# Work Health and Safety policy

1. Purpose
   * 1. The Company is committed to ensuring the health, safety and welfare of all its employees, contractors and visitors.
     2. This company requires all employees and contractors to regard working safely as an individual and collective responsibility, and a central pillar of the Company’s operating ethos.
     3. The purpose of this policy is to ensure management, supervisors, employees and contractors are aware of their responsibilities, and are committed to ensuring the health and well-being of all individuals while at company workplaces.
     4. In fulfilling this responsibility, all employees and contractors are expected to support The Company to maintain, so far as practicable, a working environment that is safe and without risks to health.
2. Scope
   * 1. This Policy applies to all workers (as defined by relevant legislation), including employees, contractors and volunteers and applies at all company (and where relevant) client premises and sites.
3. Policy
   * 1. The Company recognises its responsibility to provide a safe and healthy work environment for its employees, contractors and visitors. The Company also endeavors to ensure that its operations do not place the wider community at risk of injury or illness.
     2. The Company is committed to:
        1. Adequately managing risks in the work environment;
        2. Compliance with all relevant legislation standards, and other requirements to which the company subscribes;
        3. Ensuring that plant, equipment and substances are safe and without risk to health when used in accordance with standard operating procedures;
        4. Maintaining safe systems of work, the work premises and the work environment, including resources, systems to adequately manage emergency response;
        5. Providing adequate facilities and relevant WHS training to protect the welfare of all employees and contractors.
     3. Management will be accountable for providing a healthy and safe workplace for employees and contractors and will ensure adequate resources are provided to meet the health and safety objectives and implement supporting strategies.
     4. Employees or contractors in a supervisory capacity will be held accountable for their areas of control to ensure:
        1. relevant health and safety policies and procedures are effectively implemented in their areas of control;
        2. risks to health and safety are identified, assessed and effectively controlled;
        3. risk control measures in their areas of responsibility are implemented, regularly monitored and maintained;
        4. employees and contractors under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs.
        5. employees and contractors are consulted on any proposals for changes to the workplace, work practices, policies or procedures which may affect the health and safety of employees and contractors;
        6. all incidents within their area of control are reported and investigated, and basic cause and control strategies are identified and implemented.
     5. All employees and contractors have duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. All employees and contractors have a responsibility to:
        1. report any incident or hazards at work to their supervisor;
        2. carry out their roles and responsibilities in a safe manner, and as detailed in the relevant health and safety policies and procedures;
        3. obey any reasonable instruction aimed at protecting their health and safety while at work;
        4. use any equipment provided to protect their health and safety while at work;
        5. assist in the identification of hazards, the assessment of risks and the implementation of risk control measures;
        6. consider and provide feedback on any matters which may affect their health and safety; and
        7. ensure they are not affected by alcohol or another drug which may endanger their own or any other persons' health and safety.
4. Conduct which breaches this policy
   * 1. The maintenance of a safe workplace is vital. Conduct which breaches this policy is unacceptable.
     2. Depending on the severity and circumstances, breach of this policy may lead to disciplinary action, regardless of the seniority of the particular employee involved.
     3. Disciplinary action might include any of: demotion; a formal warning; and dismissal.
5. Further information

If you have any questions about this policy, please speak with your manager.