



Purpose

To provide awareness around Occupational Health & Safety obligations for both Wolters Kluwer and its employees.

Wolters Kluwer Commitment

Wolters Kluwer is committed to providing a safe and healthy work environment and safe systems of work for all its employees. Wolters Kluwer will ensure that:

- ❖ an effective risk management program is established and maintained through an annual risk management review;
- ❖ employees are consulted on OH&S issues and their views and recommendations are taken into account in decision-making;
- ❖ employees and contractors are provided with appropriate information, training and supervision in order to undertake their duties safely and without risk to health; and,
- ❖ if an employee suffers an injury or illness at work, every effort will be made to provide them with rehabilitation and they may receive workers' compensation benefits subject to the claim being accepted by Wolters Kluwer's workers' compensation insurer.

Employee Responsibility

Every employee is required by law to take responsibility for ensuring safe work systems and a safe work environment. Breaches of occupational health and safety legislation will result in significant penalties. Contravention of health and safety policy, procedures, and rules constitutes a disciplinary offence, and serious or repeated breaches will lead to termination of employment. Following these guidelines will ensure that you meet your legal obligations.

As an employee, you are accountable for:

- ❖ taking reasonable care of your own health and safety, and that of others in the workplace; and,
- ❖ cooperating with measures designed to protect your own and others' health and safety.

OH&S Committee

Wolters Kluwer policy requires managers to consult with employees on OH&S issues, providing you with direct opportunities to express your views and contribute towards resolving OH&S issues in your workplace. Apart from direct communication with your manager, the Wolters Kluwer OH&S Committee provides another avenue for employees to assert their views and concerns regarding workplace health and safety.

The Wolters Kluwer OH&S Committee facilitates cooperation between management and employees in the development and implementation of OH&S policy. The functions of the committee are advisory and educational, making recommendations to the Wolters Kluwer CEO and the Human Resources Director, rather than decision-making. Specifically, the OH&S Committee is responsible for:

- ❖ assisting the development of Wolters Kluwer OH&S policy;
- ❖ administering the annual risk control program and coordinating the development of organisation-wide risk control measures;
- ❖ monitoring the effectiveness of the risk control program;
- ❖ investigating potential health or safety hazards;
- ❖ developing and implementing safety promotion and education projects e.g. safety induction training;
- ❖ researching OH&S issues;
- ❖ disseminating OH&S information to employees;
- ❖ coordinating the provision of first aid officers, procedures and kits; and,
- ❖ developing emergency evacuation procedures.

In circumstances when Wolters Kluwer does not have an elected OH&S Committee an HR Representative will be appointed to manage these functions.

Further information related to Occupational Health & Safety:

For more information on workplace accidents and injuries, refer to the [Accidents and First Aid Policy](#)

For more information on injury/illness rehabilitation, refer to the [Rehabilitation and Workers' Compensation policy](#)

For more information on fire safety and evacuation, refer to the [Fire Safety & Evacuation Policy](#)

Alternatively, consult with your line manager.

Date of last review:	19 March 2010
Applies to:	Wolters Kluwer Australian staff