

Cinderella's Commercial Cleaning

Cinderella's Services Pty Ltd
ACN: 111 306 631 ABN: 86 111 306 631
Web: www.cinderellas.com.au
Email: mark@cinderellas.com.au



Work Health and Safety Policy

Please read the attached Work Health and Safety Policy.

Once you have read and understood the attached please sign in the space below and return this page to the WHS officer in person or via email.

It is recommended that you keep the Work Health and Safety Policy for future reference.

I have read and understood Cinderellas Services Pty Ltd
Work Health and Safety Policy.

Name: _____

Signed: _____

Date: / /

Cinderella's Commercial Cleaning

Cinderella's Services Pty Ltd
ACN: 111 306 631 ABN: 86 111 306 631
Web: www.cinderellas.com.au
Email: mark@cinderellas.com.au



Work Health and Safety Policy

At Cinderella's Commercial Cleaning, we recognise our moral and legal responsibilities to provide a safe and healthy working environment. This means that we are always:

- Identifying hazards and reduce risks so far as reasonably practicable where there is potential to cause injury or illness to workers including staff, visitors, contractors, members of the public and clients;
- Providing safe work places and systems of work, and encourage employees and contractors to address potentially unsafe situations and carry out their work in a manner that does not present a risk to themselves or others;
- Providing training to ensure that employees have adequate skills to perform their work safely;
- Encouraging employee reporting of potential hazards in the workplace;
- Investigating all work related incidents and implement corrective actions to prevent re-occurrence;
- Supporting the recovery and rehabilitation of employees in the event of a work related injury or illness;
- Engaging only those contractors who are effectively managing their own WHS responsibilities;
- Undertaking internal audits to determine the effectiveness of our WHS management system and implement corrective actions to improve on that system;
- Regularly reporting on our WHS performance to employees, contractors and other parties as deemed necessary;
- Consulting with and support our employees in the implementation of this policy.

Cinderella's Commercial Cleaning

Cinderella's Services Pty Ltd
ACN: 111 306 631 ABN: 86 111 306 631
Web: www.cinderellas.com.au
Email: mark@cinderellas.com.au



MANAGEMENT RESPONSIBILITIES

The responsibilities of Cinderella's management include:

- Implementing the WHS management system;
- Providing access to appropriate resources, instruction and supervision;
- Consulting with employees and contractors around their WHS responsibilities;
- Communicating with employees and contractors around their WHS responsibilities;
- Demonstrating leadership in compliance to Cinderella's Work Health and Safety Policy;
- Providing and / or ensuring the availability of medical and first aid services as required by the Regulations made under the Occupational Health, Safety and Welfare Act;
- Investigating all work-related incidents;
- Monitoring working conditions at any workplace that is under the management and control of the company;
- Taking appropriate measures to ensure the employees / contractors are educated in the maintenance and proper use of equipment that they may be required to use in the course of their duties whilst on assignment;
- Ensuring that they are not, by the consumption of alcohol or drugs, in such a state to endanger their own safety at work or the safety of employees under their control.

Cinderella's Commercial Cleaning

Cinderella's Services Pty Ltd
ACN: 111 306 631 ABN: 86 111 306 631
Web: www.cinderellas.com.au
Email: mark@cinderellas.com.au



EMPLOYEE AND CONTRACTOR RESPONSIBILITIES

The responsibilities of Cinderella's Employees / Contractors include:

- Complying with Cinderella's WHS management system policies and procedures;
- Ensuring their own and other's safety is not affected by their acts or omissions;
- Reporting hazards, near misses and incidents in the required timeframe;
- Ensuring that correct use is made of all equipment provided for health and safety purposes;
- Taking appropriate measures to ensure they are educated in the maintenance and proper use of equipment that they may be required to use in the course of their duties whilst on assignment;
- Ensuring that they are not, by the consumption of alcohol or drugs, in such a state to endanger their own safety at work or the safety of any other persons;
- Obeying all instructions issued to protect their own personal health and safety and the health and safety of others;
- Reporting or making such recommendations to their supervisors, the client and/or The Agency, as they deem necessary, to avoid, eliminate or minimise any hazards of which they are aware, regarding working conditions and / or methods;
- Keeping their work area clean and tidy during and after an assignment.

Cinderella's Commercial Cleaning


Cinderella's Services Pty Ltd
ACN: 111 306 631 ABN: 86 111 306 631
Web: www.cinderellas.com.au
Email: mark@cinderellas.com.au



WORK HEALTH AND SAFETY OFFICER RESPONSIBILITIES

The responsibilities of the Work Health and Safety Officer include:

- Consulting with employees / contractors to encourage support for Cinderella's Work Health and Safety Policy;
- Educating employees & contractors with regards to the WHS of any area they may be required to identify as a potential working environment;
- Reviewing all WHS policies and practices annually;
- Including of WHS sessions in training programs;
- Identifying and remedying potential hazards in the workplace, and implementing positive measures to improve conditions and safety for employees / contractors;
- Ensuring that all employees receive and sign Cinderella's Work Health and Safety Policy. This provides Cinderella's staff with information around how to ensure their health and safety within the workplace.

Employer Signature: by: 
All Rights Reserved

Date: 13th August 2020

Name & Position: Mark Ferdinands, Managing Director.