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Work Health and Safety Policy

1. Purpose

- 1.1 JPJ Audio Pty Ltd (JPJ Audio) is committed to providing a safe working environment for all employees, and other persons, so far as reasonably practicable. This will be achieved by management and employees working together, following a program of health and safety activities and procedures which are monitored, reviewed and audited to achieve best practice.
- 1.2 JPJ Audio undertakes to review this policy on a yearly basis to take account of changes in legislation, activities, services and products.

2. Scope

This policy applies to:

- a. all employees of JPJ Audio (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of JPJ Audio (for example contractors, subcontractors, agents, consultants, temporary staff) (collectively referred to as 'workplace participants'); and,
- b. all of JPJ Audio workplaces and to other places where workplace participants may be working/representing JPJ Audio for example, when visiting a customer, client or supplier (collectively referred to as 'workplace').

3. Commencement of Policy

- 3.1 This Policy will commence 02nd December 2013, and replace all other work health and safety policies (whether written or not).
- 3.2 This Policy does not form part of any employee's contract of employment.

4. Health and Safety Objectives

- a. To provide a safe and healthy work environment for all our workplace participants;
- b. To provide a safe and healthy methods of work;
- c. To provide programs of health and safety activities and procedures which are continually updated and effectively carried out;
- d. To identify and eliminate or reduce hazards and risks to health and safety;
- e. To continually monitor and improve work health and safety;
- f. To provide education and training; and,
- g. To comply with all relevant laws, rules, standards and codes of practice.

5. Health and Safety System

The Work Health and Safety system relates to all aspects of health and safety including;

- a. Exercising due diligence;
- b. Health and safety training and education;
- c. Adopting a risk management approach to manage health and safety risks;
- d. Consultation with employees on matters related to health and safety;
- e. Emergency procedures;
- f. Defined WHS responsibilities;
- g. Incident / accident reporting; and,
- h. Management of injured workplace participants.

6. Management Responsibilities

- 6.1 All Officers, Managers and Team leaders/Supervisors are responsible and accountable for the safety of workplace participants and company property under their control so far as reasonably practicable. Managers and Team leaders/Supervisors are responsible for ensuring all policies, procedures, safe work practices and safe work procedures are followed at all times.

7. Employee Responsibilities

- 7.1 All employees are required to comply with the health and safety legislation and JPJ Audio policies and procedures by taking reasonable care that their acts or omissions do not adversely affect their health or safety and that of other persons. Employees must report all hazards and incidents to their supervisors as soon as practically possible to ensure their own health and safety and the health and safety of others.

8. Contractors

- 8.1 All contractors engaged to perform work for JPJ Audio are required to comply with the health and safety legislation as amended from time to time, the policy, programs and procedures of JPJ Audio as they relate to work health and safety and to observe all direction on health and safety given by management. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.



CEO

02nd December 2013