



SOUTH COAST CLEANING SERVICES

Occupational Health & Safety Policy

The objective of this OH&S Policy is to provide the information necessary, to South Coast Cleaning Services management and staff to enable our workplaces to be free from the risk of illness or injury

Employer Responsibilities	Employee Responsibilities:
<ul style="list-style-type: none"> • Ensure compliance with occupational health and safety legal requirements • Ensure review of OH&S policy is part of employee Induction • All plant and equipment to be Safety tagged (PAT) Portable Appliance Tested • All chemicals used in Cleaning surfaces must have Data Sheet clearly displayed in Cleaners room on business site • All employees must be aware of the (PPE) Personal Protection Equipment required for unique each task undertaken <ul style="list-style-type: none"> ○ Use of chemicals, gloves where necessary ○ Use of solvents, gloves where necessary ○ Work surfaces, Safety Boots must be worn at all times ○ Ear protection on using heavy plant/equipment • Ensure staff are trained in OH&S Policy • Ensure staff are aware of their OH&S responsibilities • Perform regular review of working conditions • Ensure environment/working locations are risk free • No unidentified or unauthorised person is to be allowed on working site without prior approval • Be aware of ALL fire exist ion each working location • Be aware of all FIRE and EMERGENCY procedures at working location • Review this Policy every 12 months 	<ul style="list-style-type: none"> • Immediately report: <ul style="list-style-type: none"> ○ any equipment malfunctioning ○ any bottle/chemical not clearly labeled ○ any equipment not tagged ○ any unidentified spill ○ any damage to property ○ any injury ○ any hazard • When cleaning damp surfaces, always identify the area with 'Wet Surface' sign • Remove all obstructions to walkways • Be aware of risks associated with chemicals – refer to Chemical Data Sheets • Awareness of appropriate safety attire, including Safety Boots, Gloves, safety masks or glasses, ear protection • Review procedures on occurrence of incident • Ensure working premises have fully identifiable EMERGENCY and FIRE procedures • Do not interfere with or remove safety guards, safety devices or protective equipment provided • Run through site space to ensure no product/equipment is left behind on completion of duties