

WORK HEALTH and SAFETY POLICY

Girvan Waugh is committed to providing a healthy, safe and productive workplace for all employees, visitors and contractors. Girvan Waugh endeavours to manage the risks and hazards that may affect the health and safety of personal in the workplace, by providing safe systems of work through the following initiatives-:

- Actively engage in risk and hazard identification of the work place prior to commencement of works.
- Consult develop and implement effective control measures to manage identified risks and hazards in line with relevant WHS legislation. Then prepare a safety management plan and a work place risk assessment to record the controls and procedures agreed.
- Provide and ensure appropriate supervision, information and induction into procedures relevant to the workplace and tasks for all personal, as deemed necessary to provide a healthy and safe work place.
- Consultative inspections of risks and hazards that may arise in the work place and compliance with control measures implemented to effectively manage the risks and hazards identified prior to works commencing.
- Through inspections, monitor compliance and efficiency of the control measures implemented. Through consultation, evaluate concerns raised regarding effectiveness of control measures implemented; refine/adjust the control measures to better manage the risks or hazards.
- Consult with employees with respect to any changes to work practices or procedures, which may affect their health and safety at work. Foster open communication with management to identify risks.

Girvan Waugh senior management will address issues raised under this policy, being responsible to facilitate a review process through consultations with employees on WHS issues such as,

- Implement Girvan Waugh's IMS system inclusive of safety programs, investigating potential risks to health and safety at the place of work, develop and implement revised procedures as required. Through the procedure above, Girvan Waugh foster continued improvement in preventing work place illness or injury.
- Review of investigations of all incidents to ensure procedures and control measures that are in place were followed. If deemed necessary after findings, revise procedures and control measures as required to ensure the risk to health and safety at the workplace is better controlled or eliminated.
- Foster ongoing participation from all employees in Girvan Waugh's safety and induction programs, reporting injuries and incidents and follow all safety directions, regulations and procedures.

Girvan Waugh WHS policy goals are:

- To provide a healthy and safe place of work for all employees, contractors and visitors.
- To meet our obligations under the Work Health and Safety act, regulations and related legislation.
- To improve our safety management to reduce the frequency and or severity of workplace injuries.
- To minimise medically treated injuries and achieve zero lost time injuries.

Policy Review Date: August 2016

Directors Approval:



Michael Girvan



Warwick Waugh