

Moonee Beach Caravan Park



Australian Tourist Park Management Pty Ltd



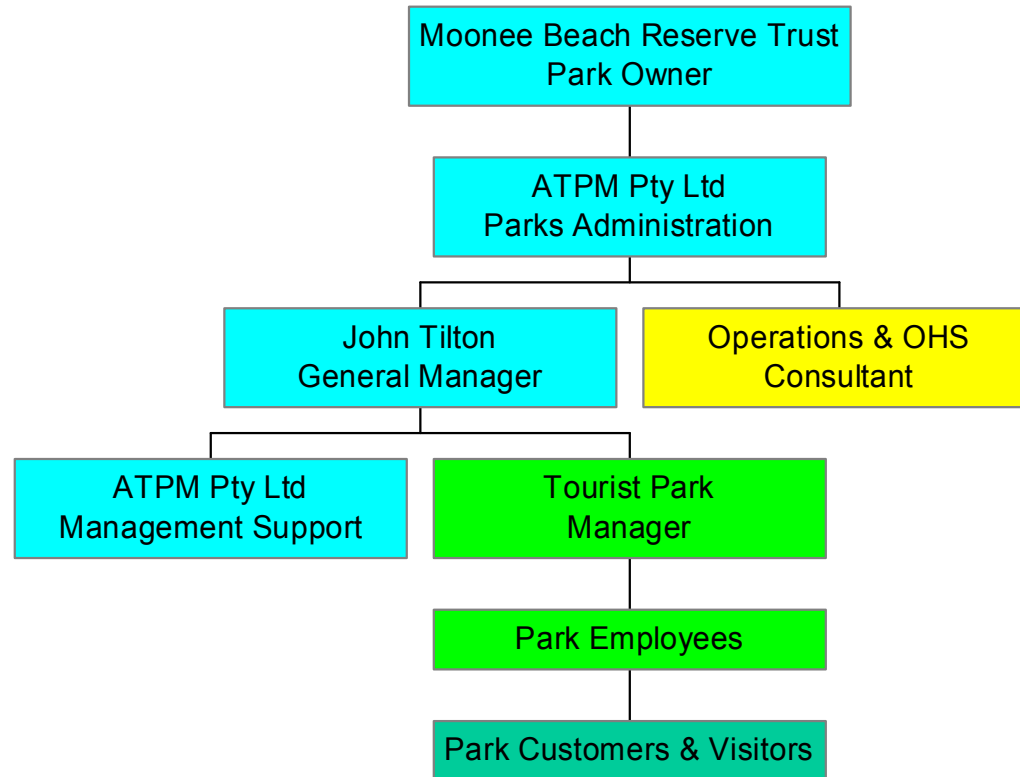
OCCUPATIONAL HEALTH & SAFETY

Safety Plan

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Occupational, Health & Safety Organisational Structure



OHS PROGRAM (Safety Plan)

Policy Statement

The organisation, Moonee Beach Caravan Park, and the Caravan Parks Manager, Australian Tourist Park Management Pty Ltd, is committed to: -

- Providing our employees, contractors, guests and all visitors with a safe and healthy environment;
- Ensuring that park management contractors provide their park employees, contractors, residents, guests and all visitors with a safe and healthy environment;
- Providing park management contractors with advice and adequate support to comply with their obligations under the Act;
- Complying with the requirements of the Occupational Health & Safety Act 2000, in accordance with the Regulations 2001, applicable to New South Wales;

The health and safety of all guests and visitors of the organisation and our caravan parks and the people associated by contract or employment to the organisation is considered to be of the utmost importance. Resources, in line with the importance attached to health and safety, will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace and caravan parks are safe and without risk to health.

Management's Responsibility

The promotion and maintenance of occupational health and safety is primarily the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the Moonee Beach Caravan Park. To this end, it is Management's responsibility to develop, implement and keep under review, in consultation with its employee's and contractors, the organisations OHS Program.

Specific Responsibilities

1. **Moonee Beach Reserve Trust and Caravan Parks Manager:**

The Trust is required to provide budget allowances for OHS and to ensure that this policy and the OHS Program is developed and effectively implemented by the Holiday Parks Manager (ATPM) in its area of control, and to support park managers and hold them accountable for their specific responsibilities.

2. **Park Managers:**

Are responsible, and will be held accountable, for all practical measures to ensure:

- That in the caravan park of their control the OHS program is complied with and employees are supervised and trained to meet their requirements under this program;
- That employees are consulted in issues which affect their health and safety and any concerns they may have are referred to management;
- That the caravan park remains a healthy and safe environment for the guests and visitors.

3. **Employees:**

Are required to co-operate with the OHS Policy and Programs to ensure their own health and safety and the health and safety of others in the workplace as well as guests and visitors to the caravan park.

4. **Contractors and Subcontractors:**

Engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the occupational health and safety policies, procedures and programs of the organisation and to observe directions of health and safety from designated officers of the organisation. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Occupational Health and Safety Program

In order to implement the general provisions of this policy, a program of activities and procedures has been set up, will be continually updated and effectively carried out. The program will relate to all aspects of occupational health and safety including:

- OHS training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practice, including those associated with technological change;
- Emergency procedures and drills;
- Provision of OHS equipment, services and facilities;
- Workplace inspections and evaluations;
- Reporting and recording of incidents, accidents, injuries and illnesses; and;
- Provision of information to employees, contractors and subcontractors.

Legal Responsibility

Occupational Health & Safety is everyone's responsibility. Moonee Beach Reserve Trust, the Caravan Parks Manager and the Park Manager have a legal responsibility called a "Duty of Care" to protect the health and safety of people in the caravan parks. This includes people who work casually, part-time, full-time, permanently, as volunteers, outworkers, contractors, plus guests and visitors while they are in the Caravan Park.

Under the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001, anyone who can affect health and safety in the park has a legal responsibility to protect it. This includes manufacturers, suppliers, designers and controllers of the parks including Moonee Beach Reserve Trust, the Caravan Parks Manager, Park Manager and employees.

The legal obligation for all parties affecting the parks are set out in the OHS Act 2000 and the OHS Regulation 2001.

Issued By: J D Tilton
General Manager
Australian Tourist Park Management Pty Ltd

Date of Issue: September 2003.

SAFETY NOTICE TO EMPLOYEES

Australian Tourist Park Management Pty Ltd is committed to: -

- Providing our employees, guests, residents and all visitors with a safe and healthy environment;
- Complying with the requirements of the Occupational Health & Safety Regulations 2001 applicable to New South Wales;

Employees can demonstrate their cooperation by undertaking any safety training offered by AusTPM and by adopting safe systems of work and conduct. By doing this you will not only be assisting AusTPM to discharge its obligations under the above legislation but will also be discharging your own obligations.

We see the continuous development and support of a healthy and safe work environment as being essential to our business success.

As an integral member of our team it is important that you are aware of various responsibilities in relation to Occupational Health & Safety policy, which have been incorporated into our main business objectives.

These policy and procedures have been designed to assist you with basic safety issues in and around the workplace.

We urge you as soon as possible to: -

- Become familiar with the various safety signs and fire exits on site;
- Read the OH&S Policy and Procedures;
- Read the specific policies we have prepared on Safety, Smoking and Drugs Alcohol and Medication.

Should you have any queries with the above or regarding Occupational Health and Safety Issues in general please feel free to approach your supervisor.

Issued By: J D Tilton
General Manager
Australian Tourist Park Management Pty Ltd

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