



KEEN CLEANING

HEALTH AND SAFETY POLICY

Keen Cleaning is an Australian family owned cleaning company. Keen Cleaning is committed to provide a productive, safe and healthy work environment for employees, contractors, and visitors. Keen Cleaning promotes open communication and transparency in all aspects of their business and recognises Occupational Health and Safety is an integral part of its and its clients' business.


We will strive to continually improve our processes and manage change through effective communications, monitoring of activities, recognising opportunities and implementing changes when needed.

Keen Cleaning commitment

Keen Cleaning is committed to:

- the health and safety of our employees
- achieve work health and safety objectives and targets
- ensure compliance with legislative requirements and current industry standards
- supporting the health and safety of our client's employees
- train employees to competently perform their work as described in safe operating procedures
- continuously develop managers and supervisors' management skills and practices
- provide information to all employees, contractors, and visitors that informs them of health and safety issues relevant to Keen Cleaning operations
- ensure products and equipment purchased are compliant with Federal and State Health Safety Regulations and other requirements that affect the establishment
- prevention, reduction, and elimination of injury in the workplace
- use safe system of work that are supported by documented and audited standards and procedures
- be pro-active in assessing health and safety hazards and risks for new and existing work systems, practices, and equipment
- encourage team problem solving at all levels of company to implement work practices that continually improve safety and prevent injury within the workplace
- report and investigate incidents and implement systems and practices that prevent reoccurrence
- actively participating in establishing Occupational Health and Safety standards on any site in partnership with the client to maintain a minimum standard for that site.

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Responsibilities

Director is accountable for implementing this policy in their respective area of responsibility.

Director is responsible for:

- Complying with Keen Cleaning health and safety standards
- The provision and maintenance of workplaces in a safe condition
- Involvement in the development, promotion and implementation of operational procedures which incorporate safe systems and practices
- Training employees in the competent performance of their assigned tasks
- Effectively using company resources to meet the health and safety commitment
- Constant communication regarding OHS issues and concerns with designated work groups

Employees, Contractors and Visitors are to:

- Take reasonable care for the safety of themselves and others in the workplace
- Comply with all Keen Cleaning policies, procedures and systems of work
- Report all known or observed hazards to their immediate Leader or Director
- Cooperate with Keen Cleaning initiatives to promote health and safety
- Contribute ideas which make our workplaces safer and more productive

Director and staff will participate in constructive and cooperative consultation and communication on safety matters. The Director will consult with staff and contractors in any workplace change that may affect their health and safety.

Approved by:



Manpreet Deora
Director

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