TIGER TEK

24 Ernest Clark Rd
Canning Vale, WA 6155
Ph: (08) 92561037
A B N: 39101499852

Occupational Health and Safety (OHS) Policy

Document No: TT-OHS-POL-001
Version: 1.0
Effective Date: January 2015-Present

---

1. Purpose

Tiger Tek Pty Ltd is committed to providing and maintaining a safe, healthy, and productive workplace for all employees, contractors, visitors, and any other persons who may be affected by our operations.

This OHS Policy establishes our commitment to preventing workplace injuries, illnesses, and incidents through effective risk management, consultation, training, and continuous improvement.

---

2. Scope

This policy applies to:

- **All Tiger Tek Pty Ltd employees**
- **Contractors and subcontractors**
- **Labour hire workers**
- **Visitors and customers**
- **Management and supervisors**
- **Any person conducting activities on behalf of Tiger Tek Pty Ltd**

---

3. Our Commitment

Tiger Tek Pty Ltd is committed to:

- **Providing a workplace free from hazards that may cause injury or illness**
- **Identifying hazards and controlling risks before incidents occur**
- **Protecting the physical and psychological health and wellbeing of workers**

- **Complying with applicable OHS/WHS legislation, regulations, codes of practice, and Australian Standards**
- **Providing appropriate information, instruction, training, and supervision**
- **Consulting with workers on health and safety matters**
- **Investigating incidents and implementing corrective actions**
- **Continually improving our safety management systems**

Tiger Tek Pty Ltd recognises that safety is a shared responsibility and that every worker has a role in maintaining a safe workplace.

---

4. Responsibilities

4.1 Directors and Management

Tiger Tek Pty Ltd management will:

- **Provide leadership and commitment to workplace safety**
- **Ensure adequate resources are available for safety management**
- **Identify and manage workplace risks**
- **Ensure workers receive appropriate training and supervision**
- **Review safety performance and improvement actions**
- **Promote a positive safety culture**

4.2 Supervisors

Supervisors are responsible for:

- **Ensuring safe work practices are followed**
- **Conducting workplace inspections**
- **Identifying hazards and implementing controls**
- **Providing guidance and instruction to workers**
- **Reporting incidents and unsafe conditions**
- **Supporting safety improvement initiatives**

4.3 Employees and Contractors

All workers must:

- **Take reasonable care of their own health and safety**
- **Avoid actions that may harm others**
- **Follow safety procedures and instructions**
- **Use equipment and PPE correctly**
- **Report hazards, incidents, injuries, and near misses**
- **Participate in safety training and consultation activities**

Workers also have duties to follow reasonable safety instructions and cooperate with workplace health and safety procedures.

---

5. Risk Management

Tiger Tek Pty Ltd will apply a risk management approach by:

1. **Identifying workplace hazards**
2. **Assessing the level of risk**
3. **Implementing appropriate controls**
4. **Monitoring effectiveness of controls**
5. **Reviewing risks when circumstances change**

Hazard identification may include:

- **Workplace inspections**
- **Worker feedback**
- **Incident investigations**
- **Risk assessments**
- **Safety observations**
- **Consultation meetings**

6. Consultation and Communication

Tiger Tek Pty Ltd will consult with workers regarding:

- **Workplace hazards and risks**
- **Changes affecting workplace safety**
- **Introduction of new equipment or processes**
- **Safety procedures and improvements**

Consultation may occur through:

- **Toolbox meetings**
- **Safety meetings**
- **Worker feedback**
- **Email communication**
- **Direct discussions with supervisors**

---

7. Training and Competency

Tiger Tek Pty Ltd will ensure workers receive suitable training, including:

- **Workplace induction**
- **Safe work procedures**
- **Equipment operation training**
- **Emergency procedures**
- **Hazard reporting requirements**
- **Required licences and certifications**

Training records will be maintained where required.

---

8. Personal Protective Equipment (PPE)

Where hazards cannot be eliminated, Tiger Tek Pty Ltd will provide appropriate PPE.

Workers must:

- **Wear PPE as required**
- **Maintain PPE in good condition**
- **Report damaged or unsuitable PPE**
- **Follow PPE instructions**

---

9. Incident and Hazard Reporting

All incidents, injuries, near misses, and hazards must be reported as soon as possible.

Tiger Tek Pty Ltd will:

- **Record incidents**
- **Investigate causes**
- **Implement corrective actions**
- **Review procedures to prevent recurrence**

---

10. Emergency Management

Tiger Tek Pty Ltd will maintain emergency procedures covering:

- **Fire and evacuation**
- **First aid response**
- **Emergency contacts**
- **Incident response**
- **Workplace emergencies**

Workers will be informed of emergency arrangements during induction and training.

---

11. Workplace Behaviour and Wellbeing

Tiger Tek Pty Ltd is committed to maintaining a respectful workplace free from:

- **Bullying**
- **Harassment**
- **Discrimination**
- **Violence**
- **Unsafe behaviours**

Workers are encouraged to report concerns so they can be addressed promptly.

---

12. Continuous Improvement

Tiger Tek Pty Ltd will regularly review its OHS performance through:

- **Safety inspections**
- **Incident trends**
- **Worker feedback**
- **Audits**
- **Management reviews**

Improvements will be implemented to strengthen workplace safety.

---

24 Ernest Clark Rd
Canning Vale, WA 6155
Ph: (08) 92561037
A B N: 39101499852

13. Compliance Statement

Tiger Tek Pty Ltd will comply with relevant workplace health and safety obligations applicable to its operations, including applicable WHS/OHS legislation, regulations, and codes of practice.

Tiger Tek Pty Ltd Safety Commitment Statement

"Safety is everyone's responsibility. We are committed to protecting our people, our workplace, and our community by working safely every day."