

## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

### **Aim**

Orana Engineering strives to operate its business in a manner which ensures, so far as reasonably practicable, the safety and wellbeing of our workers, clients and visitors. As such, the company has systems in place to meet its statutory obligations and duties in relation to safety. This policy has been developed with reference to ISO 45001.

It is important that all workers are competent to perform their duties in a safe and professional manner.

Orana Engineering requires your co-operation and active involvement to promote our health and safety aims and objectives towards creating a safe working environment for all workers, clients and visitors.

### **General**

- Safety rules that are introduced and/or varied by Orana Engineering must be observed at all times.
- All workers must comply with the company's latest policies and procedures and any reasonable instruction given by their Orana Engineering supervisor and/ or company management.
- All workers must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- All employees (and other workers as applicable) must familiarise themselves with the emergency response procedures and ensure they have undergone a full induction.
- It is a requirement of all workers to comply with the policies and procedures of worksites as attended by them on Orana Engineering business.
- Appropriate Personal Protective Equipment (e.g. hard hat, safety glasses etc.) must be worn at all times (where applicable).
- Jewellery and ties must be removed and long hair tied back before using rotating machinery.
- Children are not permitted in the workplace unless prior authorisation has been granted by management.
- No pets are permitted in the workplace.

### **Behaviour**

- Foolish or irresponsible behaviour including practical joking which may result in an accident is strictly forbidden.
- Everyone has a duty of care to be responsible for their own safety and the safety of those around them.
- If you consider any worker to be working in an unsafe manner, please contact company management immediately.
- Climbing on chairs or on office furniture is strictly prohibited.

### **Tidiness**

- Work areas must be kept clean and tidy at all times.
- Flammable materials and fire hazards must be eliminated or adequate protection taken.
- Any spills in the workplace must be cleaned up immediately and floors kept clear of obstructions.

### **Incidents**

- All accidents, incidents, near misses and equipment malfunctions must be reported to Orana Engineering company management and to the client where the incident has occurred on a client's site. Refer to Operational Guidelines (A012) for incident reporting requirements.

- All persons requiring first aid treatment must contact a first aid officer who will render the appropriate treatment. Refer to Operational Guidelines (A012) for first aid reporting requirements.

**Plant and Equipment**

- Company Management must be informed immediately should you consider any work practices or equipment unsafe.
- All plant and equipment are to be used in a safe manner and in accordance with the manufacturers recommended use.
- Workers shall only operate equipment for which they are competent to do so.
- Perform pre-start checks for equipment.
- Only operate equipment using the correct personal protective equipment ("PPE").
- Seat belts must be worn where fitted.

**Electrical Safety**

- Be mindful of electrical safety.
- Always keep power leads and appliances away from water.
- Do not overload power points by using multiple power boards or double adaptors.
- Check that electrical equipment is fitted with a current test tag.

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Matthew De Witt (Director)  
Date: 26/11/2024

[Signature]  
Gerald Sommer (Director)  
Date: 26/11/2024

