

# Workplace Health & Safety Policy.



14 April 2021

**POLICY POL-101  
VERSION 1.2**

**WORKPLACE HEALTH AND SAFETY**

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# Workplace Health & Safety Policy



## 1. Purpose

The Work Health and Safety policy commits Elite to ensuring a safe and healthy workplace for employees, contractors, and visitors. This document specifies the objectives and responsibilities for implementing the policy and outlines our program for the health, safety and welfare of staff, contractors, and visitors.

Elite has implemented several work health and safety procedures. These include a reporting system to record and investigate accidents and other health and safety incidents, safety audit/workplace assessment procedures, advice, and staff training in safe and healthy work practices.

In order to ensure that the policy continues to guide activities and developments in work health and safety within Elite, it is essential that work health and safety objectives, procedures and activities are monitored and reviewed by HSR (Health & Safety Representative).

Those with responsibility must recognize the ongoing need to review procedures in the light of new processes and equipment ensuring that new workers are acquainted with the policy, trained in safe and healthy work practices and provided with a safe and healthy place in which to work.

To implement the policy and procedures, workers at all levels must recognize their responsibilities. This will require the ongoing incorporation of work health and safety principles into work practices, the ongoing commitment of resources to work health and safety and communication between all levels of staff.

## 2. Responsibility & Accountability

The Director has ultimate responsibility for the implementation and review of the Company WHS policy, and delegation of WHS management responsibilities. In fulfilling the objectives of this policy, management is committed to regular consultation with workers to ensure that the policy operates effectively and that the health and safety issues are regularly reviewed.

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# Workplace Health & Safety Policy



## 3. Scope

This policy covers all Elite employees, contractors, and visitors.

## 4. WHS Objectives

To implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated, and effectively carried out.

Elite seeks to:

- Increase the awareness of its staff of the provisions and requirements of the Work Health and Safety Acts & Regulations
- Encourage workers to develop safe working practices
- Develop and maintain regular workplace assessment and reporting procedures
- Ensure all hazards and risks to health and safety are identified, assessed, and where they cannot be eliminated are effectively controlled
- Implement appropriate drills for evacuation of the workplace in the event of a dangerous situation
- Continue the consultative process between workers and management
- Train appropriate staff to assist in the implementation of the work health and safety policy of the Company
- Methods to eliminate or control hazards and risks to health and safety are regularly monitored and evaluated
- Provide adequate work health and first aid services
- Develop and promote health and safety attitudes within the Company.

## 5. Consultation

Consultation between Elite employees is an essential part of effectively managing health and safety in the workplace. The company will consult with employees so that they can contribute to decisions about the implementation of safety practices and systems designed to ensure the health & safety of all persons at the workplace. Workers will be given the opportunity to express their views and to contribute to the resolution of WHS and welfare issues at the workplace as part of their team meetings and at management meetings. It is a legislative requirement that consultation arrangements are documented.

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## 6. Specific Responsibilities

### a. Senior Management

Senior Management includes the Managing Director and members of the Executive team. Senior managers are accountable for the health, safety, and welfare of all people at the workplace. They must become safety conscious and set standards in developing and maintaining a healthy and safe work environment. As a guide to accident prevention and hazard identification, evaluation and control they should:

- Ensure managers and supervisors have been made responsible and accountable for their area of responsibility and that they have the necessary resources for identification, evaluation, and control of hazards
- Participate in policy development and establish procedures and goals for occupational health and safety within their own area of responsibility
- Be fully committed and ensure that Elite safety standards are maintained when supplying on-hired workers to clients ensure adequate budgetary provision to meet work health and safety needs
- Ensure a program of staff training in health and safety appropriate to their area of responsibility particularly for key personnel encourage staff to become safety conscious.
- Be prepared to devote time to health and safety matters.
- Ensure that the reporting mechanisms for work health and safety matters are working
- Further develop the administrative framework of the health & safety system
- Maintain and further develop the network of health and safety service within their area of responsibility
- Ensure a good health and safety communications network
- Ensure a Return to Work Program for staff who have suffered injury is in place meet all legal requirements about work health and safety.

### b. Managers

Each manager is required to ensure that this WHS policy and programs are effectively implemented in their areas of control and will be held accountable for taking all practical

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measures to ensure that the workplace under their control is safe and without risks to health and that the behaviour of all persons in the workplace is safe and without risks to health. In particular.

- The manager is responsible for detecting and correcting any unsafe or unhealthy conditions or behaviour.
- If the manager does not have the necessary authority or is otherwise unable to fix the problem, they must report the matter promptly, together with any recommendations for remedial action, to a manager or other appropriate person for correction.

### **c. Operations/Recruitment Consultants**

Operations and Recruitment Consultants responsibilities include and are not limited to:

- Adherence to company Work Health and Safety policies and procedures.
- Ensure clients and candidates are aware of our commitment to WHS and that the safety of our people is our priority.
- Liaise with client to ensure that a Risk Assessment /Job Safety Analysis is conducted on tasks to be performed.
- Ensure that all candidates have the relevant WHS qualifications, tickets, and licences prior to placement.
- Ensure all candidates receive an appropriate induction into workplace health & safety both at Elite and client sites.
- Ensure all candidates are aware of company commitment to WHS and procedures to follow in the event of an incident or accident.
- Implement control measures were required to minimize risk to health & safety of candidates.
- Complete Incident and Injury Report for all incidents and injuries.
- Advise HSR immediately of any workplace incident or accident.
- Follow up on any workplace incident or accident with Client and implement controls to prevent recurrence.
- Review and monitor all WHS site requirements and controls.
- Consult with HSR and Client representatives on any proposals for workplace change that may affect the health and safety of the on-hired workers at Host employer's sites.

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- Work with Return to Work Coordinator, Client, and Injured Worker in the rehabilitation of the Injured Workers.

## **d. Workers**

All workers are required to cooperate with the WHS policy and programs to ensure their own health and safety and take reasonable care for the health and safety of others in the workplace. Workers are required to:

- Adhere to Company WHS policies and procedures.
- Ensure clients and candidates are aware of our commitment to WHS and that the safety of our people is our priority.
- Advise the HSR immediately of any workplace incident or injury.

## **e. All Field Staff**

All workers when placed on assignment are responsible to:

- Take reasonable care in their actions and conduct to ensure their own safety and the safety of others.
- Not interfere or misuse anything provided in the interests of safety.
- Cooperate and follow all safety rules and procedures.
- Report any workplace injury, incident or unsafe working condition or procedure.
- Participate in training/induction and consultation relevant to WHS and their job.
- Obey reasonable instructions relating to their job and WHS.

## **f. Clients/Visitors**

All clients/visitors are required to cooperate with the WHS policy and programs to ensure their own health and safety.

## **g. Contractors and Subcontractors**

All contractors and sub-contractors engaged to perform work on the organization's premises or locations are required, as part of their contract, to comply with the work health and safety policy, programs, and procedures of the organizations. They must observe directions on health and safety from designated officers of the organization. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

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## 7. Implementation and Evaluation

Elite has developed supporting policies, procedures, guidelines, and tools that address key issues and allow us to manage our WHS obligations. These are all documented and, in their entirety, form the Elite WHS Management System.

Elite will ensure that this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives and improved performance every two (2) years or earlier in the event of major changes to legislation or company structure.

## 8. Authorisation

This policy has been approved by the Company Director and Chief Executive Officer.

A handwritten signature in blue ink, appearing to read "Ajith Chandrasinghe".

**Ajith Chandrasinghe**  
Director

A handwritten signature in blue ink, appearing to read "Bruce van Twest".

**Bruce van Twest**  
Chief Executive Officer

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## Document Control

1.	<b>Document Title</b>	Work Health & Safety Policy
2.	<b>Date of Release</b>	01-Dec-2019
3.	<b>Document Superseded</b>	N/A
4.	<b>Version No.</b>	V 1.2
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## Document Approvers

S. No.	Approver	Approved Through Nominee	Nominee Contact
1	Elite Staffing Solutions Compliance Committee	All Members	Jessica Chandrasinghe

## Version History

Section / Page No.	Description of Amendment	Reason for Amendment	New Version No. & Effective Date	Amendment by:	Approved by:
	Minor working changes	Minor updates from audit	1.1 01 Dec 2019	Chenath Fernando	Jessica Chandrasinghe
	New branding & minor changes	Minor updates from audit	1.2 26 June 2020	Jessica Chandrasinghe	Bruce van Twest

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