Occupational Health and Safety (OHS) Policy

BCG recognises its responsibility to provide a healthy and safe working environment for employees, contractors, clients and visitors. BCG is committed to the continued wellbeing of its employees and to ensuring that all employees are safe from injury and health risks whilst undertaking work-related duties, including home-based work.

Objectives

In order to ensure a healthy and safe working environment, BCG will:

* Undertake risk assessments and implement procedures to adequately manage any risks in the working environment,
* Provide written procedures and instructions for safe working practices,
* Ensure compliance with all relevant legislation,
* Maintain safe systems of work including the work premises and environment,
* Provide appropriate support, instruction, training and supervision to employees to ensure safe working practices.

Relevant Legislation

* *Occupational Health and Safety Act 2004* (Vic),
* *Dangerous Goods Act 1985* (Vic).

Both of these Acts are administered by WorkSafe Victoria.

Responsibility and Authority

The business owners are ultimately responsible for ensuring that safe systems of work are established, implemented and maintained.

The business owners are responsible for:

* The effective implementation and regular review of OHS procedures,
* Consultation with employees regarding health and safety issues and changes to legislation and/or working practices which may affect the health, safety or welfare of employee,
* Providing and maintaining a safe system of working practices,
* Providing support, training, and supervision to employees to ensure safe and healthy workplace practices are carried out, including relevant first aid training where appropriate,
* The provision of adequate resources for employees to meet the OHS commitment, including an up-to-date first aid kit.

Individual employees are responsible for:

* Following all OHS policies and procedures,
* Ensuring they report all potential and actual risks to partners or managers/supervisors,
* Taking care to protect their own health and safety and that of their colleagues at work,
* Ensuring their own or others’ health and safety is not adversely affected by the consumption of drugs or alcohol,
* Encouraging others to follow healthy and safe working practices in the workplace.

Policy Implementation and Review

This policy will be reviewed regularly by BCG CEO to ensure compliance with legislation, industry standards and organisational changes.

Updated/authorised

2019 – Jim Murphy CEO