



Occupational Health & Safety Policy

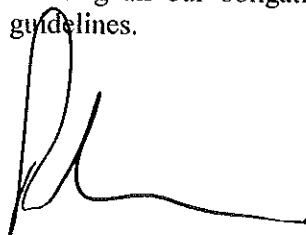
Access Records Management is committed to providing and maintaining a safe and healthy working environment for its employees, visitors and all persons using the premises as a place of work.

This means putting the health, safety and welfare of our employees and visitors above all other considerations.

Not only will we meet all statutory obligations through a process of joint consultation with employees, we will also meet our ethical obligations to keep employees and visitors safe.

We will demonstrate our commitment to occupational health and safety (OHS) by:

- Establishing, implementing and maintaining an Occupational Health & Safety program that strives to achieve OHS best-practices throughout the organisation.
- Encouraging managers and supervisors to provide leadership in the application of OHS policies and procedures and holding them accountable for on-going OHS performance.
- Providing human, financial and other resources needed to meet all OHS obligations and to develop a work environment that promotes employee health, safety and welfare.
- Creating a pro-active culture of OHS so that working safely becomes a way of life for Access employees.
- Encouraging employee consultation and participation in all matters relating to health and safety in the workplace.
- Providing education and training to managers, supervisors and employees so they develop a commitment to the principles and practicalities of OHS and can fulfil their obligations with confidence.
- Identifying hazards in the workplace and taking practical steps to eliminate isolate or minimise potential exposure to these hazards.
- Encouraging active and timely reporting and recording of all incidents and injuries and investigating these incidents in a timely manner to ensure contributing factors are identified and corrective action is taken.
- Providing injury management programs to facilitate safe, early and durable return to work for injured employees.
- Promoting a system of continuous improvement in OHS performance including periodic reviews of policies and procedures.
- Meeting all our obligations under relevant OHS laws and regulations, standards and guidelines.



Dale Rockell
General Manager