

<b>FAMILY</b>	Occupational Safety & Health
<b>PROCEDURE</b>	OSHpro 032
<b>SUBJECT</b>	Workplace Safety Handbook

(Att 3)



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AU07899

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### **Workplace Safety Handbook**

All employees will be issued with the Australian Airconditioning Services Pty Ltd (hereafter referred to as 'AAS') 'Workplace Safety Handbook'.

The term 'Employee' shall extend to any person working for or on behalf of AAS whether as direct labour, sub contract labour, work experience personnel or any other relationship where it could be reasonably assumed that AAS have influence, responsibility and/or control of such labour.

At or before the commencement of employment with AAS, all employees will read and understand the requirements and responsibilities of the Workplace Safety Handbook.

The employee will acknowledge receipt and understanding of the Workplace Safety Handbook by signing and dating the Acknowledgment section of the Handbook.

The original Acknowledgement shall be retained in the employees personnel file or in the case of indirect labour, in the file relating to the indirect labour deployment.

Revision to the Handbook shall be via internally generated Bulletins and such revision shall be noted and acknowledged by the employee, on, or attached to, the original Acknowledgement form.

In the event that the Handbook is replaced in its entirety, a new Acknowledgement form shall be signed, dated and stored as per this Procedure.

END OF PROCESS.

Form	OSHpro32	1/1
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