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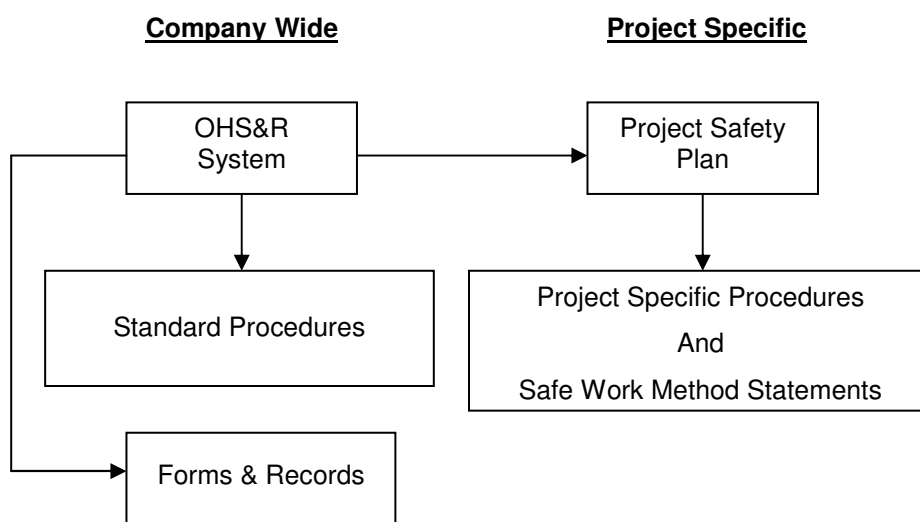
# 1. Outline

This document with associated forms and checksheets outlines the Occupational Health and Safety System for Power Projects International. Power Projects International (hereafter referred to as “PPI”) is the registered trading name of Power Projects International Pty Ltd.

PPI mainly carries out maintenance and construction work on Power Stations and similar heavy industrial sites.

This document is based on the New South Wales Government “OHS&R Management Systems Guidelines” 3<sup>rd</sup> Edition.

The PPI OHS&R Management System consists of the following elements:



The *OHS&R System* is this document, and sets out company policy, responsibilities and general procedures regarding OHS&R.

A *Project Safety Plan* is a concise document prepared for each project, which details OHS&R information specific to that project. All of PPI’s projects are limited to one site, so this document will also contain information relevant to that site. This document will include, for example, specific evacuation or emergency procedures, interface with the client or site owner’s OHS&R systems, and the organisation chart for the project.

A *Procedure* is a written instruction on how to carry out certain activities, including administrative or management tasks which have an impact on OHS&R, for example how to respond to accidents on site. It may be *specific* to a particular project, or a *standard* procedure applying to all areas of the company’s operations.

A *Safe Work Method Statement* is a document setting out the potential hazards associated with a particular task or series of tasks, and the means of minimising these hazards. They may be generic, covering activities common to many projects or which are repeated, or specific, covering activities that occur only once.

A list of *Forms* that are used to fulfil various requirements of this OHS&R System, including current revisions, will be maintained by the Office Manager

## 1.1 Safety Policy Statement

This policy is a brief outline of the commitment that Power Projects International continually places on Occupational Health & Safety and Rehabilitation in the workplace.

Power Projects International recognises the extreme importance of the Health and Safety of our employees, subcontractors, suppliers and other persons who may be affected by our activities.

We aim to provide and maintain a working environment that is safe and without risks to health.

Our fundamental approach to managing safety will be;

- to identify risk arising from all activities;
- to determine what measures are required to minimise or eliminate those risks, and;
- to implement these measures.

Power Projects International recognises the essential role that consultation plays in developing and maintaining safe systems of work. Through our consultation policy, we aim to capture the experience of all employees in contributing to our goal of eliminating injuries in the workplace.

Where injuries occur, our main focus will be preventing recurrence and assisting the injured employee to return to work. Injured employees will be welcomed back to the workplace, and, through our Return to Work Program, we will provide active assistance to employees to progress through the period of injury and return to normal duties.

Management, through the allocation of resources, policy development and implementation, will ensure that health, safety and rehabilitation receive top priority.

Management and Supervisory staff are responsible for ensuring that all matters dealing with health, safety and rehabilitation of employees under their control receive top priority and ongoing attention.

It is the responsibility of all employees to avoid placing themselves or others in an unsafe situation and they are expected to adopt safe work practices to promote a safe working environment. Management demonstrates their commitment to OHS&R by providing training to employees and by the promotion of OHS&R in the workplace.

Approved: \_\_\_\_\_



Director