

OHS Policy

1 Purpose

To provide and maintain a healthy and safe workplace for everyone engaged in activities and business of the Defence Materials Technology Centre (DMTC) including but not limited to:

- DMTC Directors and Officers;
- DMTC employees;
- DMTC contractors; and
- DMTC visitors.

2 Policy scope/coverage

This policy applies to all people involved in DMTC activities and business undertaken on DMTC premises or other sites when conducting DMTC related work.

This policy does not apply to third party Participants and their personnel conducting research or testing under projects managed by DMTC, or the Participants' workplaces. DMTC specifically recognises that Participants have the expertise in and are best placed to manage their own health and safety risks.

3 Policy statement

3.1 Policy overview

Resources will be made available to comply with all relevant Workplace Health and Safety (WHS) legislation to ensure the workplace is safe. DMTC will comply with all applicable WHS legislation.

DMTC acknowledges the best way to manage WHS is through working in a collaborative manner with all parties to identify and manage WHS risks.

DMTC management understands that it has a duty to provide and maintain a workplace that is safe and healthy to work in.

3.2 Obligations of personnel involved in DMTC activities

All DMTC Directors, employees, contractors, and visitors of DMTC have a responsibility to actively maintain a healthy and safe workplace. To do this, all employees, and contractors will:

- take responsibility to take reasonable care for their own health and safety;
- take responsibility to take reasonable care for the health and safety of others who may be affected by your actions; and
- notify DMTC program leaders, CEO or COO of any significant risk or any WHS incident.

DMTC recognises that people associated with DMTC activities will be engaged in two separate types of work areas, namely DMTC premises and the premises of our partners.

3.3 DMTC premises

DMTC staff will:

- ensure that the DMTC WHS policy and procedures are effectively implemented, complied with and updated;
- identify and assess risks and implement measures for controlling them;
- encourage the identification and reporting of any workplace hazard, or any injury or condition that may affect the ability of our employees to safely undertake their work;
- communicate and consult with other employees, contractors and clients regarding WHS issues and enable open discussion regarding WHS amongst staff;

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- provide necessary information, training and appropriate supervision to all DMTC employees, contractors, candidates and visitors to enable them to understand and follow safe working procedures;
- monitor and maintain equipment and the work environment to ensure compliance;
- investigate and report on all WHS incidents and accidents to prevent future similar incidents and accidents;
- monitor WHS compliance and seek to continually improve its WHS procedures and their application;
- maintain records and information relating to the health and safety of employees; and
- if requested, appoint a WHS Representative/Committee whose responsibilities will include facilitating consultation between management and staff and to co-ordinate WHS meetings.

3.4 Participant and contractor sites

DMTC recognises that it is the primary responsibility of the site operator to maintain a health and safe work environment. All people associated with DMTC activities must:

- meet the WHS requirements of the site;
- work safely at all times to protect their own health and safety and the health and safety of others at each workplace;
- perform only those tasks for which they have been granted authorisation or have the necessary training;
- report to their manager and the DMTC program leader any hazards they encounter in their working day and all incidents and accidents;
- comply with all WHS procedures implemented by DMTC and share information relating to them with their colleagues and;
- participate in any WHS training and implementation of procedures.

3.5 Policy review

This WHS policy will be regularly reviewed to take account of changes in how DMTC undertakes its activities and business and to ensure on-going compliance with the legal requirements for WHS.

DMTC requires all employees, contractors, candidates and visitors to read and ensure they understand the DMTC WHS policy and procedures and any new or updated WHS procedures.

Linked Policies, Procedures, Guidelines and Forms

- Policy approval policy
- Internal controls policy

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