

Work Health and Safety Policy Statement

Commitment

CARPET CLEANERS WAREHOUSE is committed to ensuring the health and safety of workers and others affected by our work activities. We place the highest priority on making sure work activities are carried out safely and reasonable measures are taken to remove (or reduce if they can't be eliminated) risks to the health and safety of workers and others. People are our most important asset and safety is everyone's responsibility.

We are committed to ensuring we comply with relevant legislation, applicable Codes of Practice and Australian Standards.

The following responsibilities are a summary of the Work Health & Safety Policy & Procedures that the Management of CARPET CLEANERS WAREHOUSE will ensure are fully enacted and complied with.

Responsibilities

Management will provide and maintain:

- a safe working environment
- safe systems of work
- safe use, handling and storage of plant, structures and substances
- facilities for the welfare of all workers
- information, instruction, training and supervision needed to make sure that workers are safe from injury and risks to their health and safety
- a commitment to consult and co-operate with workers in matters relating to work health and safety, and co-ordinate work health and safety in partnership with other businesses where work activities may have a safety impact on workers and others
- a commitment to continually monitor, review and seek to improve our performance through effective safety management

Workers and Others (including visitors and contractors) have responsibilities to:

- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing as reasonable directed and in compliance with safe work practices and procedures
- comply with reasonable direction given by management for health and safety purposes

Workers also have specific responsibilities to:

- cooperate and comply with safe work policies, practices and procedures to prevent injury to themselves and others or damage to plant and equipment
- not misuse or interfere with anything provided for health and safety
- report all injuries and incidents immediately
- report all known or observed hazards or near misses to their supervisor or manager

CARPET CLEANERS WAREHOUSE seeks the cooperation of all workers and others to ensure a safe working environment. We encourage suggestions to achieve, and improve, our work health and safety goals to ensure everyone goes home safe at the end of the day. This policy applies to business activities, including those situations where workers may be working off-site.

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Policy authorised by:

05/09/20
Date

Name: Toby Bradshaw

Position: CEO

ENVIRONMENTAL POLICY

General Policy

With a growing concern for our environment CARPET CLEANERS WAREHOUSE will implement a systematic approach to controlling pollution of the environment. Consideration for our environment is of the utmost importance. Resources in line with the importance attached to our environment will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risks to health.

Management's Responsibility

The promotion and maintenance of the environment in which we work is mainly the responsibility of management. Management at all levels of the organization is required to contribute to the overall environmental conditions at our place of work.

Specific Responsibilities

- a. Each manager is required to ensure that this policy and the programme is effectively implemented in their areas of control and to support supervisors and hold them accountable for their specific responsibilities
- b. Each supervisor is responsible and will be held accountable for taking all practical measures to ensure that:
 - the workplace under their control is free from polluting the environment and
 - any refuse or waste product is to be removed, controlled or treated to prevent pollution of the environment
 - all legislative requirements are being met

Systematic Approach to Environmental Control

1. Identify and conform to legislative requirements pertaining to our industry
2. Consult with the necessary authorities regarding waste disposal
3. Design and implement safe systems of operation
4. Design and implement correct disposal procedures
5. Implement an environmental preventative maintenance programme at each work site
6. Implement an employee awareness program

More Specifically

- I. the supervisor will be held accountable for detecting any unsafe or unhealthy condition
- II. if the supervisor does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly with any recommendations for remedial action to a person who does have the necessary authority

Managers/Supervisors

The supervisor or manager who has the necessary authority will be held accountable for taking prompt remedial action to prevent or eliminate any unsafe occurrence and to provide the necessary control mechanisms to assist in the management of the environment where appropriate

Employees

All employees are required to co-operate with management so that the policy, programmes and legislative requirements ensure that the environment remains in a safe and healthy condition

SIGNATURE: _____

John Sacher

DATE: _____

05/08/2020

Name: _____

JOBY SPEDHUR

Coronavirus (COVID-19) Policy

CARPET CLEANERS WAREHOUSE is committed to ensuring the health and safety of workers and others affected by our work activities. We place the highest priority on making sure work activities are carried out safely and reasonable measures are taken to remove (or reduce if they can't be eliminated) risks to the health and safety of workers and others. People are our most important asset and safety is everyone's responsibility.

Exposure to the Coronavirus (COVID-19) is a potential hazard for workers and other people at workplaces. Carpet Cleaners Warehouse will apply the necessary measures in order to protect workers and all other persons from contracting COVID-19.

Carpet Cleaners Warehouse will to keep up to date with the latest COVID-19 information and advice to ensure that any action taken is measured and appropriate. This includes closely monitoring the Australian Government Department of Health and any advice from state or territory government agencies.

Carpet Cleaners Warehouse will initiate control measures that include but are not limited to the following:

- Review and promote our infection control procedure.
- Ensuring workers are aware of the isolation/quarantine periods in accordance with advice from the Australian Government Department of Health.
- Providing clear advice to workers about actions they should take if they become unwell or think they may have the symptoms of coronavirus, in accordance with advice from the Australian Government Department of Health and state or territory health department.
- Eliminating or minimising international work travel, in line with the travel advice on the Australian Government's Smartraveller website.
- Providing regular updates to workers about the situation and any changes to organisational policies or procedures.
- Contingency planning to manage staff absences
- Providing workers with information and links to relevant services should they require support.

Workers also have a duty to take reasonable care for their own health and safety and to not adversely affect the health and safety of others. Workers should be reminded to always practice good hygiene and other measures to protect themselves and other against infection. This includes:

- To self-isolate if returning from an overseas trip, or being in close contact with someone who has a confirmed case of COVID-19
- Washing their hands often, with soap and water, or carrying hand sanitiser and using it as needed
- Covering their mouth when coughing or sneezing, but not using their hands to do so
- Seeing a health care professional if they start to feel unwell
- If unwell, avoiding contact with others (including shaking hands or other touching, such as hugging).

Policy authorised by:

Name:

Toby Brodhauer
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TOSY BRODHAUER

Date

Position:

05/02/20

CEO