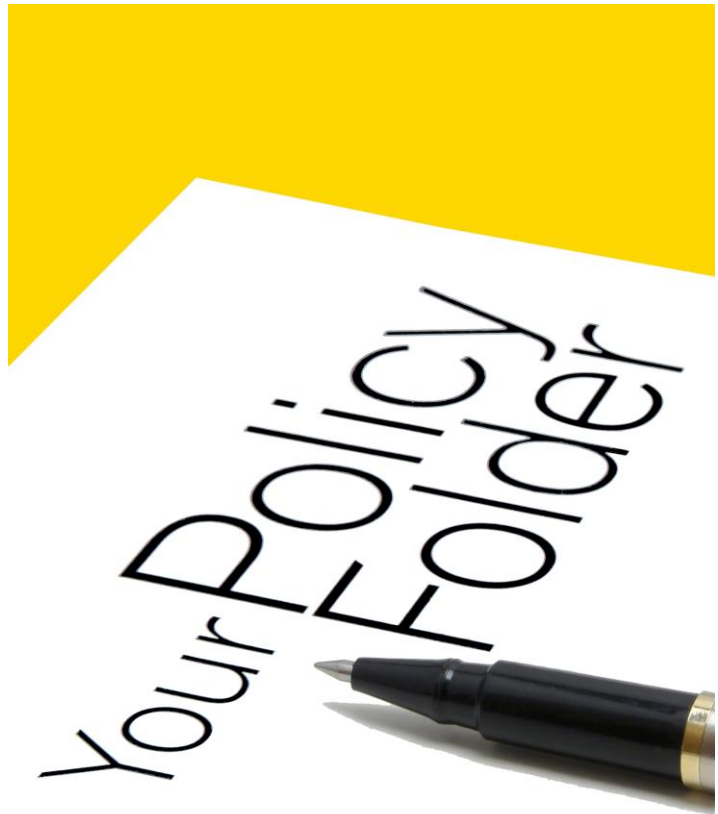


# Health and Safety Policy



Maxima Cleaning Group

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# Introduction



Employers have a responsibility to ensure a safe working environment, but as workers, we also have a responsibility to prioritize our own health and safety. This important field focuses on preventing workplace accidents and reducing health risks, which is especially crucial given how much time most of us spend on the job.

## Review Procedure

The Managing Directors will review the policy as required. The review schedule is directed in response to organisational and/or legislative changes and requirements. The review will be undertaken in consultation with workers, company representatives, and other relevant parties. All relevant persons will be made aware of changes made because of the review.

This policy will be reviewed if:

- there are changes in the workplace that may affect the policy; and
- the policy is not effective; and
- there are legislative changes that affect the policy; and
- there is a breach of this policy.

This policy is reviewed at least annually.

## References

- Work Health and Safety (Transitional and Consequential Provisions) Act 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011.
- Work Health and Safety (First Aid in the Workplace) Code of Practice 2015
- Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015
- Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015
- Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015
- Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015
- Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015
- Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015
- Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015
- Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015
- Work Health and Safety (Work Health and Safety Consultation, Co-operation, and Co-ordination) Code of Practice 2015

## Standards and Guidelines

ISO 45001:2018 Occupational Health and Safety Management Systems.

## Terminology

### Abbreviations and Acronyms

- ✚ *For this policy, no specific references will be made to the terms Health, Safety at Work (HSW), Work Health and Safety (WHS), we will refer to Occupational Health and Safety (OHS) as per the Australian Standard/New Zealand Standard (AS/NZS) International Organisation for Standardisation (ISO) 45001:2018.*

### Definitions

We, us, our, our company or the organisation" means Maxima Cleaning Group.

Worker: is a person who carries out work in any capacity for an Organisation, including work as:

- |  |  |
|--|--|
| a. An employee, or                       | f. A person of a prescribed class, or            |
| b. Outworker, or                         | g. A contractor or subcontractor, or             |
| c. An apprentice or trainee, or          | h. A worker of a contractor or subcontractor, or |
| d. A student gaining work experience, or | i. A worker of a labour-hire company.            |
| e. A volunteer, or                       |  |

Workplace – means a place where work is carried out for a business or undertaking and includes any place where a worker goes or is likely to be while at work. A workplace includes:

- a. A vehicle, vessel, aircraft, or other mobile structure; and
- b. Any waters and installations on land, on the bed of any waters or floating on any waters.

# Health and Safety Policy

## OBJECTIVE

Our aim is to encourage a positive health and safety culture within the workplace.

## SCOPE

This policy applies to all workers, including contractors, work experience students, trainees, apprentices, and volunteers.

## POLICY

Maxima Cleaning Group recognises its moral and legal responsibility to provide a safe and healthy work environment for workers (including contractors and workers of contractors), clients and visitors to the workplace.

The organisation is committed to the prevention of work-related injury and ill health of its staff, contractors and visitor within its working environment. It is our policy to ensure that any work carried out within the scope of the business is conducted in compliance with the OHS Management System.

Emphasis will be placed on effective management, ensuring a systematic approach to the identification of risks using a hierarchy of controls and, the allocation of financial and physical resources to control these risks. To deliver these responsibilities, Maxima Cleaning Group undertakes to:

- maintain a safe and healthy place of work by providing plant, equipment and systems of work which reduces risks to people's health and safety; and
- promote OHS awareness within the company and encourage workers to participate in the decision-making processes for OHS; and
- ensure compliance with all relevant safety legislation, regulations, codes of practice and other requirements associated with our operations; and
- where any process or service is outsourced, Maxima Cleaning Group will determine criteria and methods of control to ensure conformity to our requirements.
- arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures; and
- have in place a framework for setting and reviewing our OHS objectives and targets; and
- train, educate and inform our workers about OHS issues that may affect their work; and
- commit to reporting OHS performance with measurable targets to ensure continued improvement; and
- openly encourage all staff and contractors to report hazards, including near misses, without fear of reprisal.

This OHS Policy is deemed appropriate for Maxima Cleaning Group. It includes a commitment to comply with this policy and all applicable regulatory requirements.

## RESPONSIBILITIES

Management is committed to:

- integrating OHS into all aspects of Maxima Cleaning Group operations; and
- doing everything reasonably practicable to ensure the health and safety of its workers while they are at work; and
- compliance with legislative requirements, current industry OHS standards and co-operation with regulatory bodies, as far as is reasonably practicable; and
- identifying any hazards in the workplace that may be a risk to health and safety and eliminating or controlling the risk of harm from those hazards; and
- measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels; and
- provision and maintenance of a work environment that is safe and manages risks to health; and
- consultation with workers and other parties to improve decision-making on OHS matters; and
- development, implementation, and review of written safe work procedures; and
- distribution and communication of safety information and safe work instructions; and

- information, training and supervision to workers, contractors, clients, and visitors to ensure safety; and
- support and assist workers in effective injury management and rehabilitation; and
- review and assessment of OHS policies.

Workers are expected to:

- take reasonable care for the health and safety of themselves and others at work; and
- cooperate with Maxima Cleaning Group to enable compliance with OHS legal obligations; and
- participate in consultative arrangements; and
- assist management in meeting OHS targets/key performance indicators; and
- participate in return-to-work programs; and
- comply with all reasonable instructions from managers concerning health and safety issues at work; and
- ensure that they know how to use equipment safely and that they correctly use all equipment.

Julie Meagher has been appointed as the management representative for the purposes of this OHS Policy. The Management Representative has the full support of Maxima Cleaning Group to establish, implement and maintain OHS, and other applicable regulations, standards, and guidance.



Date: 01/04/2024

Signature:

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