



## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

Unified Services are committed to providing a workplace that is as far as reasonably practicable safe and free from risk to the health and safety of our employees, sub-contractors and visitors. This also includes psychological health and safety.

Unified Services are also committed to as far as reasonably practicable the prevention of work-related injuries and all possible measures are taken to identify, evaluate, control and remove or at least reduce risks to the health and safety of employees, subcontractors and visitors.

### **SCOPE**

This policy applies to all employees, subcontractors and visitors on company premises or engaged in company business.

### **UNIFIED SERVICES RESPONSIBILITIES**

It is the responsibility of Management to:

- Comply with relevant legislation, including the WHS Act, Code of practice, Industry standards and safety regulations and ISO 9001 and ISO 45001.
- Promote a positive safety culture by leading by example and all employees are consulted and participate in the establishment of this OHS Policy.
- Establish and maintain an effective Quality, Health and Safety Management System.
- We are committed to setting OHS objectives to support our commitment to provide a healthy and safe workplace that is appropriate for our business. Objectives will be established, communicated, measured and reviewed annually or if changes are made to the business and systems.
- Ensure adequate resources are available to implement, maintain and improve health and safety practices.
- Where necessary engage industry professionals to assist with all matters beyond our knowledge and capability.
- Implement health and safety policies, procedure and SWMS, Quality, Health and Safety management system.
- Provide information on safe work practices for the transport, storage, use and disposal of hazardous substances.
- Keep MSDS on all materials used and update every 5 years as required by the relevant Industry legislation and regulations.
- Provide and maintain appropriate personal protective equipment and ensure that it is properly fitted and worn when needed.

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### **EMPLOYEES RESPONSIBILITIES**

It is the responsibility of an employee to:

- Take reasonable care for their health and safety and that of their fellow workers.
- Follow all procedures, policies and SWMS.
- Undertake relevant training and inductions.
- Comply with any reasonable directions given by management regarding health and safety.
- Report any hazards, incidents or unsafe conditions immediately to their supervisor or manager.

### **SUBCONTRACTORS RESPONSIBILITIES**

It is the responsibility of a subcontractor to:

- Not put themselves or others at risk as far as reasonably practicable.
- Comply with all of Unified Services policies, procedures and SWMS.
- Complete any onsite induction and training.

### **RISK MANAGEMENT**

Unified Services will:

- Identify and assess health and safety risks associated with activities, equipment and work environments by following section 9 of our Quality, Health and Safety Management system.
- Implement appropriate control measures to eliminate or minimize identified risks as per section 9 of our Quality, Health and Safety Management system.
- Regularly monitor the effectiveness of control measures or review risk assessments as per section 9 of our Quality, Health and Safety Management system.
- Subcontractors are fully aware of hazards associated with their work and they must implement appropriate hazard control measures applicable to their works.

### **INCIDENT REPORTING AND INVESTIGATION**

Unified Services has established a clear and accessible process for reporting all health and safety incidents, near misses and unsafe conditions as per Section 10 of our Quality, Health and Safety Management system hazard reporting flow chart.

Unified Services will:

- Conduct investigations of all reported incidents to determine the cause as per section 10.
- Implement corrective actions to prevent recurrence.
- Maintain records of all incident reports, investigations and corrective actions.

### **TRAINING AND COMPETENCE**

Unified Services will:

- Induct all managers, supervisors, employees and subcontractors into our policies, procedures, SWMS and Quality, Health and Safety Management system.
- All relevant employees are inducted by our clients into each new job site before commencing works onsite.
- Employees are trained and attend ongoing training on health and safety matters relevant to their work to ensure employees are aware of current best practice and regulatory requirements.

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- Employees will hold relevant tickets and licences and attend training required to keep them current.
- Provide additional training to relevant employees if the Site Manager identifies that it is necessary.
- Provide effective employee and subcontractor consultation and participation on health and safety matters including communication of relevant information, toolbox meetings and reporting any feedback.

### **EMERGENCY PREPAREDNESS AND RESPONSE**

Unified Services will:

- Develop and maintain an emergency response plan for various emergencies such as fire and natural disasters which is detailed in Section 27 of our Quality, Health and Safety Management system.
- Employees will follow the emergency response process on page 71 of the Quality, Health and Safety Management system in conjunction with our emergency response procedure.
- Conduct emergency drills to ensure all employees are familiar with emergency procedures and can respond effectively.

### **PERFORMANCE, MONITORING AND REVIEW**

Unified Services will:

- Conduct internal audits to assess compliance and identify areas of improvement.
- Hold management review meetings to evaluate the effectiveness of the Quality, Health and Safety Management system and make necessary amendments to achieve continuous improvement.
- Ensure prompt and skilled first aid is available on site for the immediate care of injuries and ill health.

### **REVIEW AND IMPROVEMENT**

The OHS Administrator will review this Occupational Health and Safety policy annually or if any significant changes occur in the workplace.

Management will implement improvements to this policy based on any feedback and suggestions received.

Implement corrective actions to address any inadequacy or opportunities for improvement.

### **DOCUMENTATION AND RECORDS**

Unified Services will:

- Maintain a current and easily accessible copy of this policy on aroflo and the shared google drive.
- Ensure it is distributed to all employees via email.
- Review and update the policy annually or as required to reflect changes to regulations or company policies.

This policy is authorised by: *Nicholas De La Roche*

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