



Total Service Solutions™

OCCUPATIONAL HEALTH & SAFETY POLICY

GJK Facility Services is committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment for all its staff, contractors, visitors and clients whilst at the same time, complying with legislative requirements. GJK Facility Services believes that the health and safety of people, within the workplace, is an integral and vital factor in the successful planning and implementation of any job or project

In demonstration, of the above commitment and as part of our continuous improvement process, GJK Facility Services aims to:

- provide and maintain safe plant, systems of work and entry and exit from the workplace
- make and monitor arrangements for the safe use, handling, storage and transport of plant and substance
- maintain the workplace in a safe and healthy condition
- provide adequate facilities to protect the welfare of all employees
- provide employees, contractors and customers with regular information, instruction, training and supervision to ensure their safety
- maintain information and records relating to employees' health and safety
- Promoting and maintaining occupational health and safety is primarily the responsibility of management. However, to achieve a healthy organisation it is important that everyone accepts responsibility for the health and well-being of everyone in the workplace. Though all personnel within GJK Facility Services have specific responsibilities, as specified within their role/position descriptions, the following broadly encompass them;
- **Executive management** will promote the concepts of occupational health and safety, hold managers and other reporting officers responsible for their specific responsibilities in this area, support them in implementing practical measures to ensure that the work areas that they supervise is safe and without risk to health
- **Managers and their reporting officers;** are responsible for taking all practical steps to identify and address risk to health. This includes cooperating fully with any directives of executive management, managers, reporting officers or other staff aimed at maintaining a safe and healthy work environment. It also includes reporting any unsafe or unhealthy conditions and reporting accidents/ incidents promptly
- **Employees, Visitors and contractors** are expected to abide and cooperate with the companies OH&S programs
- **Occupational Health & Safety Committees** will help fulfill the occupational health and safety responsibilities of the organisation by identifying workplace health and safety problems and resolving them through a process of joint consultation. To this end each committee meeting will be attended by an employer representative who has the necessary authority to make decision on each of the matters raised.

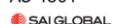
Management seeks the cooperation from all employees in realising our health and safety objectives and a safer and healthier work environment. All parties will be advised of agreed changes and the arrangement for their implementation.

A handwritten signature in blue ink, appearing to read 'George Stamas'.

George Stamas
Director
GJK Facility Services



Health &
Safety
AS 4801



January 2009