



# WHS POLICY

## GENERAL STATEMENT OF POLICY

As a leader in providing Electrical Geophysical Services in Australia and Overseas, Zonge Engineering & Research Organization (Australia) Pty Ltd recognises the need to provide a safe working environment for all its employees. While work conditions can be variable in the field, Zonge Engineering & Research Organization (Australia) Pty Ltd is aware that the proper training and adherence to basic safety standards help make the workplace a safe place.

## POLICY OBJECTIVES AND TARGETS

The objective of this policy is to ensure that all employees of Zonge Engineering & Research Organization (Australia) Pty Ltd work in a safe healthy environment. To that end, this policy aims to ensure that:

- We will ensure compliance with Australian and International Work Health and Safety Acts, Work Health and Safety Regulations and any Industry Codes of Practice
- Obey applicable International Law and Regulations of Work Health and Safety and protect the benefits of all relevant interested parties.
- Provide a safe working environment, where safe work practices and procedures are maintained and reviewed.
- Provide and maintain Machinery, Equipment and Substances in a safe condition.
- Provide Employees with the required information, instruction, training, and supervision to ensure their Health and Safety.
- All employees should understand that they have the right and responsibility to stop work or refuse to work in unsafe conditions and any such situation should be brought to the attention of management.
- We will continually aim to improve WH and Safety at our Office and in the Field through identification and control of Hazards/Risks associated with our activities.
- Our main target is to prevent injuries and illness in our Plant and Field and maintain a zero lost time through accidents.
- Implement and maintain AS/NZS 4801:2001 and OHSAS 18001 WHS Management System.
- Allocate adequate resources to implement, maintain and continually improve our WHS Management System.

## RESPONSIBILITIES

Health and safety is an integral part of management at Zonge Engineering & Research Organization (Australia) Pty Ltd and ranks equally with all other activities of the organisation. Different groups within Zonge Engineering & Research Organization (Australia) Pty Ltd have various responsibilities when it comes to health and safety in the workplace. All groups will work together, towards the common goal to create maintain and improve a safe and healthy work environment.

Details are available in the Safety Roles & Responsibilities section 3 in the WHSMS Manual.

## CONSULTATION

Zonge Engineering & Research Organization (Australia) Pty Ltd is committed to encouraging consultation and cooperation between management and employees on health and safety issues. To this end:



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Crews will be required to meet before the commencement of a survey and at least once per month for a Tool Box Safety meeting, to help identify Hazards/Risks, review work procedures, identify solutions, and, assign tasks and accountabilities. Additional safety meetings should be held prior to any new procedure which may be hazardous, and following any accident or incident. Tool Box Safety meetings need to be minuted and these minutes need to be forwarded to the office and to the client's Health and Safety Co-ordinator;

At least once per year (if possible) there will be a formal meeting of all available personnel. A major purpose of this meeting will be to discuss safety from a company wide perspective;

Management encourages all employees to consider themselves as safety officers, and to promote discussion on ways to promote safety in the workplace.

This policy is given to new employees at induction. Notification of any changes to this policy will be communicated to all employees. This document can also be found at Zonge website.

## POLICY IMPLEMENTATION

This policy is to be implemented through the procedures and arrangements established by the organisation's WH Safety Management programme. Specific policies, work practices, and procedures have been prepared to address identification of Hazards/Risks and Hazardous Work Processes in the workplace, e.g. Fire Safety, Hazardous Substances, Wire Moving Protocol, etc.

Please refer to Zonge & Research Organization (Australia) Pty Ltd WHSMS Manual for all safety related Policies, Procedures and Documentation.

## POLICY REVIEW

This Work Health and Safety Policy will be reviewed each year in consultation with Employees, Management and the Work Health and Safety Representative and kept up to date with new Legislation and Organizational changes.

**SIGNED:** 

**POSITION:** Managing Director

**DATE:** 11<sup>th</sup> Apr 2018

**NEXT REVIEW DATE:** 11<sup>th</sup> Apr 2019

