

## Workplace Health & Safety Policy

### 1. Policy

Guardian Venue Management International (GVMI) accepts our moral and legal responsibility to provide a work place environment free of risk to health and safety for all employees, contractors or authorised guests. This policy also extends to remove or reduce the risks to the health, safety and welfare of anyone else who may be affected by our business operations.

The Director, Managers and Supervisors are accountable for their responsibilities set out in this policy and have the authority to take any action required, to ensure that the health and safety in their area of control is implemented.

### Principles

GVMI will endeavour to apply the following principles:

- Work place injuries can be prevented.
- All employees have a responsibility in contributing to a safe work place environment.
- Consistent dialog between managers and employees provide the platform for delivering safety milestones.
- All employees performing duties on behalf of the company are capable of performing their nominated duties.
- Supervision of all employees who are yet to be appropriately trained.

### Commitment

GVMI will achieve our commitment and provide a work place free of risk to health and safety by making sure:

- All sites where GVMI security services are provided, have access to GVMI safe work systems.
- Provide instruction and guidance of GVMI safe work systems.
- All equipment and materials are regularly serviced and updated.
- Compliance legislation and best practices adopted are current.
- Information, instruction and training is current and up to date.

GVMI has an unwavering commitment to promote open and extensive consultation between employees and management. This process will formally involve the GVMI employee representative discussing any changes to the work environment which will affect the health and safety of employees.

### 1.1 Responsibilities

The implementation and promotion of workplace health and safety is primarily the responsibility of management. All levels of management have specific legal responsibility for the promotion of a healthy and safe work environment.

## Managers

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It is the responsibility of Managers to advise the Director on the impact, negative or positive, of WHS activities under their authority. Manager responsibilities also include:

- Maintaining a safe and healthy workplace for employees, contractors and guests.
- Ensure compliance of the GVM I WHS Management System
- Developing and implementing suitable rules and procedures to maintain a safe workplace
- Ensuring hazards are correctly identified and reported/documentated through regular inspections
- Ensure employees and contractors receive adequate instruction and supervision to safely perform their nominated tasks
- Investigating reported hazards and implementing preventative controls
- Making themselves available to staff who may need to raise health and safety concerns
- Consulting with employee representatives on potential workplace changes, which may affect the health and safety of employees.

## Supervisors

Supervisors are responsible for providing guidance in the application of WHS and accountable for taking prompt remedial action to rectify any unsafe or unhealthy conditions or behaviour. Their responsibilities are to ensure:

- Safe work practices are adhered to at all times
- That personal protective equipment provided to staff are used appropriately and as the manufacture intended
- Report and record all accidents and injuries
- Control hazardous situations which have been identified in their operational environment.

## Employees

All employees are required to apply and co-operate with the WHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace. Employees are expected to:

- Abide by the safe work procedures and instructions provided
- Ensure they seek assistance or guidance for any procedures or equipment that has been modified
- Immediately report any hazardous conditions, injuries or near misses
- Attended safety briefings and any other safety training activities provided by the organisation.

**Michael Lakkis**  
**Managing**  
**Director**



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