



## **SAFETY POLICY**

Kleena Cleaners (SA) Pty Ltd provides professional cleaning services to commercial, industrial and small businesses through franchised operations. Kleena Cleaners (SA) is committed to ensuring that all of our employees, franchisees and visitors are kept safe from injury and risks to their health.

Our intention is not only to comply with relevant WHS legislation and regulations, but to ensure, wherever practicable, the highest possible standards in managing workplace safety.

To achieve this, Kleena Cleaners (SA) Cleaners maintains a Safety Management System to a high standard of practice. The Business Management System ensures measureable objectives and targets are established and reviewed through formal management review meetings in order to continually improve and eliminate workplace injury and illness.

Kleena Cleaners (SA) is committed to:

- taking positive steps to identify, assess and control hazards from work
- ensuring WHS appears as an agenda item on all management and staff meetings
- ensuring that management, employees and franchisees understand their WHS responsibilities, that they are held accountable for their performance and that they receive regular feedback
- ensuring the active involvement of management, employees and franchisees in workplace safety through regular communication and consultation
- ensuring management, employees and franchisees receive appropriate training and development in safe work practices, and their application on the job
- ensuring that all workplaces that our management, employees or franchisees enter are inspected for WHS considerations
- ensuring workplace incidents are investigated to reduce the future risk of similar injuries or prevent illness
- ensuring all hazardous tasks have standard operating procedures and all staff are trained in their use
- ensuring WHS is considered before purchasing or introducing any new equipment, chemical or work process
- regularly reviewing any changes to applicable WHS legislation, regulations, Codes of Practice and Standards to ensure our work practices remain compliant
- liaising with industry partners to achieve best practice solutions in managing key hazards.

This Safety Policy applies equally to management, employees and franchisees working at our clients' sites. Management fully endorses this Safety Policy and the Business Management System that has been implemented.

**Rose Francesca – General Manager**

**21<sup>st</sup> January 2022**