John Readings Bookstore (Wollongong) WHS Policy and Procedures

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| Purpose | The purpose of this policy is to ensure that work is carried out safely in accordance with John Readings ethical and legal obligations to provide and maintain a safe workplace. John Readings recognises its responsibility to provide a healthy and safe working environment for employees, contractors, clients and visitors. The Company is committed to the continued wellbeing of its employees and to ensuring that all employees are safe from injury and health risks while undertaking work-related duties, including home-based work. |
| Scope | The scope of this policy covers all employees and contractors of John Readings Bookstore – Wollongong. |

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| Responsibility | Responsibility for the implementation of this policy rests with employees and management of John Readings with responsibility for providing a safe place of work.  **Management at the Wollongong Store are responsible for:**   * Consultation with employees regarding health and safety and changes to legislation and/or working practices which may affect the workplace, * Providing and maintaining a safe and healthy environment for work, * Providing support, training, and supervision to employees to ensure a safe and healthy workplace, and * The provision of adequate resources for employees to meet health and safety management system targets.   **Individual employees are responsible for:**   * Following all workplace health and safety policies and procedures, * Ensuring that they report all potential and actual risks to managers/supervisors, * Taking care to protect their own health and safety and that of their colleagues at work, * Ensuring that 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. |
| Relevant legislation/ standards | * *Work Health and Safety Act 2011* (NSW) * *AS/NZS 4804:2001 OHS management systems – general guidelines on principles, systems & supporting techniques*. |
| Updated/ authorised | 20/09/2019 – Lynn Lee (Finance Manager, Wollongong). |