

## 2.4 Occupational Health and Safety Policy



### Occupational Health and Safety Policy

T. P. Turner Pty Ltd recognises that taking care of our employees, visitors and sub-contractors is a vital element in the success of our business. Everyone at T. P. Turner Pty Ltd is committed to, and responsible for not injuring people, thereby moving toward our goals of zero lost time accidents and zero incidents of risk. Through training, awareness, consultation, and continuous improvement, all T. P. Turner Pty Ltd employees will pursue excellence in the management of occupational health and safety issues.

It is the responsibility of T. P. Turner Pty Ltd management to provide, maintain and improve systems and standards of workplace health and safety. To assist in achieving this, and ensure good, open safety communications, an elected workplace health and safety committee will act in a consultative and advisory capacity to the leadership group, and to work towards the prompt resolution of workplace health and safety issues. Workplace safety representatives will communicate and support these efforts within each team.

The company, through a co-operative effort by all employees, will at all times work toward:-

- The promotion and maintenance of safe and healthy workplace conditions and behaviour.
- The adoption of sound procedures, work practices and training to ensure safety awareness by all employees.
- Developing, implementing and monitoring correct and safe work practices.
- Establishing and sustaining a framework of continuously improving our standards of workplace health and safety, through regular planning, audits, action and training.
- The control to safe levels, all chemical and physical elements in the work place capable of causing ill health.
- Observing and respecting the legal requirements established by the relevant Workplace Health and Safety legislation.

To achieve these objectives:

- Each Manager and Supervisor is accountable for ensuring that safety policies, procedures and safety programs are in place in their area of responsibility and effectively implemented.
- Managers, Supervisors and employees of T. P. Turner Pty Ltd are responsible and accountable for identifying, reporting, and taking prompt, remedial action to deal with unsafe and hazardous conditions, unsafe practices or behaviour.
- Employees are responsible for complying with the Workplace Health and Safety legislation to ensure their own health and safety and the health and safety of others in the workplace.
- All personnel working within the T. P. Turner Pty Ltd business are responsible for being observant of the safety and welfare of others when planning, executing and reviewing work procedures and practices.

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**Robert Turner**  
**Managing Director**  
**TP Turner Pty Ltd**  
**April 2009**

## 2.5 Rehabilitation Policy



### Rehabilitation Policy

TP Turner Pty Ltd recognises the importance of the rehabilitation process and is committed to assisting employees who have sustained injury to return to full and meaningful employment.

TP Turner Pty Ltd will meet this commitment by adopting the following strategies:

- Commencing an injury management program as soon as possible after an injury and in a manner consistent with medical advice.
- Providing early incident reporting systems and early intervention procedures to enable all employees to stay at work or return to work as soon as possible after an injury.
- Expecting employees to actively participate and co-operate in an agreed rehabilitation program. This is an expectation of all employees.
- Providing suitable duties where practicable, with the goal to return staff to normal duties.
- Using a team based approach for rehabilitation, where employees, management and supervisors develop, implement and monitor rehabilitation programs.
- Consulting with employees and their treating medical practitioners to ensure that the rehabilitation programs are operating effectively and safely.
- Respecting the rights and the confidentiality of employee's information during return to work and rehabilitation.

TP Turner Pty Ltd promotes rehabilitation programs that are flexible to accommodate the needs of the individual and the particular injury; however, it also recognises that return to work goals must be achieved within realistic time frames.

A handwritten signature in dark ink, appearing to read 'R. Turner', is written over a dotted line.

**Robert Turner**  
**Managing Director**  
**TP Turner Pty Ltd**  
**April 2009**