

# Workplace Health and Safety Policy

<b>Date this policy was last updated</b>	20/09/2017
<b>Date of next review</b>	20/09/2019
<b>Who is responsible for this policy</b>	Managing Director
<b>Outcomes and success measures</b>	<p>The desired <b>outcome</b> of this policy is to ensure, as far as reasonably practicable:</p> <ul style="list-style-type: none"> <li>– Risks to Work Health and Safety (WHS) are controlled through the engagement of all stakeholders in a culture of safety;</li> <li>– Safe systems of work are provided and maintained at all times in all workplaces;</li> <li>– Workers are provided with information, training, instruction and supervision needed for them to work safely and without risks to their health;</li> <li>– The health of operational and on-hire workers and the conditions of the workplaces where they work are monitored;</li> <li>– Adequate facilities are provided for the welfare of our workers;</li> <li>– Health and safety policies and procedures comply with legislative requirements; and</li> <li>– Safety performance is continually reviewed and improved.</li> </ul> <p>The <b>effectiveness</b> of this policy will be assessed by whether we are reducing or eliminating safety incidents.</p> <p>The <b>efficiency</b> of this policy will be assessed by whether we are able to implement the policy effectively within existing resources.</p>

## Statement

Wood Recruitment is committed to ensuring our workers and visitors remain free from risk to their health and safety at work. We are committed to continual improvement of safety performance and the elimination of workplace injury and illness. As a provider of on-hire services, we understand the importance of working with all stakeholders to achieve our safety objectives.

## Responsibilities

Management is responsible for, as far as reasonably practicable:

- defining the key WHS management system responsibilities and communicating these to the relevant personnel;
- maintaining effective communication and consultation including horizontal engagement with key stakeholders on safety matters; and



- Ensuring systems are in place to allow for the identification and resolution of WHS issues.

All Wood Recruitment Employees including on-hire workers are responsible for:

- following all WHS policies and procedures;
- ensuring their own and others health and safety is not affected by their actions;
- working with host's and business partners to achieve the objectives outlined in this policy; and
- Reporting all incidents including unsafe work practices, hazards, near misses and injuries.

As a provider of on-hire services, Wood Recruitment is committed to effective consultation and engagement with workers on WHS matters. We recognise that we share a primary duty of care with host organizations in regards to our on-hire workers and therefore we are committed to consult, cooperate and coordinate activities with hosts to produce the required health and safety outcomes.