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[POL-ALL-1006 Return to Work and Occupational Rehabilitation](#)
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[PRO-ALL-1006 Roles and Responsibilities](#)
Occupational Health and Safety Act

INTRODUCTION

Programmed Property Services, in conjunction with all employees, is committed to continuous improvement in pursuit of the highest possible health and safety standards in all workplace activities.

PLANNING

Management has the responsibility to ensure a safe & healthy working environment through the provision of safe systems, relevant policy and effective supervision. It is also the responsibility of every employee and supplier of goods and services to work safely and to promote, monitor and improve Occupational Health and Safety.

METHODS

All Programmed Property Services' staff will comply with current Legislation, Regulations and Codes of Practice, business rules and processes in the pursuit of optimal business practice.

SYSTEMS

Our objective is for zero harm; to people, the environment and no accidents. This objective will be achieved through the establishment of measurable objectives as part of our business plans which will be reviewed in conjunction with policy on an annual basis and through Programmed Property Services' Integrated Management System.

We are committed to pursuing an injury-free work environment. Reporting and investigation of all near misses, incidents and accidents will assist in the implementation of continual improvements in our Occupational Health and Safety processes and systems of work.

All employees have an obligation to carry out their responsibilities and accountabilities as outlined in their position descriptions and the Roles and Responsibilities procedure. Both employees and contractors are responsible for the reporting of all incidents, as per the Programmed Property Services' issue resolution process.

The health and safety of our staff, contractors, customers and visitors is our primary consideration. Neither the scope nor diversity of work, nor the size and spread of our company should be allowed to cloud this focus. Health and safety standards shall always be maintained while pursuing our Vision, Mission and Values.

In the event that a workplace injury or illness should occur, Programmed Property Services is committed to providing access to occupational rehabilitation and will actively encourage and facilitate the earliest possible return to work.

Regular safety audits of equipment, plant, vehicles and workplaces, and the implementation of effective controls, will enhance the Company objectives to achieve the highest standards in quality by the safest and most efficient methods.

Regular discussions on Occupational Health and Safety between management and staff will ensure a Company-wide collaborative informed approach. A combination of commitment, training and education, monitoring and continuous improvement will ensure a safer working environment.

This Policy will be part of every employee's induction and circulated on the Internet.



Chief Executive Officer