

Amalgam Recruitment Workplace Health and Safety Policy

Purpose:

The purpose of this policy is to outline Amalgam Recruitment's commitment to providing and maintaining a safe and healthy work environment in compliance with all applicable Western Australian and Commonwealth workplace health and safety legislation. This policy ensures the health, safety and welfare of workers, contractors, customers, visitors and others who may be affected by our work.

1. Scope

This policy applies to:

- All employees (full-time, part-time, casual),
- Contractors and subcontractors,
- Volunteers and interns,
- Visitors, and
- Any other person at our workplaces under our management or control.

2. Legislative Framework

This policy is compliant with the following legislation:

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety (General) Regulations 2022 (WA)
- Relevant Codes of Practice and Australian Standards

3. Policy Statement

Amalgam Recruitment is committed to:

- Ensuring the health and safety of all workers and others affected by our operations,
- Providing safe systems of work, safe equipment and a safe working environment,
- Consulting with workers on health and safety matters,
- Providing training, instruction, information and supervision,
- Continuously improving our safety performance and management systems.

4. Responsibilities

i. Officers (Directors, Senior Management)

Officers must exercise due diligence to ensure the organisation complies with its WHS obligations. This includes:

- Gaining an understanding of health and safety risks,
- Ensuring appropriate resources are allocated,
- Implementing processes for responding to incidents and hazards,
- Monitoring compliance and continuous improvement.

ii. Managers and Supervisors

- Ensure safe work procedures are followed,
- Identify hazards, assess and control risks,
- Investigate incidents and near misses,
- Provide training and ensure workers are competent.

iii. Workers

Workers must:

- Take reasonable care for their own health and safety,
- Not adversely affect the health and safety of others,
- Comply with reasonable instructions, policies, and procedures,
- Report hazards, incidents, injuries and unsafe conditions.

iv. Contractors and Visitors

- Must comply with this policy and relevant health and safety procedures,
- Must report any hazards or incidents to the appropriate contact person.

5. Risk Management

We will:

- Identify hazards through regular inspections, audits and worker consultation,
- Assess and prioritise risks based on likelihood and consequences,
- Implement and monitor appropriate control measures using the hierarchy of controls,
- Review control measures to ensure effectiveness.

6. Consultation

Amalgam Recruitment is committed to consultation and cooperation with workers. This is achieved through:

- Safety committees or representatives,
- Toolbox meetings,
- Ongoing communication and feedback channels.

7. Incident Reporting and Investigation

All incidents, injuries, and near misses must be:

- Reported immediately to a supervisor or manager,
- Recorded and investigated to identify root causes,
- Used to implement corrective and preventative actions.
- Notifiable incidents (as defined by the WHS Act) must be reported to WorkSafe WA as required by law.

8. Training and Supervision

We will provide:

- Appropriate induction for all new workers,
- Task-specific safety training,
- Ongoing supervision to ensure safe practices are followed.

9. Monitoring and Review

This policy and the safety management system will be:

- Regularly reviewed (at least annually or following a major incident),
- Audited for compliance,
- Updated in consultation with employees to reflect changes in operations or legislation.

10. Breaches of Policy

Failure to comply with this policy and related procedures may result in disciplinary action, up to and including termination of employment or contract.

Approved by

Name: Senior Management Team

Members:

Tom Parker (Director)

Rebecca Heffernan (Director)

Martin Heffernan (Senior Manager)

Kristy Parker (Senior Manager)

Approved: 18th December 2025