



# Health and Safety Policy

IndeServe is committed to the ongoing protection of our employees, other persons and property from accidental injury or damage, from work carried out by, and on behalf of the business. IndeServe is committed to the continuous improvement of Health and Safety.

In meeting this commitment, management will comply with the legislative requirements of the Health and Safety at Work Act 2015 (the Act) and amendments, and relevant regulations, Standards and codes of practice.

This commitment will result in IndeServe taking all practicable steps to:

- Support and encourage employee consultation and participation in health and safety.
- Provide a safe place of work, safe equipment and proper materials.
- Establish and insist that safe work methods be practiced at all times.
- Provide supervision, training and information.
- Ensure workplace incidents and accidents are accurately investigated, recorded and reported.
- Ensure that, in the case of work or non-work injuries employees have a safe and early return to work.

## HEALTH AND SAFETY GOALS

1. Maintain a reducing trend in Lost Time Injury Frequency Rate measured on an annual basis.
2. Maintain our current processes at ACC WSMP Tertiary level and seek an alternative standard.
3. Complete the target number of checks for both Contractor monitoring and site monitoring.
4. Complete the target number of toolbox talks.

## ALLOCATED RESPONSIBILITIES

### Chief Executive Officer

- Overall responsibility for Health & Safety. Ensure managers understand their responsibilities relevant to their positions.
- Identify changes in H&S legislation and regulations, and plan to action them.
- Maintain a Risk Register and other H&S systems in conjunction with H&S Coordinator.
- Work with managers to manage the safe and early return to work of injured employees.

### Branch Manager

- Monitor and manage all employees under their control and ensure orientation of new hires.
- Appoint a Branch H&S Officer and ensure they investigate & report all incidents & accidents.
- Ensure induction of new technical staff and formally monitor their H&S performance

### Account & Project Managers

- Identify and manage risks to H&S on work sites and monitor employee, contractor and sub-contractor health and safety on sites

### Office Staff

- Ensure their immediate environment is safe.
- Ensure the safety of visitors to the branch office.

### Health & Safety Coordinator (see document, 'H&S Coordinator Role')

- Organise and attend monthly H&S Team meetings.
- Maintain a Risk Register and all other H&S documentation, ensuring procedures are adhered to.
- Plan H&S training for employees and ensure records are maintained and training evaluated.
- Ensure a consultative relationship with employees and employee representatives.
- Monitor and manage the investigation, reporting and recording of incidents and accidents.
- Monitor and progress H&S planning, objectives, and audits.

### Health and Safety Team

- Attend Health & Safety Meetings.
- Participate as H&S Team members as outlined in the document titled 'H&S Coordinator Role'.

### Technicians

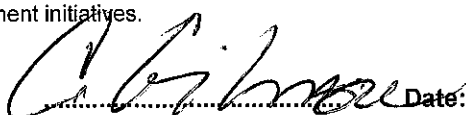
- Must implement safe working practices as per IndeServe standards set out in the orientation material derived from Worksafe documents and Industry Standards.
- Inform their Manager and/or a H&S Team member of H&S risks and issues and manage these onsite.
- Technicians in charge of jobs must ensure their staff are identifying risks, observing safe working practices and that working conditions are safe.

### All Employees

- Actively manage risks and hazards as per the orientation requirements and participate with injury prevention and management initiatives.

Signature:

Name:

  
Charles Gilmore

Date:

Title:

13 October 2020

Chief Executive Officer