



Operating Procedure

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Workplace Health and Safety

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1.0 POLICY:

Elephant Thoughts requires that management and staff are committed to management and workers to health and safety.

Elephant Thoughts aims to remove or reduce the risks to the health, safety and welfare of all staff, contractors, volunteers, participants, and anyone else who may be affected by our business operations.

Elephant Thoughts aims to ensure all work activities are done safely.

2.0 PROCEDURE

2.1 Management is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- equipment and vehicles in safe condition
- facilities for the welfare of all workers
- any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health

2.2 Staff are responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety