

Health and safety management plan

Our annual health and safety plan is based on SMART objectives, meaning they are specific, measurable, achievable, relevant and time-bound.

Management works with employees through the health and safety committee to set the company's health and safety objectives, which are then listed in our annual health and safety plan. A copy of this is on the following page.

The health and safety committee allocates responsibilities to ensure these objectives are met.

Each year, management and employees review the outcomes to ensure the objectives have been achieved. If not, management and employees take corrective action to ensure the objectives will be met.

Return to work

In the event of work-related injury or illness we ensure our employees receive appropriate medical treatment and assessment as quickly as possible. Manager is responsible for establishing and maintaining early contact with all injured or ill employees, regardless of whether it is a work-related injury or not.

Employees with work-related injuries

If an employee suffers any injury at work, they must report it to their supervisor as soon as possible and record it in the accident register.

If they require medical assistance, the doctor or hospital will complete an ACC 45 form, which the employee must present to management as soon as possible.

Alternative duties may be allocated until the injured employee is fit to return to their normal duties. In addition, the injured employee may be able to get extra assistance. All of these options should be discussed by the company, the employee, their ACC case manager and medical provider as required.

Authorised applicator



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Monitoring and reviews

We ensure our health and safety system is monitored and reviewed:

- We use the check sheet on the following page to do this.
- We monitor known hazards to determine whether the hazards continue to exist and the controls remain effective. We record inspections and update the hazard register.
- We monitor workplace conditions and practices and identify new hazards that may arise. We record inspections and update the hazard register.
- We annually review our systems using the ACC WSMP self-assessment audit.
- We review and update our health and safety plans and objectives each year.
- We review all procedures and hazard management controls after each significant and potentially damaging event.
- We review all injury data each year and use this information to identify appropriate goals for the safety plan.
- We review this health and safety manual each year, to ensure the policy has been updated and signed and documentation is updated.
- We review the health and safety responsibilities designated to staff, each year.

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