

WORK HEALTH & SAFETY PROCEDURE

Contour Systems Pty Ltd trading as Contour College is committed to ensuring that all employees are safe from injury and risks while at work.

The CEO, as the responsible officer of Contour College recognises work, health and safety of all our employees is of primary importance and is ranked equally with all other operational considerations. Contour College is not only committed to ensuring all legislative requirements are met, but also to maintaining a position of excellence in handling work, health and safety issues affecting its workforce.

This is a responsibility you must also share. Contour College considers that all employees have these basic responsibilities:

- Work safely, follow all safety instructions and keep your workplace safe.
- Before starting a new task, be sure you know how to do it safely. Ask your workplace supervisor about it if you are unsure and follow instructions.
- If you notice possible hazards or ways to improve safety, report them to your manager.
- Maintain good standards of housekeeping in your workplace.
- Co-operate in activities and programs for the prevention of accidents and improvement of your safety.
- Report all accidents / injuries to your manager as soon as possible and complete the accident report form.
- Ensure the correct use is made of all equipment provided.
- Your responsibility also extends to co-workers and the public, which means that you must not do anything to endanger their health and safety.