

Health and Safety Policy

CTC is committed to providing and maintaining a safe and healthy working environment for all employees, including apprentices and trainees, stakeholders, volunteers, visitors and members of the public.

Hazards or risks to health and safety will be eliminated or minimised, as far as is reasonably practicable, so as to prevent injury, illnesses and dangerous incidents.

CTC considers safety and incident prevention to be vital to the ultimate success of the organisation's operations and is an integral part of management's responsibilities.

Management will meet these requirements by:

- complying with both the *spirit and letter of the law* for all matters relating to work health and safety
- providing a safe working environment
- providing safe working conditions and safe operating procedures for all company activities
- eliminating workplace hazards
- developing a consultation process that involves all employees in identifying and resolving health and safety issues
- providing employees with information, instruction, training and supervision to allow workers to work safely and without risk to their health
- providing stakeholders and visitors with information and instruction to work safely and without risk to their health
- making safety equipment and personal protective equipment (PPE) available whenever required.

Each employee has the duty to:

- follow all safe work practices, procedures, instructions and rules
- work in a manner which ensures the health and safety of him or herself and others
- encourage other workers to work in a healthy and safe manner
- participate in training
- report or rectify any unsafe conditions that come to their attention.

Host Employers will acknowledge that CTC is the supplier of apprentices and trainees and that the Host Employer will:

- provide supervision and a safe working environment
- provide a safe working system in accordance with current legislation

This policy is an integral part of our total management plan. Our goal is to have zero injuries to employees, stakeholders and members of the public within our workplace. This can only be achieved through consultation with and cooperation by all.