***HEALTH AND SAFETY POLICY***

*Anthony Matley Asbestos Removal is committed to ensuring the safety of our workers and customers, as well as that of Visitors and Contractors on the company’s site. We recognise the positive impact that the values and benefits of enhanced health and safety bring our workers.*

*Health and safety is everyone’s business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind. Furthermore workers are encouraged to be involved in decisions concerning; changes to facilities, work procedures, or any other area that may affect the health and safety of workers*

*Anthony Matley Asbestos Removal is committed to actively managing worker accident claim and rehabilitation processes if they are injured while at work, including supporting the safe and early return to work of injured workers.*

*We will provide and maintain a safe working environment and actively assess workplace risks and manage workplace hazards. All reasonably practicable steps will be taken to prevent harm occurring to workers and other people at our workplace and their health, safety and welfare will be actively promoted by:*

* *Complying with all relevant health and safety legislation, standards and codes of practice*
* *Ensuring managers and workers understand, actively participate, are accountable and responsible for health and safety within their areas of responsibility.*
* *Providing training, which will help workers work in a healthy and safe manner.*
* *Ensuring that all contractors and visitors recognise the need to comply with the company’s health and safety practices.*
* *Encouraging workers to recommend practices, which enhance the health and safety standards, and to continuously improve health and safety practices.*
* *Supporting, through appropriate rehabilitation and return to work strategies, any workers who are injured at work.*

*Individual workers are expected to co-operate in the objective of making this a healthy and safe workplace and therefore:*

* *Are required to observe and practice safe work methods, rules and instructions relating to their work.*
* *Report any unsafe work condition, equipment, accident and incident to their manager immediately.*
* *If it is within their abilities, to minimise, isolate and eliminate workplace hazards/risks wherever possible.*
* *Wear the relevant personal protective equipment required for their place of work.*
* *Ensure that no action or inaction by them will cause any harm or injury to any other person.*
* *Are encouraged to participate in the continuous improvement of the company’s health and safety practices.*

*AWM Matley Asbestos Removal Health & Safety Policy on the procedures for the management of H&S records are as follows*

* *The company will have a duty to keep any asbestos removalists workers and supervisors training records up to date and have them available for inspection these must be kept 5 years after the day the contractor or worker has finished.*
* *The asbestos removal control plan along with the notification must be kept and be available for at least 5 years. Along with clearance certificates.*
* *It must be readily accessible to a PCBU at the workplace.*
* *Each years records will be categorised into 12 months these will be stored in a sealed clear plastic container and place into storage located in Swanson, Auckland.*

*Antony Matley: Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_*