

DOB ENTERPRISES PTY LTD

DOB Compliance Policy  
IMS-512-00-POL

## Revision History

| Date     | Rev | Modified By      | Changes Made, Review History | Reviewed by | Approved by |
|----------|-----|------------------|------------------------------|-------------|-------------|
| 19.02.18 | 0   | Sunette Opperman | Creation                     | S Rupert    | S Rupert    |
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DOB has an obligation to adhere to legislation, regulations, licencing and industry codes regarding WHS, Quality Control, the Environment, and privacy and confidentiality. By following set procedures, DOB aims to provide a safe workplace for all of its workers, with minimum to no impact on the environment and a focus on ethics, continual improvement and growth.

The purpose of this policy is to:

- Ensure compliance to legislation, regulations, licencing and industry codes of practice are adhered to
- Prevent the occurrence of accidents, incidents, risks or hazards in the workplace.
- Prevent environmental accidents, incidents, risks or hazards
- Assist in compliance to quality codes of practice and standards
- Form part of an effective management system enabling DOB to manage WHS, Environment and Quality successfully.
- Enable DOB to improve on our WHS outcomes, minimise our Environmental impact and continually improve while remaining ethical
- Discourage non-compliance with policies, legislation, regulations, licencing and industry codes of practice

DOB management are responsible for putting the following systems in place:

- Adopting a consultative approach with workers.
- Providing training for workers and assessing understanding (e.g. with a written test / questionnaire).
- Supporting workers to comply with their WHS obligations (e.g. providing correct PPE, conducting risk assessments, etc).
- Supporting Workers to comply with Environmental Obligations and responsibilities
- Supporting workers to comply with their Business Processes obligations such as quality control, privacy, confidentiality and ethics

DOB meets its legal obligations by:

- Consulting with workers regarding risk management.
- Having set reporting procedures for WHS incidents, near misses, risks and Hazards
- Delivering training for all new workers & updating training for existing workers annually.
- Ensuring that workers understand their obligations regarding WHS, the environment and Business Processes
- Carry out risk assessments to identify, respond to or control any hazards in the workplace.
- Host properties complete WHS checklists to highlight any hazards in the workplace.
- Providing a clearly labelled First Aid box.
- Retain records pertaining to worker training.
- Retain all accident / incident reporting documents.
- Reviewing Management systems when changes occur in legislation.

Non-compliance with DOB policies will result in disciplinary action and may lead to dismissal.



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