

# Workplace Health and Safety Policy Outline

## 1. Purpose

This policy outlines the commitment to providing a safe and healthy working environment for all employees, contractors, and visitors.

## 2. Scope

This policy applies to all employees, contractors, and visitors at all company locations and during work-related activities.

## 3. Policy Statement

We are committed to ensuring, as far as reasonably practicable, the health and safety of all persons at the workplace by:

- Complying with all relevant health and safety legislation and standards.
- Identifying and managing risks associated with workplace activities.
- Providing appropriate resources, instruction, and training to support health and safety initiatives.

## 4. Responsibilities

### Management

- Ensure safe systems of work are in place.
- Provide adequate information, supervision, and training.
- Regularly review health and safety performance.

### Employees

- Take reasonable care of their own health and safety.
- Follow safe work practices and procedures.
- Report hazards, incidents, and injuries promptly.

## 5. Risk Management

- Identify potential hazards in the workplace.
- Assess the risks associated with those hazards.
- Implement control measures to minimize risks.
- Review and monitor risk controls for effectiveness.

## 6. Consultation

We encourage participation and input from all employees in health and safety matters through regular communication

and consultation processes.

## **7. Training and Supervision**

All employees will be provided appropriate training and supervision to enable them to perform their work safely.

## **8. Incident Reporting and Investigation**

All workplace incidents, injuries, and near-misses must be reported and investigated promptly to prevent recurrence.

## **9. Continuous Improvement**

We will regularly review this policy and workplace practices to ensure ongoing improvement in health and safety performance.

## **10. Review**

This policy will be reviewed annually or when there are significant changes in the workplace or legislation.