John Readings Bookstores Health and Safety Management System Principles and Objectives

In order to ensure a healthy and safe working environment, John Readings Bookstores will:

* Establish a safe and healthy workplace,
* Ensure compliance with all relevant legislation,
* Provide written procedures and instructions for safe working practices and material safety data sheets (MSDS) where required,
* Provide appropriate support, instruction, training and supervision to employees to ensure safe working practices,
* Consult employees and affected persons on health and safety issues,
* Set and monitor clear performance goals for prevention and lessening of illnesses and injuries in the workplace for employees, contractors and visitors (including clients and volunteers),
* Detect hazards leading to assessment and appropriate control activities for all risks in the workplace,
* Commit to participation in workplace health and safety matters by all senior managers, line managers, supervisors and staff (including employee representatives),
* Access and provide appropriate information relating to working safely and the training required for organisational employees to carry out their duties in a safe manner, and
* Establish and commit to a health and safety management system and continual improvement including internal/external audits and systematic management review.