Work Health and Safety (WHS) Policy

1. Purpose

This policy outlines Total Engineering Solutions' commitment to providing a safe and healthy working environment for all employees, contractors, and visitors in compliance with Work Health and Safety (WHS) legislation and Australian Standards (AS/NZS 4801 – Occupational Health and Safety Management Systems). The aim is to prevent injuries and illness, and to promote the physical and psychological wellbeing of all personnel working under our control.

2. Scope

This policy applies to all employees, contractors, visitors, and other stakeholders working on Total Engineering Solutions premises, including any locations where employees are assigned to work. It covers all aspects of workplace health and safety, including hazard identification, risk assessment, and mitigation procedures.

3. Responsibilities

Management

- Ensure compliance with WHS legislation and Australian Standards.

- Provide leadership and resources to establish and maintain a safe working environment.

- Ensure that adequate training, equipment, and systems are in place for managing workplace health and safety.

- Review the effectiveness of safety programs and procedures regularly.

Supervisors

- Monitor daily operations and ensure work practices align with WHS requirements.

- Conduct regular risk assessments and implement control measures.

- Provide safety inductions and training to all new employees and contractors.

- Ensure that employees use appropriate personal protective equipment (PPE) and adhere to safe work practices.

Employees and Contractors

- Take reasonable care of their own health and safety and that of others in the workplace.

- Comply with all WHS policies, procedures, and instructions.

- Use appropriate PPE and safety equipment provided by the company.

- Report all hazards, injuries, or unsafe conditions immediately to their supervisor.

4. Risk Management

- Identify and assess risks to health and safety in the workplace.

- Implement control measures based on the hierarchy of controls:

    1. Eliminate the hazard wherever possible.

    2. Substitute with safer alternatives where elimination is not possible.

    3. Implement engineering controls (e.g., machinery safety guards, ventilation systems).

    4. Use administrative controls (e.g., work procedures, job rotation).

    5. Provide PPE where necessary (e.g., gloves, safety footwear, goggles).

- Review and monitor risk controls regularly to ensure they remain effective.

5. Safe Work Procedures

- Develop and implement safe work procedures for all high-risk tasks and activities.

- Ensure that appropriate signage and instructions are visible to workers in hazardous areas.

- Provide clear communication channels for reporting safety concerns and hazards.

- Investigate all incidents, including near-misses, to determine root causes and prevent reoccurrence.

6. Consultation and Communication

- Engage with employees and contractors in the development and review of WHS policies and procedures.

- Hold regular safety meetings to communicate health and safety issues, share updates, and discuss improvements.

- Ensure all workers have access to health and safety information and are informed about hazards in the workplace.

- Maintain open channels for feedback and suggestions from employees and contractors on safety improvements.

7. Training and Competency

- Provide WHS induction training to all new employees and contractors.

- Ensure all workers are trained and competent to perform tasks safely.

- Offer refresher courses and further training opportunities to maintain compliance with the latest safety standards.

- Maintain records of all training, certifications, and competency assessments for workers.

8. Emergency Response and First Aid

- Develop and communicate emergency response plans for various potential emergencies (e.g., fire, medical emergencies, chemical spills).

- Ensure first aid kits are available and stocked, and that personnel are trained in basic first aid.

- Provide access to emergency exits, fire extinguishers, and assembly points.

- Conduct emergency drills regularly to ensure preparedness in case of an actual emergency.

9. Monitoring and Review

- Conduct regular safety audits and inspections to ensure compliance with WHS regulations and identify areas for improvement.

- Review the WHS policy and associated procedures at least annually or after any significant changes (e.g., new equipment, changes in legislation, or after incidents).

- Track performance through safety performance indicators such as incident rates, hazard reports, and training completion rates.

- Act on feedback from audits, inspections, and employee input to improve safety performance.

10. Compliance and Legislative Requirements

- Comply with all relevant WHS legislation and Australian Standards, including but not limited to:

  o Work Health and Safety Act 2011

  o Work Health and Safety Regulations 2017

  o AS/NZS 4801 (Occupational Health and Safety Management Systems)

- Ensure that all workers and contractors comply with applicable regulations and guidelines.

11. Policy Approval

Total Engineering Solutions is committed to maintaining a safe working environment for all employees and stakeholders. Compliance with this policy is mandatory.

Signed: *Tomiki Halai*

Tomiki Halai

Director

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