



Safety Policy

Policy Statement

The health, safety and welfare of the organisation's workers and anyone affected by its business undertakings are fundamental priorities throughout the Workforce International Group. Safety is everyone's concern and everyone within the organisation has a part to play in keeping their workplace safe. Safety at work is not only a legal responsibility but also a moral responsibility. To fulfil its safety responsibilities, Workforce International Group is committed to meeting or, wherever possible, exceeding all relevant acts, regulations, codes and industry standards relating to safety and safe work practices.

Responsibilities

Management, as well as workers at every level within our organisation have specific responsibilities towards health and safety wherever they are employed.

- Officers and senior managers are accountable for ensuring the promotion, implementation and maintenance of the organisation's Safety Management Systems and ensuring that all relevant legislative requirements are complied with.
- Managers and Supervisors are responsible and accountable for managing any risks to health and safety within their areas of control and ensuring that all employees under their control work in accordance with the organisation's policies and procedures.
- All workers, contractors and visitors have a personal responsibility to do everything reasonable to prevent risks to health and safety and prevent injury to themselves and others by complying with all safety policies, procedures and directives.

Safety Management System

In order to fulfil the objectives of this policy and to meet all relevant legislative requirements, Workforce International Group has developed a Safety Management System that includes the following:

- Competency, Induction, Training and Supervision;
- Risk Management Procedures for company and client premises;
- Safe workplace design and work practices – including Hazardous Substances, Plant and Equipment, Manual Handling, Emergency procedures and provision of suitable equipment, services and facilities;
- Injury Management and Return to Work Program;
- Procedures for the reporting and investigation of incidents, accidents and near misses;
- Guidelines for subcontractors;
- Corporate Targets and Objectives aimed at elimination or control of work-related injury and illness; and
- Monitoring and review of Safety Systems and procedures.

Consultation, Communication and Information

The organisation believes that consultation with workers and clients about health & safety matters is essential for ensuring the success of its safety management system. In this respect, every worker has a "voice" and the ability to contribute and influence decisions about their health, safety & welfare. In support of this policy, Workforce will ensure that a consultative approach to safety is encouraged and maintained so that employees and other concerned parties are able to contribute effectively to these processes.

Should a dispute arise in relation to health & safety, the business will institute resolution processes in consultation with employees, employee representatives and, where necessary, other external agencies or experts to ensure that the matter is addressed and resolved in a timely and reasonable manner.

Continuous Improvement

By systematically planning, implementing, measuring and reviewing its safety practices and performance, the business aims to continuously improve and strengthen all elements of its safety management system.

Management Review

The organisation will review its Safety Policy and Safety Management System regularly to ensure that they are effective, comply with legislative requirements and are measurably improving its safety performance.

Chief Executive Officer – September 2020



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