



Built Water Solutions

Water Consultancy Specialists



WORK HEALTH & SAFETY POLICY

Procedure No: 4.1

Date: 2023

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WORK HEALTH and SAFETY (WHS) POLICY STATEMENT

Built Water Solutions Pty Ltd are committed to the management of Work Health and Safety by developing and implementing a planned and systematic approach to the management of safety.

Built Water Solutions Pty Ltd aims to minimize the risk of injury, infection and disease to our employees, visitors, contractors, and all other persons on our worksite by ensuring the WHS system is implemented, monitored, reviewed, and continually improved.

Objectives

The objectives of this policy are to ensure:

- a safe work environment is provided where hazards are identified and assessed, and controls actioned to eliminate and/or minimize any risks to health and safety.
- controls implemented to manage hazards are monitored and reviewed.
- genuine consultation and communication with workers occur, enabling opportunity and providing encouragement to contribute to the decision-making process related to WHS matters.
- all workers receive appropriate information, instruction, training, and supervision to safely carry out their work.
- effective management of workplace injuries and diseases is in accordance with the applicable legislation.
- a fair and equitable management of all Workers Compensation claims.
- compliance with the Work Health and Safety Act and Regulations.
- compliance with industry related legislation; Acts, Regulations, Approved Codes of Practices and Australian Standards.
- A commitment to continued improvement aimed at the prevention and elimination of work-related injury and ill health.

Strategies

Built Water Solutions will achieve the objectives of this policy by developing measurable WHS targets to monitor performance.

Ensuring that this policy is aligned and compatible with the strategic direction of the organization.

Promoting continual improvement of the safety management system.

A commitment to consultation and participation of workers and where they exist worker's representatives.

To include a commitment to provide healthy working conditions.



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Responsibilities:

PCBU Officer/s must ensure:

- Work Health and Safety policies and procedures are developed, and mechanisms are provided to implement and review such documents and processes.
- Taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.
- compliance with the WHS Act and Worker Injury and Management Legislation.
- mechanisms are provided to enable employees and their representatives to be consulted regarding development and changes to work practices, workplaces and policies and procedures that may affect the health and safety of workers.
- workers are provided with the necessary knowledge and skills to understand and effectively carry out their health and safety responsibilities.
- effectiveness of risk control measures is monitored and reviewed.
- workers are provided with support and advice on injury prevention.
- ensuring that resources are available to establish, implement and maintain and improve the safety management system.
- effective consultation occurs between management and employees, in particular where there is or proposed to be a change to the workplace, work practices, and policies and procedures that may affect the health and safety of employees.
- the development of WHS targets which are regularly monitored and reviewed.
- communicating the importance of effective safety management and conforming to the safety management system requirements.
- supporting relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities.

Managers and Supervisors within their area of responsibility must ensure:

- the WHS targets and procedures are implemented.
- safe work procedures as established under the WHS management system are followed by all workers.
- regular workplace inspections are conducted as required under the WHS management system.
- risks to the health and safety of workers are assessed and control measures are implemented and maintained.

Workers/Employees and Sub-contractors will:

- be responsible for their own health and safety and avoid adversely affecting the health and safety of any other person.
- report hazards and incidents in the workplace by following established procedure.
- assist in the identification of hazards, assessment of risks and the implementation of risk control measures.
- carry out roles and responsibilities as detailed in the WHS policies and procedures.
- follow any reasonable instruction and training provided in relation to health and safety at work.
- use equipment provided for health and safety purposes.
- provide feedback on any matter which may affect their health and safety in the workplace
- ensure they are not affected by alcohol or any drugs that would endanger their own or any other person's health and safety.
- be encouraged to not fear repercussions when reporting accidents, incidents or hazards and if they stop work if there is any imminent danger.



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Visitors and Contractors

All visitors and contractors must report to the Reception prior to entering the premises. Visitors and contractors have a responsibility to:

- abide by the Company's WHS policies and procedures.
- not put themselves or any of the Company's workers at risk.
- not enter any restricted areas without permission.
- familiarize themselves with the emergency evacuation procedure.

General Staff Meetings

General staff meetings are to be used as a forum to:

- facilitate discussion and co-operation between the management and the workers in initiating, developing, carrying out and monitoring measures designed to ensure the health and safety of workers.
- assist in resolving health and safety issues at the worksite.
- assist in the formulation, review, and dissemination (in appropriate languages and format) of health and safety policies, procedures, and practices.
- consult with the workers on any proposed changes to the work, the workplace and policies, procedures, and practices.
- review developments in the field of rehabilitation of injured workers and those who have a disability.
- assist in the return to work of workers who have suffered a work-related injury and those who have a disability.

Training and Competency

- Workers will be briefed / trained in the requirements of the WHS Policy during induction.
- When this policy is amended existing workers will be informed.
- Workers will also be expected to attend all mandatory training as established by the Company.

Review

The effectiveness of this policy will be monitored and reviewed annually in accordance with internal auditing practices and the ongoing review of the **Built Water Solutions Pty Ltd** Integrated Management System and Work Health and Safety requirements in consultation with workers and kept up-to-date as required with new legislation and organisational changes by the PCBU Officer/s in consultation with workers.

The Company makes this policy available to interested parties as appropriate and is available on the Built Water Solutions website.

Managing Director: Ross Jones

Date: 07/11/2023