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## POLICY: Workplace Health & Safety

### Commitment

The management, employees and contractors of Supercivil recognise their obligation to take all reasonable precautions to provide and maintain a work environment that is safe and without risks or injury.

### Management Responsibility

- Establish and maintain a Workplace Health and Safety (WHS) Management System that facilitates a structured approach to the management of WHS risk.
- Provide adequate human, financial and time resources to ensure the effectiveness and sustainability of the system.
- Keep up-to-date with relevant health and safety legislative obligations. Achieve and maintain compliance with those obligations.
- Promote a safety culture that encourages people to proactively manage health and safety risk through education, instruction, information and supervision.
- Clearly define and communicate staff, contractors and visitors responsibilities in relation to health and safety.
- Proactively identify and manage health and safety risk via a documented hazard identification, risk assessment, risk control and monitoring process.
- Improve processes that ensure that incidents and hazards are promptly reported, investigated where appropriate, and control measures are put in place to eliminate or minimise the chance of a repeat event.
- Maintain building infrastructure, plant and equipment in a safe condition with documented safe systems of work.
- Routinely monitor and review WHS performance to achieve continual improvement.

### Employees Responsibility

All employees are to comply with the WHS Policy generally and:

- Must take all reasonable care for their own health and safety and that of others who may be affected by their conduct in the workplace
- Must not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare and must co-operate with Supercivil in relation to actions taken by Supercivil to comply with workplace health and safety legislation
- Must not wilfully place at risk the health and safety of any person in the workplace.

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## **Contractors**

All contractors are to comply with the WHS generally, and in addition, contractors:

- Are responsible for adopting safe work practices
- Must not wilfully place at risk the health or safety of any person at the worksite
- Must not wilfully or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare and must cooperate with Supercivil in relation to actions taken to comply with workplace health and safety legislation.

## **Consultation**

Supercivil is committed to encouraging consultation and co-operation between management and employees and other relevant persons.

## **Review**

This policy will be reviewed annual as part of the WHS review.

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**Matt McDowell**  
**Director**  
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