



HELEN & JOEY
ESTATE
YARRA VALLEY

Occupational Health and Safety Policy July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley is committed to protecting the health and safety of its team members and to the continuous improvement aimed at the prevention of work-related injury and illness.

To achieve the above, we:

- Endeavour to prevent workplace injuries by identifying and reducing the risk of work-related injuries and illnesses through proactively monitoring work practices and by providing appropriate training for all team members
- Review OH&S goals and objectives and comply with all applicable health and safety laws and regulations
- Induct all team members to ensure safe work practices are understood prior to commencing work and provide information about potential hazards and controls
- Investigate all incidents to identify the possible cause and implement preventive actions to minimise the risk of reoccurrence
- Undertake a regular compliance audit program to ensure adherence to company and regulatory requirements
- Conduct regular management reviews of workplace health and safety performance and identify and implement safety improvements
- Consult with team members to identify workplace health and safety improvements
- Communicate this OH&S policy to all persons working under our control, with the intent of making them aware of their individual OH&S obligations

PROCEDURES:

- a. A hazard log is maintained by Helen & Joey Estate and Re'em Yarra Valley in the main office. This log is available for all team members to note down any issue, hazard, or safety concern that they have,



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and to indicate what priority level they consider the concern to be. All major safety concerns must immediately be raised with the Direct Manager or Venue Manager.

- b. Helen & Joey Estate and Re'em Yarra Valley have established a Safety Committee (SC) who meet regularly to discuss health, safety and environment concerns. The SC will actively develop and implement continuous improvement initiatives aimed at improving the health safety and environment at Helen & Joey Estate and Re'em Yarra Valley.
- c. Team members are encouraged to note down all areas of concern with regards to safety issues or hazards in the hazard log as soon as it is identified. The Helen & Joey Estate and Re'em Yarra Valley Venue Manager/Managing Director/Safety Committee check this log regularly and note down any actions taken for the purpose of advising all team members of the status of any concerns.
- d. Team members are also encouraged to speak with a member of the SC Team or Venue Manager in person with any immediate concerns.
- e. The Helen & Joey Estate and Re'em Yarra Valley Safety Committee, Venue Manager or the Managing Director may undertake periodic building inspections to identify any potential issues in the business with regards to safety.
- f. First Aid kits are located in the Helen & Joey Estate and Re'em Yarra Valley hotel reception, kitchen, bar, and winery for the treatment of minor injuries, and a defibrillator is located in the hotel reception area. Each First Aid kit's allocated storage place is clearly marked with signage. Helen & Joey Estate and Re'em Yarra Valley also ensures that an adequate number of team members are trained and qualified in first aid.
- g. Helen & Joey Estate and Re'em Yarra Valley have a duty of care towards team members to protect their health and safety when working outdoors. In order to assist in reducing the exposure of any team member working outdoors to damaging ultraviolet rays, Helen & Joey Estate and Re'em Yarra Valley encourage the use of SPF 30+ sunscreen and supplies screen in the office area for team member use. Helen & Joey Estate and Re'em Yarra Valley further encourage the use of sun protection such as clothing, hats, and sunglasses when working outdoors.