

Shiv Martin Consulting

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Work Health and Safety Policy



SHIV MARTIN CONSULTING

RESOLVE CONFLICT. BUILD TRUST. STRENGTHEN TEAMS.

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WORK HEALTH AND SAFETY (WHS) POLICY

Policy objective

Shiv Martin Consulting recognises the health and safety of all workers and third parties is of vital importance and is key to a successful business. We are committed to providing and maintaining a safe and healthy workplace for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. Accordingly, the objectives of the WHS policy are to ensure all staff members understand their obligations in relation to health and safety.

Administration

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking, the Person Conducting a Business or Undertaking (PCBU), directors and management.

However, workers also have important responsibilities for health and safety in the workplace and it is both an individual and shared responsibility. This policy applies to all staff members regardless of whether they are employees, independent contractors or representatives of independent contractors, work experience students or other volunteers, Directors, Company Officers or other agents ("Staff Members").

Workplace policies and procedures will be reviewed annually to ensure they remain current, or when there are changes in relevant laws. During the review: we will refer to the latest legislation, standards and guidelines relevant to the business.

Consultation

Shiv Martin Consulting will consult with staff members about work health and safety matters. In situations whereby Shiv Martin Consulting shares a primary duty of care with other duty holders regarding its staff members, Shiv Martin Consulting will consult, cooperate and coordinate work health and safety related activities with the other duty holders.

Related forms

In addition to this WHS Policy, Shiv Martin Consulting provides the following related forms:

- Self-Assessment Checklist (Working from home and external venues)
- Hazard Report Form
- Incident Report Form

OBLIGATIONS

Company obligations

Shiv Martin Consulting is committed to complying with the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011, codes of practice and other safety guidance material.

Shiv Martin Consulting's goal is to provide a safe and healthy work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

This policy is aimed at assisting Shiv Martin Consulting to comply with those obligations including by:

- Ensuring health and safety in the workplaces.
- Ensuring the business complies with all legislation relating to health and safety.
- Identifying hazards, assessing risks and eliminating or controlling risks.
- Providing instruction, training, information and supervision to enable all workers to work safely.
- Consulting with and involving workers on matters relating to health, safety and wellbeing.
- Providing appropriate equipment and implementing safe work systems.
- Providing a suitable injury management and return to work program.
- Recording how Shiv Martin Consulting complies with its obligations.

Staff member obligations

Managers, employees, and other workers are responsible for ensuring the health and safety of themselves and others at work, including when they are working from home. Staff members are required under this policy to:

- Take reasonable care for their own health and safety and others in the workplace, including any external training or event venues.
- Adhere to Shiv Martin Consulting's WHS policies, procedures, instructions and rules including safe work practices. All staff must complete and submit annual updates of the Self-Assessment Checklist.
- Understand the practices and the processes used by Shiv Martin Consulting to comply with work health and safety duties; this includes completing all relevant reporting forms to report hazards, incidents and/or injury. See: Hazard Report Form; Incident Reporting Form.
- Ensure they do not attend or remain at work if they are not fit to do so, including if they are intoxicated or under the influence of drugs.
- Report any incident, injury, illness, unsafe equipment or hazards immediately to the relevant manager or supervisor, and complete the appropriate Hazard or Incident Reporting form
- Participate in safety training and actively participate in WHS activities and consultation such as inspections, investigations and meetings.
- Notify Shiv Martin Consulting of any matter that may affect Shiv Martin Consulting's ability to comply with its workplace health and safety obligations.
- Use safety equipment and personal protective equipment as instructed.
- Comply with all security systems and protocols in the workplace.

HAZARDS, RISKS AND INJURY

Hazard and risk identification

Shiv Martin Consulting has processes in place to identify, assess, and control workplace hazards along with measures to review those controls.

If a potential hazard is identified in the workplace or a client's environment, the manager or worker should report the hazard or risk as soon as possible, regardless of how minor it may seem. All identified hazards must be recorded on the Hazard Report Form for documented traceability.

Once identified, the severity of the hazard will be assessed, and appropriate control measures will be implemented to eliminate or mitigate the hazard. The implemented control measures will be reviewed and documented for effectiveness and adjusted if necessary.

Reporting accidents and injuries

As per the staff member obligations, all accidents, injuries and 'near misses', whether they occur at work or while travelling to and from work (including a client premises), must be reported immediately. In addition:

- Where there is a very minor injury that requires no treatment or first aid treatment only, a record should be made via email.
- Where an accident, injury or 'near miss' occurs that requires or has the potential to require medical treatment, it should be reported as soon as possible, and no later than 24 hours after the event. Shiv Martin Consulting's workers compensation insurers will be notified of any injuries that may require compensation within 48 hours. The results of any investigations or corrective actions will also be summarised in writing on the Incident Report Form.
- If requested, you must also complete a Worker's Injury Claim Form and obtain a certificate of capacity from the treating doctor. Together with Shiv Martin Consulting's insurance company and the worker's treating doctor, a suitable return-to-work plan will be coordinated for any worker who requires it.
- Reported incidents or hazards will be investigated by Shiv Martin Consulting promptly. We will identify the causes and assess any hazards that need to be controlled. Management will discuss the incident with you or any relevant workers to decide on suitable controls needed to eliminate or mitigate any risks in place.

Early notification of significant injuries

Employees are encouraged to report injuries as early as possible, as injuries are best managed when rehabilitation is commenced as soon as possible after an injury. Early reporting and rehabilitation give us the best chance to help employees remain at work wherever possible.

Rehabilitation, injury management and plans to remain or return to work will be developed with the injured employee and any applicable medical advice.