

DOB ENTERPRISES PTY LTD

DOB Governance Adjustment
Policy
IMS-508-00-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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Purpose

The purpose of the Governance Adjustment Policy is to ensure that a transparent environment exists within DOB Enterprises Pty Ltd (DOB) t/a MBC Recruitment, Macquarie Labour Hire, Watchout Training and Traffic Control, and MBC Nursing Agency, with regard adoption and adjustment to new legislative requirements, and policy creation amendment and termination.

This Policy constitutes the provision of notice to Employees of DOB's Governance Adjustment Policy and Procedures.

Scope

This policy applies to all employees, consultants, contractors and volunteers on DOB premises, in DOB vehicles, on client premises and in client vehicles.

Application and compliance

This Policy applies to all DOB Employees, contractors, and consultants past and present.

DOB may take disciplinary action, up to and including termination of employment, for any breach of this Policy.

This Policy should be read in conjunction with **all** DOB policies.

DOB reserves the right to vary, replace or terminate any of their policies from time to time.

Policy


DOB is committed to providing a safe and healthy workplace for workers, contractors and visitors and takes the following steps to keep our commitment:

- Conduct research to improve our knowledge about new legislation coming into place
- Attend training sessions designed to enable us to understand & comply with legislation
- Seek out advice, education and industrial knowledge to foster continual improvement in WHS systems and updates of relevant legislation
- Put new legislative practices into place in our policies and procedures
- Notify our worker of any changes in legislation which are relevant to them

DOB manages changes in legislation by:

- Assigning responsibilities for researching legislative changes with State and Federal Authorities
- Participating in learning opportunities such as information sessions provided by Industry Stakeholder Groups, Unions, and relevant Authorities
- Seek advice from suitably qualified persons where required (such as Health & Safety Consultants)
- Attend conferences, trade shows etc. where possible
- Undertake refresher training to maintain current knowledge & skills
- Liaise with local Authorities as required
- Monitor government websites for upcoming changes in legislation and conducting research to ascertain the best course of action

DOB reserves the right to vary, replace or terminate any of these policies from time to time.

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DOB may notify its employees, contractors, subcontractors, and other workplace participants of variations to policies through the following means:

- o Updates on payroll portals
- o Emails
- o Distribution of hard copies of policy updates (only where this is unavoidable due to environmental waste)
- o Verbal advice



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