



## HSE POLICY

HA-HSE-POL-006

# HEALTH AND SAFETY POLICY

### DOCUMENT CONTROL

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Highpoint is committed to the principle that occupational injury and illness prevention must be maintained at the highest practicable standard, while maintaining compliance with applicable Work Health and Safety Legislation and Standards. We will proactively manage risks to ensure the health and safety of all people working for us.

## **1. OBJECTIVES**

- A workplace free from occupational injury or illness;
- Compliance with Work Health and Safety Legislation and applicable standards;
- A work environment where health and safety risks are managed to an acceptable level as part of our everyday business.

## **2. SCOPE**

This Policy applies to the management of Health and Safety risks for all Highpoint employees while they are under the direction of an authorised company representative.

## **3. POLICY**

In accordance with this policy, Highpoint will:

- Act in accordance with its obligations under the Work Health and Safety Legislation, codes of practice and recognised industry standards with compliance as the minimum standard;
- Provide information, training, instruction and supervision to our people to ensure they have the skills and competencies required for their roles;
- Maintain and support consultative arrangements to provide opportunities for relevant stakeholders to participate in health and safety decision making processes and activities;
- Implement an OHS risk management process for the control of workplace hazards;
- Monitor and review the effectiveness of measures to control hazards/risks to safety and health;
- Ensure that all workplace incidents and injuries are accurately reported and recorded;
- Regularly review the performance of, and continuously improve the OHS Management System. Ensure that all contractual arrangements entered into for the supply of goods and services include, provisions for compliance with relevant health and safety requirements.

## **4. RESPONSIBILITIES**

Directors:

- Have ultimate responsibility for ensuring this Policy is implemented and adhered to within all organisational activities;
- Promote the communication about HSE as a part of all aspects of work, take effective action to provide and maintain a safe and healthy working environment;
- Provide adequate human and financial resources to promote and ensure compliance with the Policy.

Site Supervisor:

- Responsible for ensuring all employees and subcontractors are inducted and trained in the work to be performed;

- Must be conversant with the site plan and all client requirements;
- Act in accordance with this Policy and ensure employees and subcontractors are aware of, understand and comply with the safety obligations applicable to tasks undertaken;
- Review and report to the Director any non-conformances with this Policy report and investigate all near hits, hazards and incidents, communicate learnings to relevant stakeholders and implement strategies to prevent reoccurrence;
- Identify, assess and control safety risks in the workplace.

Employees and Subcontractors:

- Comply with this Policy and Site HSE Plan;
- Work in a safe and healthy manner;
- Maintain a safe and healthy working environment during all activities;
- Encourage others to work in a safe and healthy manner;
- Report any unsafe conditions, hazards and incidents that come to their attention and rectify any unsafe conditions where reasonably practicable to do so.

#### **5. COMMUNICATION OF THE POLICY**

- All Highpoint personnel, including subcontractors, are to receive information about the Policy at induction;
- The signed Policy statement is to be printed and copies to be displayed in the head office reception/visitor area;
- The Policy is to be made available on Highpoint's external website.

#### **6. CONSULTATION AND REVIEW**

The Directors are required to undertake the review and appropriate consultation of this document at least every two years and at other times, if any significant new information, legislative or organisational change requires an update in this document.

#### **7. REVISION HISTORY**

Revision Date	Section/Paragraph	Amendment