



## ELM (WA) Pty Ltd HEALTH and SAFETY POLICY

ELM has established a commitment to the management of health and safety in the workplace using risk management principles and the development and involvement of our most important assets, our staff.

ELM recognises the “Duty of Care” owed to all employees and to members of the public.

All ELM activities will be planned and performed so that adverse effects on the environment are avoided or minimised. ELM will continually monitor and update safety policies and procedures to strive for the “best practice” in safety performance.

This policy is reviewed annually to ensure it remains relevant and appropriate to the organisation.

### ELM undertakes a commitment to:

- Provide and maintain workplaces, plant and systems of work such that employees are not exposed to hazards and ensure that all levels of staff recognise this commitment as the highest priority.

Attention must be given to:

- Injury prevention
  - Reduction of risks associated with physical, chemical, biological and psychological hazards
  - Protection from injury and illness
  - Compliance with all relevant occupational safety and health legislation, Codes of Practice, Guidance notes, Australian Standards and agreed workplace procedures.
- Provide information, instruction, training and supervision to enable employees to perform the tasks required so they are not exposed to hazards
  - Consult and co-operate with Safety Representatives and all employees at the workplace regarding safety and health
  - Conduct regular safety inspections of all work areas to identify potential hazards and implement control strategies
  - Conduct investigations of injuries to identify causes and implement strategies to minimise re-occurrence
  - Collect and maintain safety data as required by legislation and for purposes of benchmarking with other comparable organizations
  - Where not practical to avoid the presence of hazards, provide employees with adequate personal protective equipment (at no cost to the employee) to protect them from those hazards
  - Arrange for:
    - The correct use, cleaning, transportation and disposal of plant as required; and
    - The correct use, handling, storage, transportation and disposal of substances.



To ensure that ELM provides a safe place to work (as far as reasonably practicable), the following levels of responsibility are accepted:

### **Managing Director**

The Managing Director maintains overall responsibility for ensuring the integrity of the Safety Management Plan for all operations.

The Managing Director ensures implementation of the Safety Management Plan through:

- Top level commitment, support and dedication
- Participation of ELM and Contractor Senior Managers
- Provision of adequate resources
- Promotion of the concept to self-regulation.

### **Project Managers**

Project Managers are responsible for:

- Developing, implementing and monitoring comprehensive safety management strategies in consultation and co-operation with management and employees to achieve the “best practice” safety and health standards in the workplace
- Promoting and encouraging a safety culture in which all levels of employees participate and contribute to the safety program in a positive and pro-active way.

### **Operational Managers and Supervisors**

Operational Managers and Supervisors are responsible for:

- Working conditions under their control, an integral component of which is the identifying, assessing and controlling hazards associated with the specific operations undertaken
- Provision of instruction, training and supervision for the employees to enable them to perform the required tasks in the safest possible way
- Assisting in the development and implementation of pro-active strategies to prevent injury and to promote “best practice” safety performance
- Taking the initiative and follow-up action to ensure compliance with agreed safety standards within their Service Area.

### **All Employees**

There are obligations on all employees and volunteer workers to:

- Take reasonable care to ensure their own safety and health and that of others
- Co-operate with their employer to ensure the workplace is safe and healthy
- Report to their supervisor anything in the workplace they think could be hazardous if they cannot fix it themselves
- Report all injuries and “near misses”
- Follow instruction and training provided by their employer, use personal protective equipment provided and not interfere with anything set up to ensure safety and health.

Signed:

A handwritten signature in black ink, appearing to be 'C. Selby', written over a horizontal line.

MANAGING DIRECTOR

Date: 1<sup>st</sup> October 2020