return to work program