



Health & Safety at QC

QuickCircuit Ltd (QC) is committed to providing and maintaining a safe and healthy workplace for all staff, and to providing induction, training, supervision and any further information needed to achieve this.

QC will take responsibility for ensuring that emergency plans and health and safety procedures are in place, however, employees need to be aware of their responsibilities and comply with the business' health and safety policy.

Legislation

All employees, contractors and visitors must follow the organisation's legal requirements under Health and Safety at Work Act 2015, regulations, NZ standards and Approved Codes of Practice.

Everyone in it Together

QC is committed to engaging with employees; Team leaders and managers promote a working environment where feedback and communication on all health & safety matters is cooperative and transparent.

QC is committed to protecting worker health, both physical and mental. QC endeavours to provide a supportive environment that protects workers' mental health from work-related psychosocial hazards that can lead to work-related stress, anxiety and depression.

Training/ Information

All employees will be informed of and trained in safe workplace practices in all aspects of their role, so that all site procedures are followed.

All contractors and visitors will be informed of safe workplace practices so that all site procedures are followed.

PPE

QuickCircuit will provide all necessary personal protection equipment.

Personal Responsibility

All staff are responsible for their own safety regardless of their position, and for the safety of their own area including other persons.

Continual Improvement

QC promotes continual communication and improvement of our health & safety procedures and performance by using tools such as achieving Health & Safety objectives, internal audits and Health & Safety meetings.

Health & Safety in Practise

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in and sharing feedback with the workplace health and safety team
- Following and using QC approved procedures and equipment
- Wearing protective clothing and equipment as and when required
- Ensuring all accidents and incidents are reported, recorded and actioned as required. Report all appropriate notifiable injuries, illnesses and incidents to the regulator. QC is committed to supporting the safe and early return to work of injured or ill workers.
- Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist
- Telling your manager immediately of any health and safety concerns
- Keeping the work place tidy to minimise the risk of any trips and falls.

Warren Yee - Managing Director
23 November 2017