

Health and Safety Policy

GOALS

- To provide a workplace free from risks to health and safety by implementing the highest possible standards to protect workers' health, safety, mental and social wellbeing
- To engage and consult with all workers and others affected by our business or undertakings to ensure hazards are identified and risks associated with them removed or reduced to the greatest degree possible
- To create a workplace environment where workers and others affected by our business or undertakings are encouraged and supported to raise health and safety issues and help reduce and manage them
- To create a workplace where harm to the environment is avoided or reduced to the greatest degree possible, with a culture that promotes sustainability.

OBLIGATIONS

Management is firmly committed to this policy enabling all work activities to be carried out safely, and with all possible measures taken to remove or reduce risks to health, safety and the environment.

We are committed to ensuring we comply with the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2012*, relevant Codes of Practice and relevant Australian Standards.

RESPONSIBILITIES

Management

Management will ensure, as far as is reasonably practicable, the health and safety of:

- all workers engaged or caused to be engaged by us
- all workers whose activities in carrying out work are influenced or directed by us
- other people, by ensuring they are not put at risk from work carried out as part of our business undertakings.

We will:

- provide and maintain a safe and healthy workplace and facilities
- provide and maintain a workplace where management and staff work cooperatively to minimise our impact on the environment
- provide and maintain safe plant and equipment, structures and systems of work
- ensure the safe use, handling and storage of plant and equipment, structures and substances
- provide information, training, instruction or supervision necessary to protect people and the environment from harm
- ensure the health of workers and conditions at the workplace are monitored to prevent illness or injury of workers arising from our business
- consult with workers on all matters relating to health, safety and environment.

Workers

While at work, our workers must:

- take reasonable care for their own health and safety
- take reasonable care that what they do, or do not do, does not adversely affect the health and safety of other people or the environment
- comply with any reasonable instruction given by management
- co-operate with any reasonable policy or procedure for work health, safety and environment that has been communicated to them
- not misuse or interfere with anything provided for work health, safety or environment
- report all incidents and near hits immediately, no matter how trivial, including both those that pose a risk to us as individuals and the business as a whole
- report any new hazards that arise and seek advice and support
- call out unsafe behaviour or practices, including on client sites
- engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls
- report all known or observed hazards to their supervisor or manager.

APPLYING THIS POLICY

We seek the co-operation of all workers, contractors, visitors and others who may be affected by our business or undertakings.

We encourage and support suggestions to create a safe working environment.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

REVIEWING THIS POLICY

Management will review this policy annually, in consultation with workers:

- to assess the effectiveness of the policy
- by reviewing our overall health, safety and environmental performance
- by monitoring the effectiveness of policies and procedures.

COMMUNICATING THIS POLICY

This policy will be made available on our website.

This policy will be displayed in our workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with a copy through their manager or supervisor.

New workers will be provided with a copy as part of their induction.

Timothy Phillips
Director

19 July 2019

Patrick Cullinane
Director

19 July 2019