



OVERVIEW : PURPOSE : APPLICATION : POLICY : RESPONSIBILITIES : COMMITMENT TO WORKPLACE HEALTH AND SAFETY : COMMUNICATION AND CONSULTATION : WORKPLACE INJURIES : HAZARD REPORTING : PPE : SMOKING IN THE WORKPLACE : LEGISLATION AND INDUSTRIAL INSTRUMENTS : NON-COMPLIANCE WITH THE POLICY : REVIEW : RELATED POLICIES AND PROGRAMS : FURTHER INFORMATION : POLICY AUTHORISATION

Overview

Waco Kwikform Limited (“**Waco**”, the “**Company**”, “**We**”, “**our**”) is committed to maintaining a safe and productive work environment for all workers, including contractors and sub-contractors (“**Workers**”) as well as clients, visitors and members of the public at all our workplaces and wherever we conduct our business.

Purpose

The Company has a legal, moral and ethical obligation to maintain the health and safety of all Workers, contractors, customers and others in our places of work.

All Workers have a legal, moral and ethical obligation to ensure their own personal safety and to ensure that no action or inaction on their part will cause harm to themselves or other person while at work.

The purpose of the **Waco Kwikform Workplace Health and Safety Policy** (the “**Policy**”) is to, as far as reasonably practicable:

1. Assist the Company to achieve our Work, Health and Safety and other legal, moral and ethical obligations of maintaining a safe working environment
2. Ensure that Workers understand their rights and responsibilities, and can identify and control risks in the workplace
3. Ensure our Workers and other people who enter our workplace who may be affected by alcohol and/or drugs do not place themselves or others at risk
4. Prevent workplace injuries and illnesses
5. Promote a safe and healthy workplace culture
6. Provide a framework for consulting, collaborating and communicating with Workers and health and safety representatives
7. Consider workplace health and safety in project planning and work activities
8. Allocate adequate resources to prevent health and safety risks and promote a safe and healthy workplace
9. Drive continuous improvement in workplace health and safety.

Application

Employees	Directors	Officers	Contractors (including employees of contractors)	Volunteers	Suppliers	Consultants
✓	✓	✓	✓	✓	✓	✓

The **Waco Kwikform Workplace Health and Safety Policy** applies to all permanent, fixed-term and casual employees (“**Employees**”) of Waco Kwikform Ltd (“**Waco Australia**”) and APL Kwikform Pty Ltd (“**Waco New Zealand**”), collectively referred to hereafter as “**Waco**” who are engaged to work in Australia and New

Zealand, including any subsidiaries. It also shall apply to contractors and sub-contractors to the extent it may legally do so.

The Policy does not form part of any Employee's Contract of Employment and is not incorporated into any Employee's Contract of Employment for any purpose. Similarly, the Policy does not form part of any Contractor's or Subcontractor's Service Contract with the Company and is not incorporated into any Service Contract.

In the Policy, 'workplace' means places where people work in connection with Waco, whether on-site or off-site, including work-related conferences, Company vehicles, functions, client events, retreats and social events.

The Company reserves the right to amend the Policy at any time.

Policy

Workplace health and safety is the responsibility of all Workers, as the system and processes in place are the most effective when risks and issues are reported promptly as soon as they are identified, so that an appropriate response can be implemented as soon as possible. No one is expected to carry out work or an activity that is unsafe, and no task is considered so important as to compromise health and safety or safe working practices.

The Company will endeavour to comply with all relevant legislation, codes of practice and standards, and ensure appropriate and adequate information, training, personal protective equipment, and other resources are provided.

Responsibilities

All levels of management at Waco Kwikform have general and specific health and safety responsibilities. It is important that all managers, supervisors and Workers accept and act on their obligations to consult, communicate, coordinate and participate in the establishment and maintenance of the WHS controls.

All Worker are expected to be actively involved in the review and continual improvement of WHS performance as this reinforces the Company's objectives.

General Responsibilities:

The Company, as a person conducting a business or undertaking (PCBU), is committed to:

- Integrating workplace health and safety into all aspects of its operations
- Identifying hazards, assessing risk and implementing control strategies to minimise risk of injury to people and property
- Ensuring that relevant health and safety laws that apply to working conditions and the work environment are observed and enforced
- Developing and implementing safe systems of work
- Providing adequate safety information, training and supervision
- Designing, purchasing, installing and maintaining a safe site and machinery
- Ensuring that the workplace under our control is safe and without undue risks to health
- Ensuring that the behaviour of all persons in the workplace is safe and without undue risks to health
- Attempting to remedy all problems relating to workplace health and safety
- Consulting with Workers and other parties to address safety issues and improve decision making on workplace health and safety matters
- Supporting and assisting Workers in effective injury management and rehabilitation.

Managers and Supervisors are required to:

- Implement the WHS Policy, WHS Procedures and ensure compliance to legislative requirements.



- Monitor health and safety performance within their area of responsibility
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections and training
- Participate, where required, in the resolution of safety issues
- Investigate all injuries/incidents within area of responsibility and ensure appropriate countermeasures are implemented
- Undertake WHS consultation with Workers, including on any workplace changes which have a health and safety component
- Initiate actions to improve health and safety within area of responsibility
- Actively monitor the workplace to determine the presence of hazards and take appropriate action to rectify any hazards found
- Ensure all Workers are inducted and receive regular training as required to perform jobs safely
- Facilitate rehabilitation of injured Workers
- Manage the duties of Worker's and other persons at the workplace.

All Workers are required to:

- Demonstrate a commitment to providing and maintaining a safe and healthy workplace
- Immediately report any unsafe work condition or equipment to the Company
- Follow lawful and reasonable instructions to comply with work, health and safety obligations
- Not misuse, damage, refuse to use, or interfere with anything provided in the interest of workplace health and safety
- Perform all work duties in a manner which ensures individual health and safety and that of all other people in the workplace
- Encourage fellow Workers to create and maintain a safe and healthy work environment
- Co-operate with all other Workers to enable the health and safety responsibilities of all Workers be achieved
- Participate in all training as required
- Participate in the WHS consultation process.

Commitment to Workplace Health and Safety

1. We aim to safeguard the rights of all people to work in an environment that is safe and does not pose risks to health.
2. We are committed to working in partnership with all Workers to identify and address workplace health and safety issues. We encourage the formation of work groups and the appointment of health and safety representatives to represent Workers on health and safety matters.
3. We are committed to continuously improving our workplace health and safety practices through the ongoing development of systems and processes to:
 - a. identify, assess and control workplace hazards;
 - b. reduce the incidence and cost of occupational injury and illness;
 - c. provide a rehabilitation system for those affected by occupational injury or illness.
4. We are committed to ensuring all Workers are free from bullying and occupational violence in the workplace.
5. We are committed to provide adequate resources who are trained and knowledgeable in effectively implementing and sustaining safe and healthy work environment.

Communication and Consultation

The Company recognises that Worker consultation and participation in our safety system is vital and improves decision-making about health and safety matters in the workplace. Consultation is also included in the process of risk assessments and the development of our safe work practices.

Workers shall be encouraged to be actively involved in the workplace safety system. Suggestions for change and improvements to policies, procedures or safe work practices are encouraged, through reporting to management. Meetings to consult and inform Workers on safety issues shall be conducted through Worker meetings, as regularly as is necessary.

Workers shall be made aware of safety issues relating to their jobs on a regular basis. The manner of doing so will vary depending upon the type of information to be conveyed.

We expect our Workers to be committed to working with management in order to effectively manage health and safety on the job. Workers are encouraged to contribute to decisions that may affect their health and safety in the workplace, through contact with management and workplace meetings.

Management shall work in conjunction with Workers to review and update this, and other, policies and procedures.

Workplace Injuries:

Injury Management, Rehabilitation and Return to Work

The Company is proactive in our approach to injury management and places strong emphasis on the safe, timely and sustainable Return to Work (**RTW**) program for injured or ill Workers.

Early return to work should be a normal expectation in this process. Where appropriate, rehabilitation programs will be individually developed by the Company's rehabilitation co-ordinator in consultation with the Worker, Manager or Supervisor, our RTW provider and any other relevant party.

We are committed to:

- Facilitating the RTW of Workers as soon as practicable after a work-related incident or illness
- Prompt injury notification
- Communication and consultation with all parties to develop an appropriate RTW program
- Accountability and responsibility for injury management being clearly understood
- Provision of suitable meaningful activities during the return to work process
- Dispute resolution as required.

The Company will endeavour to apply the following positive approach in meeting these objectives, including:

- Early reporting of injuries
- Appropriate and timely medical intervention and RTW planning
- Provision of suitable resources and productive duties for the injured Worker
- Positive support and encouragement during the rehabilitation process
- Review of incidents and accidents to seek preventive measures and continuous improvement.

Hazard Reporting

It is widely accepted that the practice of reporting hazards helps prevent accidents from occurring.

It is expected that any Worker who sees a hazard in their work area must report it to their line manager or Safety Representative immediately in line with the Workplace Health and Safety Procedures.

Personal Protective Equipment (PPE)

Personal Protective Clothing and Equipment (**PPE**) refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from potential injury or infection. It is used or worn to act as a barrier to the hazard to reduce the risk of causing harm.

The Company is committed to the effective selection, use care and maintenance of suitable PPE.

When assessing hazards the Company will adopt the recognised hierarchy of control to determine if PPE is required in order of the following priority:

1. Elimination: remove hazard from the workplace
2. Substitution: use a safer work practice or less hazardous material
3. Isolation: isolate the hazard, lock out/tag out
4. Engineering controls: redesign the work processes or equipment
5. Administrative controls: policies, procedures, training, supervision
6. PPE: (most reliant on compliance) personal protective equipment and clothing

It is acknowledged by the Company that the use of PPE should not be relied on as the primary means of risk control until all hierarchy of control measures have been considered and exhausted.

Where it is not practicable to avoid the presence of hazards, the Company provides PPE to minimise the risks so far as is reasonably practicable.

PPE may also be used:

- As an interim measure until a more effective way of controlling the risk can be used
- To supplement another higher level control measure (as a further protection measure).

Where PPE is identified as required, Workers are to be provided adequate direction and training in its proper use, wearing and maintenance of the PPE and informed of any limitations of the protection it provides.

As far as reasonably practicable the Company shall provide appropriate storage for PPE and areas of the Company workplaces where PPE must be used shall be clearly identified.

All PPE approved for purchase and use by the Company is intended to meet relevant Australian Standards as a minimum requirement. Selected PPE must not create secondary safety or health risks. In the absence of an Australian Standard for particular PPE the Company will adopt a risk assessment approach to determine the most appropriate PPE to be used.

Smoking in the Workplace

Smoking is not permitted by any of our stakeholders indoors, within the office, or within five metres of the entry. Smoking is also not permitted in any Company vehicles, or while Workers are with clients. Smoking is only permitted in designated outdoor areas.

Legislation and Industrial Instruments

Workplace health and safety laws do not operate in isolation, and other laws also regulate the conduct of Workers and other stakeholders in the workplace.

All officers, Workers, contractors, suppliers and volunteers must observe and comply with all laws that relate to their engagement, including, but not limited to:

1. Occupational health and safety laws that operate in each country, state and territory or region

2. Workers' compensation legislation that operates in each country, state and territory or region
3. Criminal laws, including recently introduced industrial manslaughter offences that have been introduced in various jurisdictions
4. Anti-discrimination laws
5. Employment laws.

This policy and associated procedures are not intended to override any industrial instrument, contract, award or legislation.

Non-Compliance with the Policy

The Company takes its health and safety obligations seriously.

Any breach of this policy or associated workplace health and safety procedures may result in disciplinary action, which may include counselling, dismissal, or cessation of the person's engagement with the Company.

Review

It is the intention of the Company that the Company's Workplace Health and Safety Policy and Procedures will be reviewed at least every two (2) years. The review will involve assessing the effectiveness of the policy and associated procedures by (among other things):

1. reviewing overall health and safety performance
2. ensuring continued compliance with the relevant legislation.

Related Policies and Programs

- Code of Conduct Policy
- Workplace Behaviour and Conduct Policy
- Fit for Work Policy
- Workplace Safety Management Program
- EAP Policy

Further Information

Please refer to your Manager, the Company Intranet, Employee Handbook or Contractor Handbook and related Policies for further information. Alternatively, please send your feedback or questions to Ask_HR@wacokwikform.com.au.



Mike Els
Waco Kwikform Group
CEO

Policy Authorisation

Effective Date	Review Date	Accountable Department	Accountable Officer
01 July 2021	30 June 2023	Human Resources	HR Director

