

# Occupational Health and Safety Policy

Safety does not differentiate between levels of work, management, employees and contractors. Each has a part to play. PWCS however will ensure good resources are available and involve all in improving our health and safety performance. PWCS expects full compliance to all safety systems and expects each person to enforce the system to protect themselves and workmates.

## What PWCS will do

Your health and safety is fundamentally important to PWCS. Our PWCS safety objective is to eliminate all injuries and those conditions and work practices that could lead to illness or personal injury. To achieve this PWCS will:

- **Train you properly** in health and safety matters relating to the work place and general lifestyle (this will include training in off-the-job health and safety matters).
- **Provide you with equipment and work places** that meet relevant standards and in many cases exceed them.
- **Keep developing** the PWCS health and safety system – STEPSafe - and have everyone appropriately involved in this development.
- **Consult with Employees and Contractors** on matters relating to health and safety.
- **Development of an overall strategy** for safety improvements for the next 5 years.

## What you should do

No task is so important that you compromise your safety to perform it. You are responsible and accountable for your own safety and those around you as we move toward interdependence. This means:

- **I expect you to stop and think before undertaking** tasks that may compromise your safety and those around you. If you feel a task cannot be done safely, discuss it with your Supervisor or refer to the written safe working procedure for that task. This also includes the issue of fatigue and managing it appropriately as per PWCS guidelines.
- **Be alert to the possibility of creating hazards** for yourself or your work mates.
- **Report** to your immediate Team Leader straight away, any hazards that you are unable to correct yourself.
- **Get personally involved** in making PWCS a healthy and safe place to work, understand and contribute to achieving the goals of your team.
- **Use Personal Protective Equipment** and comply with the policies of PWCS.

## What your Manager will do

PWCS requires that each Department Manager treat health and safety as a primary concern and not secondary to other business areas such as loading coal. This means Managers will:

- **Establish goals** for health and safety programs.
- **Allocate resources** to achieve these goals.
- **Assign health and safety tasks** to their Superintendents and Specialists. In turn, Superintendents and Specialists will assign health and safety tasks to the Supervisors and others in their teams. Each and every one of us must play our part in achieving these goals.
- **Involve you** in improving health and safety.

## What about Visitors and Contractors?

PWCS' commitment to safety extends to visitors, contractors and other people who perform work on PWCS' property eg Linesmen, Customs Officers, sampling company employees. PWCS will inform contractors and insist that contractor's comply with PWCS' requirements. Everyone on site shall be treated equally with respect to health and safety expectations.

Visitors shall be made aware of all relevant safety requirements and shall be escorted by an inducted person whilst on site. Visitors, contractors and others must be familiar with relevant safety requirements upon their arrival to site.

**Everyone has the authority and the right to stop a job process if it is not safe.**

## Where to get more information?

If you want more details, talk to your Team Leader.

**Graham Davidson**  
**General Manager**

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